

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 & Guest continued		<p>Verbal explanation given when guests arrive</p> <p>Catering and toiletries in single packs</p>	<p>Provide a FAQ document on all aspects of the property to minimise any visit to the Flat eg</p> <p>When Bin day is</p> <p>How to switch heating on</p> <p>How the Hob and Microwave work</p> <p>Ensure all amenities pack are single packaged items</p> <p>Have an illness during stay - reporting procedure and useful contact numbers detailed in email sent before arrival, together with details provided in property</p> <p>Have a post stay health questionnaire to be completed if guest or anyone on their party become ill and test positive for Covid 19</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>✓</p>
Host not fit for work and infected with Covid-19	<p>Guests</p> <p>Could spread Covid-19 through cleaning of Flat</p>	<p>Notify existing guests and explain situation, no further contact with guests</p>	<p>Host to self-isolate and arrange a test. If positive, request all guests leave and make their own way home as no other staff available. Recommend that guests take a test and self isolate at home for 14 days</p>	<p>✓</p>		
Cleaning regimes not effective / fit for purpose	<p>Guests and Hosts</p> <p>Contaminated accommodation / spread of Covid-19</p>	<p>Cleaning Regime in place</p> <p>Rubbish removed every day</p>	<p>Have created a cleaning plan to comply with Protocols</p> <p>Created a cleaning checklist that Host must fill in and leave in property for transparency</p>		<p>✓</p> <p>✓</p>	

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<p>Cleaning regimes not effective / fit for purpose continued</p>		<p>No interim cleaning carried out if booking for less than three days</p>	<p>Remove all unnecessary soft furnishing such as curtains, cushions and throws. Blackout Blinds to remain</p> <p>Create a maintenance checklist to be completed at each clean, any issues flagged and dealt with before guests arrival</p> <p>Cleaning standards checked periodically by external parties (eg accreditation)</p> <p>Host to wear the correct protective clothing following the training on how to use correctly, including protective clothing disposal and instructions on handwashing</p>	<p>✓</p>	<p>✓</p>	
<p>Incorrect / ineffective cleaning materials used /cleaning regimes not recorder</p>	<p>Guests and Hosts</p> <p>Not cleaning or sanitising the property correctly</p>	<p>Cleaning carried out but no sanitising</p> <p>PAT testing carried out every year, last test 14/02/20</p>	<p>Put a cleaning requirement document together clearly stating what should be sanitised within the property, eg</p> <p>Touch points,door handles, light switches,kitchen and bathroom surfaces, External gate handles, door handles and external banisters</p> <p>Disinfect floors, walls, blinds, soft furnishings, bathroom fittings and kitchen appliances</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Ensure all cleaning equipment is PAT tested and fit for purpose and is being used in the correct way</p>	<p>✓</p> <p>✓</p>		<p>✓</p>

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Incorrect / ineffective cleaning materials used /cleaning regimes not recorded continued			Put a Health and safety file together with all cleaning products used and for what purpose, COSH sheets ir required, all previous cleaning/maintenance schedules for the accommodation and all Risk Assessments	✓		
Dealing with a guest who is unwell or has an infectious outbreak in Flat continued	Other Guests and Hosts	<p>Nothing in place at present</p> <p>Relationships already in place but several B&B's are going to remain closed for this year. This will result in fewer bed spaces being available</p>	<p>Place a 'what to do' document in the Flat if you, as host, or guest are ill including relevant phone numbers and/or emails and any actions required</p> <p>Call the guests to clearly understand the situation and if the guests need to extend their stay and for how long</p> <p>Build into terms and condiitons the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p> <p>Build a relationship with tellow 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</p> <p>Deliver clean linen and linen bag for guests to place used linen (leave this in Flat)</p> <p>Deliver medicines, food supplies and extra cleaning materials to outside of flat if guests self-isolating</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	
Incorrectly laiundered bedding, towels etc	Guests and Hosts Bacterior not killed off properly	Already use cotton bedding and towels on a 40 degree wash	Use cotton/linen bedding and wash on a full 60 degree wash cycle (not a quick wash	✓		

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Changeover Clean	Host and future Guests Contaminated accommodation / spread of Covid-19	Usual Changeover Clean	<p>All changeover cleans can only be commenced once the guests have left the property. If possible leave for minimum of 48 hours before entering Flat for cleaning although all windows opened as soon as guests leave.</p> <p>All protective clothing is available for Host</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>	✓ ✓ ✓		
Legionella	Guests Infection of Legionella from standing water if property has been lying empty	<p>If Flat empty for more than one week, shower and other taps run hot for minimum of 2 minutes</p> <p>Shower heads cleaned and descaled six monthly</p>	<p>Flush the whole water system for 2 minutes or more. First flush the Toilet, then let Kitchen, Bath and Sink taps run for two minutes or more to let both hot and cold water pass through</p> <p>Flush the shower through if you shower has not been used for two weeks or more, disinfect the shower head. The shower head should be removed and the shower run for two minutes. The showerhead should be disinfected before being refitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (Milton). Showerheads should be regularly disinfected about four times a year</p>	✓ ✓		
Notes on Completion	<p>Although we are a B&B we are not opening the house for the foreseeable future as one of the Hosts (Gerry) is classed as seriously critically vulnerable. The self-catering flat is to the rear of the property with its own access. The only touch point that Gerry may inadvertently touch is the gate. This is sanitized frequently</p> <p>In the event we are able to open up the house the Risk Assessment will be updated and submitted to AA</p>					

