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

Property Name: Date of Next Review:

Date of Assessment: Notes:

Assessment Carried out by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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?** | **Confirm what has been done?** |
|
| Person to person contact during Covid-19 pandemic (Host and guest) | Becoming infected with Covid-19 and further spread the infection |  | Minimise contact between the two parties.  Provide PPE for any welcome staff and ensure guests and welcome staff understand social distancing guidelines.  Provide pre-arrival/ departure information for guests explaining procedures. Property information should be wipeable/laminated where left in the property. Use self-check in approaches where appropriate such as key safes.If you usually do a welcome, consider how to do this remotely (e.g. video or voice call).  Ensure guests are not present during interim cleans.  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency).  Provide a FAQ document on all aspects of the property (to minimise any visits): for example: When bin day is * How the boiler works
* How to switch the heating on
* How the cooker works

 Ensure all welcome packs are pre packaged items.  Have a process for reporting and handling suspected or confirmed cases of Covid-19. |  |
| Cleaner / housekeeper not fit for work and infected with Covid-19 | Could spread Covid-19 through cleaning within the property |  | Ensure cleaners know not to report to work if they have symptoms or have been in contact with someone who has in line with the Government guidelines. |  |
| Cleaning regimes not effective / fit for purpose | Contaminated accommodation / spread of Covid-19 |  | Create a cleaning plan and checklist that all cleaning staff must adhere to.  Create a maintenance checklist so any issues can be flagged and dealt with before the guests arrival  Cleaning standards checked periodically by supervisors or external 3rd parties where possible (e.g. accreditation)  All cleaning team members are given the correct PPE and training on how to use it correctly and instructions on handwashing, PPE disposal and their well being. Where you work with a third party confirms they have appropriate procedures in place. |  |
| Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded | Not cleaning or sanitising the property correctly |  | Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example. * Touch points, door handles, banisters, surfaces, bathrooms
* What should be disinfected, floors, walls

 Ensure all cleaning materials are clean and fit for purpose.  Ensure all cleaning equipment is PAT tested, fit for purpose and the being used in the correct way.  Document all these processes including this risk assessment for future reference if required.  |  |
| Dealing with a guest who has a suspected or confirmed case of Covid-19 in your property | The spread of an infection outbreak |  | Place a what to do if you have a suspected or confirmed case document in the property including relevant phone numbers and actions required.  Adhere to a set process to dealing with suspected or confirmed cases of Covid-19. Your letting agent should have one in place.  |  |
| Incorrectly laundered bedding | Bacteria not killed off properly |  | Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. |  |
| Changeover clean | Contaminated accommodation / spread of Covid-19 |  | All changeover cleans can only be completed once the guests have left the property. A 3 hour window post guest departure, prior to cleaning taking place may be implemented to minimise risk and improve the effectiveness of the changeover process. All appropriate PPE is available to the cleaner.  All cleaning / maintenance procedures are adhered to.  |  |
| Legionella | Infection of Legionella from standing water if the property has been lying empty |  | Temperature control is the main form of Legionella control used in hot and cold water systems.Preventative measures can include running water through each outlet sequentially for at least 5 minutes and checking the temperature - cold water should be below 20 degrees and hot should be at 60 degrees. |  |

**Notes on completion:**