

Risk assessment template

Company name: The Shippon Luxury Holiday Let
Sugden

Assessment carried out by: Hayley

Date of next review: 29/07/20

Date assessment was carried out: 29/06/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Person to person contact during COVID 19 pandemic	Guests and hosts could catch the virus and spread it	There is no person to person contact as it is already a self-check in via a key safe.	Clean keys and key safe with antiviral disinfectant. All guests are emailed 2 weeks prior to their stay.	Hayley Sugden before arrival and on departure of every guest	Before and after each guest check in. Before 17 th July 2020	Done on each visit
			Any Maintenance visits- pre arranged when guests are not present unless an emergency.	Hayley Sugden	When a maintenance issue arises	When required
			Provide a welcome email with digital guidebook and housekeeping manual.	Hayley Sugden	Before guests arrival	Already in place

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			<p>Instructions on the key lock box .And appliance instructions etc.</p> <p>Please Note – There is no plastic guest file or attraction leaflets in the cottage.</p> <p>On departure guests are asked to place keys back in the lock box.</p> <p>No daily housekeeping is provided during a guests stay</p> <p>No welcome hamper will now be left for guests at the moment.</p> <p>All board games and books have been removed from the cottage.</p> <p>Sanitiser available on entry to</p>	<p>Hayley Sugden</p> <p>Guests</p> <p>Already in place</p> <p>Already in place</p> <p>Hayley Sugden</p> <p>Hayley Sugden</p>	<p>17th July 2020</p> <p>Each departure</p> <p>Already in place</p> <p>Already in place</p> <p>17th July 2020</p> <p>17th July 2020</p>	<p>Already in place</p> <p>Done</p> <p>Done</p>

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			<p>the cottage.</p> <p>Soap available at all sinks including kitchen</p> <p>Anitibacterial surface cleanser left in the property along with disposable paper towels.</p>	<p>Hayley Sugden</p> <p>Hayley Sugden</p>	<p>Each changeover</p> <p>Each changeover</p>	
<p>Cleaning regime not effective/fit for purpose</p>	<p>Contaminated accommodation/spread of COVID-19 guest, hosts and cleaners</p>	<p>Cleaning Company have a checklist that has to be ticked, signed and dated .</p>	<p>Our contracted cleaning team will clean in accordance to the Public Health England guidance and wear correct PPE</p> <p>All cleaning products and PPE supplied by them.</p> <p>An itemized checklist has been issued to the cleaning</p>	<p>Cleaning Company</p> <p>Hayley Sugden</p>	<p>Before each guest</p> <p>17th July 2020</p>	<p>When required</p> <p>Done</p>

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			<p>company and needs to be signed at the end of each shift. The checklist states what should be sanitized and disinfected in addition to the normal cleaning.</p> <p>Any issues the cleaning team need to notify me the owner.</p> <p>Ensure all cleaning materials and products are fit for purpose</p>	<p>Cleaners</p> <p>Cleaners</p>	<p>As and when</p> <p>17th July and ongoing</p>	<p>When required</p> <p>Done</p>
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Guest, host and cleaners	Cleaning Checklist done emailed to cleaning company. Also a copy left in the cottage each clean.	Continue to review and update the checklist	Hayley Sugden	17 th July and ongoing	done

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<p>Dealing with a guest who is unwell or infectious outbreak in your property</p>	<p>The outbreak of an infection.</p>	<p>Sending information to guests advising them what to do.</p>	<p>Produced procedures and relevant phone numbers advising guests what to do if ill/have an infectious outbreak</p>	<p>Hayley Sugden</p>	<p>17th July 2020</p>	<p>Done</p>
			<p>Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long</p>	<p>Hayley Sugden</p>	<p>As required</p>	<p>As required</p>
			<p>Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p>	<p>Hayley Sugden</p>	<p>17th July 2020</p>	<p>Done</p>
			<p>If a guests have to self-isolate clean linen to be delivered and left outside the property.</p>	<p>Hayley Sugden</p>	<p>As required</p>	<p>As required</p>
			<p>Advise guests how to obtain supplies e.g online</p>	<p>Hayley Sugden</p>	<p>As required</p>	<p>As required</p>

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Changeover clean	Contaminated accommodation / spread of COVID 19 – Cleaner	Cleaners wear PPE cleaning procedure documented	Cleaning company to clean after each departing guests have left.	Cleaners	On each changeover	Done
Legionella	Infection of Legionella from standing water if the property has been lying empty	Not Applicable been occupied by nurses . System was emptied prior to their arrival	None, house been in use.	N/A	N/A	
Hot Tub	Guests	Risk Assessment done separately for this guest receive a copy and have to sign to hot tub guidance notes	None	Hayley Sugden	On going	Done

The Policy will be reviewed on a monthly basis until the threat of COVID-19 has passed.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/