

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

Property Name	Wagtails	Date of next review:	01.01.22
Date of Assessment	01.01.22	Notes:	To be reviewed earlier should government guidelines be amended
Assessment Carried out by	F. Marshall		

What are the Hazards?	Who Might Be Harmed and How?	What are you already doing 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	<p>Self check in used - Key safe access – instructed to leave keys in key safe on departure or post back through letterbox.</p> <p>Text/telephone message sent when property available to access.</p> <p>A FAQ document & appliance instructions on all aspects of the property is available at the property eg When bin day is, How to switch the heating on, How the cooker works etc.</p> <p>Pre arrival information emailed through prior to arrival including telephone contact details for guest to contact host to include informing guests not to travel should they be experiencing any Covid 19 symptoms and any illness associated with Covid 19, during stay, must be reported to host and the guest to return home immediately.</p> <p>Any interim cleans guests to vacate the property.</p> <p>Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)</p>			x
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	In regular contact with cleaner – cleaner to advise on the morning of the clean if she is experiencing any C19 symptoms and therefore unfit for work			x
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Host discusses with cleaner on a regular basis any concerns or changes that may need to be implemented subject to changes in guidelines.</p> <p>Gloves and hand gel provided for cleaner and instructed to deposit in outside bin on departure</p>			x
Incorrect / ineffective cleaning	Not cleaning or sanitising the property correctly	All cleaning materials are clean and fit for purpose – advice taken from commercial cleaning company. Cleaning products available for customers			X

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materials used / Cleaning regimes not recorded		use available			
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	Pre-arrival info emailed out to include information on what to do if guests are ill prior to or during their stay – additional information provided at Wagtails including emergency contact numbers and Covid 19 symptoms and who to contact. Copy also included in FAQ folder at property Deliver extra cleaning materials to the outside of the property, if requested. Linen bag for the guests to place used linen in (leave this in the property)			X
Incorrectly laundered bedding	Bacteria not killed off properly	All bed linen and towels washed and quarantined for minimum 72 hours			x
Changeover clean	Contaminated accommodation / spread of COVID 19	Changeover cleans can only be completed once the guests have left the property Cleaner has confirmed fit for work All PPE is available to cleaner All cleaning / maintenance procedures are adhered to.			x
Legionella	Infection of Legionella from standing water if the property has been lying empty	Property has been visited weekly during lockdown and toilets/taps/showers run regularly. Combi boiler therefore no water tank holding standing water			x

Notes on completion