|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Property Name | Corn Rigg Cottage and Rusby Barn |  | Date of Next Review: | 4th September 2020 |
| Date of Assessment | 25th June 2020 |  | Notes: | ALL Actions to be completed by Claire McAnulty and Simon McAnulty by the 10th July 2020 |
| Assessment Carried out by | Claire McAnulty and Simon McAnulty |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the Hazards? | Who Might Be Harmed and How? | What are you already doing to control the Risk? | What further action do you need to take to control the risk? | Risk Factor / Urgency | | |
| High | Medium | Low |
| **Person to person contact during COVID 19 pandemic (Host and guest)**  **Person to person contact during COVID 19 pandemic (Guest and Guest)** | The host or guest may become infected with COVID19 and further spread the infection | Self-check in already in place with keys for both cottages left in a key box | Minimise contact between both the host and guest and between guests staying in Rusby Barn and Corn Rigg Cottage.  Provide pre-arrival/ departure information for guests explaining procedures – host to contact each guest to let them know when each cottage is ready and that the host is no longer on the premises. Host to make each guest aware of the cottage next door and to ensure that they are aware that they will be using a shared gate to enter/exit the property. Provide cleaning wipes and disposable gloves for each guest to use whilst opening/closing the shared gate.  Hosts to make sure that each new guest has read and understood the pre-arrival/department information.  Interim cleans (after 7 days if a guest is staying for 14 nights) will not be undertaken.  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency).  Provide an FAQ document or photocopy original instruction manuals to ensure that guests have the information they need to operate appliances and to minimise any visit to the property, for example:  How the boiler works  How to switch the heating on  How the cooker works  Have an illness during stay reporting procedure and useful contact numbers in the property | X |  |  |
| **Cleaning regimes not effective / fit for purpose** | Accommodation not cleaned effectively leading to contamination/spread of COVID 19 | Rusby Barn and Corn Rigg Cottage are already thoroughly cleaned during each changeover. However, extra care will be taken, and new processes will be adhered to. | Create a cleaning checklist that the hosts must adhere to, and which must be filled in and left in the property after each changeover for transparency:   * Exactly what should be sanitised within the property, for example, all door handles, all surfaces, all light switches, outside seating areas, bins, etc. * How rubbish should be disposed of * How dirty laundry should be collected/taken away * What cleaning materials should be used and where and how * Which cleaning materials should be left for guests and ensure that these are wiped down and, where necessary, put into a new plastic bag for us * Provide guests with bags for placing their dirty towels/laundry in * Clean pillow, mattress and duvet protections put on for each changeover * New/clean handwashes provided and new/clean washing up liquid bottles provided during each changeover * Air all rooms during changeovers   All changeover cleans can only be undertaken when guests have left the property.  Both hosts to obtain the correct protective clothing, including aprons, gloves and masks.  Both hosts to handwash regularly and dispose of protective clothing appropriately.  New protective clothing to be worn when cleaning each different cottage.  Identify and remove items in the properties that can not be cleaned effectively following each guest’s stay, for example, DVD’s and books, guest information books, cushions and throws, tea/coffee/sugar, excess clothes hangers, clothes horses, matches, fire gloves, storage boxes, fans, fire paper bag/holder, washing powder, business cards, leaflets, flyers, air fresheners. Make guests aware that these items will not be provided, and prepare new and individual guest information packs for each guest, which will be disposed of at the end of each guest’s stay.  Go through cupboards including the kitchen cupboards and identify which items can be removed so that there are no unnecessary items left in the properties, and to ensure that there are less items that will need to be cleaned during each changeover.  Change the check-in time from 4pm to 5pm to ensure that we have extra time to ensure that all cleaning requirements and processes are met.  Provide information to guests on what is required of them before leaving the property:  Ensure that dirty towels and laundry are placed in the bags provided  Air the rooms before leaving  How rubbish should be disposed of  Provide a list of what equipment has been used (eg hoover, deck chairs, etc) so that these can be cleaned following their departure. Ensure that each guest has read and understood this information prior to their stay.  Review items usually provided in Welcome Hampers to ensure that only items that have been individually wrapped, or that have containers that can be sterilised are provided. For example, it will no longer be suitable to provide home-made treats | X |  |  |
| **Dealing with a guest who is unwell with suspected COVID-19** | The spread of COVID-19 |  | Identify a procedure that must be followed in the event that a guest falls ill with suspected COVID-19 and ensure that guests are made aware and understand this procedure prior to their stay, and also have access to a document outlining the procedure that they must follow.  Build into our terms and conditions the cost and requirements in case a guest has to extend their stay due to illess with COVID-19 or self-isolation requirements.  Determine how we will ensure that any guest/s needing to self-isolate will be able to receive food and medication supplies.  Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to a guest’s illness.  Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property) | X |  |  |
| **Incorrectly laundered bedding** | Bacteria not killed off properly | All bedding has always been washed on a full 60 degree wash cycle | Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash) |  |  | X |
| **Legionella** | Infection of Legionella from standing water if the property has been lying empty due to COVID-19 restrictions | We have been visiting both properties every two weeks to check on their condition, and in line with our insurance policy. | Flush the whole water system for two minutes or more. First flush the toilet, then let the kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.  Flush the shower through If the shower has not been used for two weeks or more, disinfect the showerhead. The showerhead should be removed and the shower run for two minutes. The showerhead should be disinfected before being re-fitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (e.g. Milton). Showerheads should be regularly disinfected about four times a year.  Finally, let any other taps run for two minutes. |  | X |  |

|  |  |
| --- | --- |
| Notes on completion | We have decided not to open until the 10th July 2020 so that we can ensure that we have enough time to address and implement all of the actions that we have identified as part of this risk assessment.  A date of the 4th September 2020 has been given for a review, however, we will consider reviewing this earlier if we believe it is necessary to. |