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| Property Name | Percy Place |  | Date of Next Review: | 16th July 2021 |
| Date of Assessment | 18th June 2020 |  | Notes: | The property is divided in two parts: the host’s family lives on the ground and lower ground floors, whereas guests have the exclusive use of the first and second floors. The hall is the only shared area. The host welcomes guests personally.  To clean the property we use a professional cleaning company, Kwik Clean. Their staff is subject to their safety procedures.  The main controls adopted are: social distancing, disinfection of hand contact surfaces, hand washing and hand sanitiser use. |
| Assessment Carried out by | Simona Thompson |  |  |  |

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| 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 | Disinfection of door handles, doorbell and light switches in the hall each time they are used (Note: the hall is the ONLY shared area between host and guests) | Pre-arrival: Email guests explaining procedures  Provide a FAQ document on all aspects of the property for example:  When bin day is  How the boiler works  How to switch the heating on  How the cooker works  Useful contact numbers in the property  (Note: since the host lives in the property this is not crucial as clarifications can be given when guests check in).  Phone guests before their arrival to answer their queries following receipt of this email  Remove brochures and magazines usually provided, instead refer to online links with information on local attractions and amenities. Remove toiletries from bathroom  Minimise contact between the two parties.  Wear PPE to welcome guests and ensure guests understand social distancing guidelines.  Sanitising station by the main door with virucidal disinfectant and sanitising gel  Sanitise keys since last guests  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)  Invite guests to strip off their beds before their departure and leave linen bag for them to place used linen in.  Only accept payments by bank transfer, no cash handling | x  x  x  x  x  x  x  x  x |  | x  x |
| **Cleaner not fit for work and infected with COVID 19** | Could spread COVID 19 through cleaning within the property |  | We use a professional independent cleaning company, that is responsible for vetting their staff.  In any case, when they come to the property we will check that their staff is fit to work and that they wear appropriate protection. | x  x |  |  |
| **Cleaning regimes not effective / fit for purpose** | Contaminated accommodation / spread of COVID 19 |  | Ongoing collaboration with the designated cleaning company to ensure staff training and their clear understanding of cleaning procedures.  Create a Cleaning Checklist that all cleaning staff must follow and sign for each clean. The report will be handed to the property owner and filed.  Cleaning standards checked periodically by supervisors or external 3rd parties (e.g. accreditation)  All cleaning team members are given the correct PPE and are trained on how to use it correctly. Clear instructions on handwashing, PPE disposal and their well-being  (Note: we use a professional cleaning company and trust that they adequately train their staff) | x  x  x  x |  |  |
| **Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded** | Not cleaning or sanitising the property correctly |  | Put a cleaning requirement document together (or checklist) clearly stating   * what should be sanitised within the property after cleaning, for example touch points, door handles, banisters, surfaces, bathrooms; * what should be disinfected, for example floors and walls.   Ensure all cleaning materials are clean and fit for purpose  Put a health & safety file together with the cleaning products used, all previous cleaning checklists/reports and risk assessments | x  x  x |  |  |
| **Dealing with a guest who is unwell or infectious in the property** | The spread of an infection outbreak |  | Prior to their arrival, instruct guests on what they must do if they suspect that they have fallen ill whilst in the property  Video call/ call the guests to clearly understand the situation  Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine  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 guest illness  Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)  Deliver, medicines, food supplies and extra cleaning materials to the outside of the property | x  x  x  x  x | x |  |
| **Incorrectly laundered bedding** | Bacteria not killed off properly |  | Use cotton/ linen bedding and wash on a full wash cycle (not a quick wash) | x |  |  |
| **Changeover clean** | Contaminated accommodation / spread of COVID 19 |  | All changeover cleans can only be completed once the guests have left the property  All PPE is available to cleaner (Note: we use an external cleaning company and trust that they provide their staff with adequate PPI)  All cleaning / maintenance procedures are adhered to and documented accordingly | x  x  x |  |  |
| **Legionella** | Infection of Legionella from standing water if the property has been lying empty |  | Flush the whole water system for two minutes or more. First flush your 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 your shower has not been used for two weeks or more, disinfect the showerhead.  Finally, let any other taps run for two minutes. | x  x  x |  |  |

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| Notes on completion | Please see attached:   * Cleaning check list * Legionella prevention procedure (as advised by PASC) |