

Covid19 Risk assessment

Company name: Fireman's Cottage

Assessment carried out by: Suzie Warner

Date of next review: September 2020

Date assessment was carried out: 9th July 2020

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
Infection risk on surfaces in cottage	Guests, cleaning team and owners	Thorough clean of cottage on changeover day.		Cleaners		Ongoing
		Cleaning team are wearing PPE including disposable aprons, face mask and disposable gloves.		Cleaners		
		Cleaning team will use sanitiser before and after entering the property.		Cleaners		

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		Extra precautions: House keys in the key safe and the key safe will be cleaned. All remote controls and thermostats cleaned and any other small appliances provided e.g. the iron.		Cleaners		Ongoing
		Cleaning team to adhere to social distancing rules.		Cleaners		Ongoing
		Antibacterial items are available for guests to use during their stay – hand soaps, spray, wipes.		Suzie		Ongoing
		Allow for more cleaning time by making check-in		Suzie		Yes

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		from 4pm and departure at 9.30am				
Infection risk on toys, board games, books and DVDs	Guests, cleaning team, owners	These items have all been removed from the property.		Suzie		Yes
Risk of infection from visitor information folder and guest feedback book.	Guests, cleaning team, owners	These have been removed. Visitor information is sent as a pdf in the week prior to their stay. Guest feedback to be emailed to owners.		Suzie		Yes
Infection risk on welcome pack items	Guests, cleaning team, owners	All welcome packs items are individually cleaned.		Cleaners		Ongoing
Infection risk of laundry	Guests, cleaning team, owners	All pillow and mattress protectors to be laundered at each change over.		Cleaners		Ongoing

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		Advise guests to strip beds before departure and to put used hand towels in bath.		Suzie		Ongoing
		Cleaning staff to remove laundry before cleaning of the property commences.		Cleaners		Ongoing
Risk of infection from rubbish	Guests, cleaning team, owners	Advise guests to put all rubbish including food waste in to bags tied at the top and disposed of in the appropriate outside bins. All bins in the house should be empty when guests leave.		Suzie		Ongoing
		All bins will be emptied, cleaned		Cleaners		Ongoing

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		inside and outside with special attention paid to lids. Outdoor bin lids will also be disinfected.				

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