

## Covid-19 Risk Assessment for Short-Term and Holiday Rentals and Self-Catering Properties

|                           |                            |                      |                                                       |
|---------------------------|----------------------------|----------------------|-------------------------------------------------------|
| Property Name             | River Edge Lodges          | Date of Next Review: | 29 <sup>th</sup> June 2020, 3 <sup>rd</sup> July 2020 |
| Date of Assessment        | 26 <sup>th</sup> June 2020 | Notes:               |                                                       |
| Assessment Carried out by | Mary Mckay                 |                      |                                                       |

| 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 |        |     |
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|                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | High                  | Medium | Low |
| <p><b>SARS-CoV-2 is a virus that can invade a host via the respiratory tract or via hand to eye/mouth/nose contact, causing the disease, Covid-19</b></p> <p><b>Person to person contact during COVID-19 pandemic</b></p> | <p>Staff and guests may be harmed by becoming infected with COVID19 and by spreading the infection to others.</p> <p>Contamination via droplets from sneezing/coughing, either direct contact to face or landing on surfaces then transferring via hands onto the face. Or touching surfaces with contaminated hands</p> <p>Children playing on the play equipment in the play area may contract the virus</p> | <p>Staff briefed on the facts regarding the virus from Scottish and UK Government websites.</p> <p>Staff Training to understand new risks, social distancing, routes of transmission, handwashing, surface disinfection</p> <p>Information on park rules re: access, key collection, social distancing etc available on our website</p> | <p>Minimise contact between parties.</p> <p>Ensure guests and staff understand the current social distancing guidelines.</p> <p>Ensure staff have adequate protective clothing</p> <p>Provide pre-arrival/departure information for guests explaining procedures and additional measures in place regarding Covid-19. Guests to confirm on check out that nobody in their party has been unwell during their stay. Communicate the plan to staff.</p> <p>Use self-checkin for guests. Contact the guest by telephone or email after arrival to answer any queries</p> <p>Ensure guests are not present during interim cleans</p> <p>For any maintenance issues that arise, visits by staff to be arranged when guests are out of the property where possible (unless an emergency)</p> <p>In order to minimise any physical contact, provide a FAQ document on all aspects of the property for example:</p> <p>What to do with refuse<br/>How things work and where things are</p> <p>No food to be left in the lodge</p> <p>Provide information on the reporting procedure in the event of a guest becoming unwell during their stay, along with contact details</p> <p>Play Area: it is not easy to disinfect, but the play equipment is exposed to the elements which helps to eliminate the virus. Hand sanitiser at child level. Signage</p> |                       |        |     |

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|                                                                                        |                                                                |                                                                                                                                           | saying parents are responsible for supervising their children: 1. Good hygiene practices in handwashing before and after using the equipment. 2. Ensure children observe social distancing. 3. Children are not permitted to play on equipment if already occupied.                                                                                                                                                                                                                                                                                |  |  |  |
| <b>Cleaner / housekeeper not fit for work and infected with COVID 19</b>               | Could spread COVID 19 while cleaning the property              |                                                                                                                                           | Create an ongoing medical checking system for staff health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |
| <b>Cleaning regimes ineffective</b>                                                    | Contaminated accommodation causing the spread of COVID-19      | Completion of training course in Covid-19 Holiday Let Cleaning (17 <sup>th</sup> June 2020) by Landlord's Little Helper's Cleaning School | <p>Create a cleaning plan that all cleaning staff must adhere to and sign for each clean ensuring all maintenance issues are dealt with before guest arrival.</p> <p>Create a cleaning checklist that all cleaning staff must fill in and leave in property for transparency</p> <p>Cleaning standards checked periodically by owner/supervisor</p> <p>All cleaning staff given adequate protective clothing, according to current government guidance, and training on how to use correctly, on handwashing, and protective clothing disposal</p> |  |  |  |
| <b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b> | Not cleaning or sanitising/disinfecting the property correctly |                                                                                                                                           | <p>Put a cleaning requirement document together, clearly stating what should be sanitised/disinfected within the property for example:</p> <p>Disinfect touch points, door handles, banisters, surfaces, bathroom taps, toilet seat</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Put a health &amp; safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning / maintenance schedules for the accommodation and all risk assessments</p>             |  |  |  |

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| <b>Dealing with a guest who is unwell or infectious outbreak in your property</b> | The spread of an infection outbreak                                                                  |                                         | <p>Provide information on what to do if a guest becomes unwell, including actions to take and contact numbers</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>Deliver clean linen and linen bag for the guests to place used linen in (leave this at the property)</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p> |  |  |  |
| <b>Incorrectly laundered bedding</b>                                              | Virus not eliminated                                                                                 | Using cotton bedlinen                   | <p>Wash bedding on a 60 degree wash cycle (not a quick wash) or leave bagged for at least 72 hours and wash at 40 degrees</p> <p>Have spare duvets, pillows, mattress covers and pillow covers to alternate between arrivals</p>                                                                                                                                                                                                                                       |  |  |  |
| <b>Changeover clean</b>                                                           | Contaminated accommodation / spread of COVID-19                                                      |                                         | <p>All changeover cleans can only be completed once the guests have left the property</p> <p>Cleaner has filled out the fit for work document</p> <p>All protective clothing is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>                                                                                                                                                                        |  |  |  |
| <b>Legionella</b>                                                                 | Lodges have been closed with increased risk of Legionnaires' Disease from lack of use standing water | See existing Legionella Risk Assessment | <p>Flush the whole water system for at least two minutes. Flush the toilet, and let the kitchen and the hand basin taps run for two minutes for hot and cold water to run.</p> <p>Disinfect the showerhead by immersing for at least an hour and run the shower for 2 minutes.</p>                                                                                                                                                                                     |  |  |  |

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Notes on completion