

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

Property Name	4 St Georges House, Nelson Lane, Bath	Date of Next Review:	27/11/2020
Date of Assessment	27/06/2020	Notes:	Risk factor estimates residual risk after mitigation measures
Assessment Carried out by	Peter Curran		

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)	Becoming infected with COVID19 and further spread the infection	<ul style="list-style-type: none"> All guests check-in using key box. Guest contacted by phone after arrival to check there are no problems. Guests receive link to TouchStay guide pre-arrival; this contains all information about appliances as well as instructions relating to bins, recycling, etc. TouchStay guide includes Covid 19 section that details all precautions and rules in one place, including contact numbers and procedure if illness contracted during stay. 	Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)			LOW
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	<ul style="list-style-type: none"> Cleaning handbook includes protocol for staff health reporting 			MED	
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<ul style="list-style-type: none"> Cleaning plan defines all items to be cleaned, appropriate materials/ operation Cleaning checklist for completion after each cleaning visit Maintenance checklist that covers replaceable/repairable items to avoid callout during visits PPE supplied to cleaning team Training provided to cleaning team 	Cleaning standards checked periodically by supervisors or external 3 rd parties (e.g. accreditation)			LOW
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	<ul style="list-style-type: none"> Cleaning manual describes: <ul style="list-style-type: none"> Items to be cleaned Appropriate cleaning operation Materials to be used Disposal re-use of cleaning equipment and materials COSHH file All cleaning equipment PAT tested if electrical 				LOW
COVID 19 exposure in public areas of property	Could infect property, guest, host or cleaner	<ul style="list-style-type: none"> Disinfection of door handles etc. in cleaning plan 	Agree with property management agent to be notified of any Covid 19 cases in the building		MED	

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Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	<ul style="list-style-type: none"> • Touch Stay guide includes instructions in case a guest becomes ill during stay <ul style="list-style-type: none"> ○ Contact details for medical assistance ○ Contact details for online pharmacy with delivery option ○ Contact details for online grocery delivery ○ End of stay procedures • Video call to establish if guest can return home and when • Arrange clean linen supply if guest stay is extended • If guest has to stay investigate alternative accommodation via BASCA/BIGHA membership 	Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine		MED	
Incorrectly laundered bedding	Bacteria not killed off properly	<ul style="list-style-type: none"> • All linens and towels handled by laundry company using their own Covid 19 protocols • Clean laundry delivered in closed bags • 				LOW
Changeover clean	Contaminated accommodation / spread of COVID 19	<ul style="list-style-type: none"> • All changeover cleaning commenced once the guests have left the property • Cleaner self-certifies fit for work and records this in cleaning log • PPE supplied to cleaner • All cleaning / maintenance procedures are adhered to and documented accordingly 				LOW
Legionella	Infection of Legionella from standing water if the property has been lying empty	<ul style="list-style-type: none"> • All toilets flushed • Taps run • Shower heads disinfected quarterly unless property unoccupied > 2 weeks 				LOW

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Notes on completion	<p>Monthly re-assessment process:</p> <ul style="list-style-type: none">• Review of cleaning regime• Review of local risks (Covid 19 infection rates)• Experience of other BASCA/BIGHA members• Review updated guidance/advice from HMG, BANES, PASC etc.
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