

Table 1

Covid-19 Risk Assessment for Short-Term and Holiday Rentals and Self Catering Properties						
Property Name		Brosterfield Farm to include:- Brosterfield Farmhouse, Brosterfield Suite, The Old Dairy, Shippon Cottage, Brewer's Cottage, Bertie's Hut, Digby's Hut, 3 new cabins located in the rear field and yet to be named. Managed Cottage/Pod on behalf of private owners: Brosterfield Cottage & Oak Tree Pod. Please note: Oak Tree Pod is located within the Barlow Area, Derbyshire. Brosterfield Cottage is located next door to Brosterfield Farm		Date of Next Review:		01/10/2021
Date of Assessment		01/04/2021		Notes:		
Assessment Carried Out By		Penny Molyneux				
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	<p>Guest access the properties independently via key safes so no contact is required.</p> <p>Guest can contact the owners or managers free of charge if they have any queries</p> <p>Owners/Managers should only need to enter the property in emergencies.</p> <p>Provide a guest folder confirming details of all aspects of the property. This includes:- How the TV and satellite box works How the cooker works How the heating works Useful contact numbers</p> <p>Provided NHS QR code for track and trace procedures. Contact details also can be traced back via e-mail booking or via one of the booking agency sites ie airbnb/booking.com/ Travel Chapter which are obliged by law to have these contact details.</p>				x
		Pre-arrival instructions are sent to guests warning guests not to travel if they experience Covid-19 symptoms. Also, what to do in the event of developing symptoms whilst at the cottage.				x
		We are part of the "We're Good to Go" Scheme and the certificate is visible on our website.				

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		On the Brosterfield Farm website, there is a dedicated Covid-19 page, which outlines what we are doing to protect guests.				
		Provided single use items i.e coffee sachets, teas, sugars				
		Provided NHS “What to do if you fall ill with Covid-19 symptoms” is in the information guest folder.				
		Distancing to be practised when the owners/managers/cleaners visit and the guests are present.				
		Abandon interim cleans for bookings of more than one week. Take away bagged used linens and provide fresh for guests.				
		Owners/managers/cleaners to wear appropriate PPE when carrying out changeovers.				
		Advise to bring change of clothes if required and to change clothes when arriving home.				
		Departure instructions are informed for guests explaining procedures.				
Cleaner / housekeeper not fit for work and infected with COVID 19.	Could spread COVID 19 through cleaning within the property	Owner or member of cleaning team to undertake changeovers. Monitor own/their health and take all necessary precautions e.g. PPE.				
		Minimise contact between the two parties.				
Cleaning regimes not effective/fit for purpose	Contaminated accommodation/ spread of Covid 19	Cleaning protocol in place. Including a risk assessment and cleaning checklist. Owners trained in the implementation of the cleaning protocols. Cleaning to be quality checked by the owner/house manager/member of cleaning team to ensure that all necessary cleaning protocols have been adhered to. Owner/house manager trained on the length of time the virus will survive on all surfaces and inform other members of the cleaning team to prioritise cleaning accordingly.	Have a change of clothes and shoes available to avoid cross contamination. Risk assessment regularly reviewed and updated noting any new or change to risks, plus changes to actions to minimise risk			x
						x
Incorrect/ineffective cleaning materials used/cleaning regimes not recorded	Not cleaning or sanitising the property correctly	Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)				x
		Ensure all cleaning materials are clean fit for purpose, all cleaning cloths are cleaned at 95 degrees on a sanitize wash with anti bacterial liquid.				x
		Use of Evans - which is hospital grade and Covid-19 recommended product on all vulnerable areas and high use of areas.				x
		Cleaning checklist available for cleaning staff to use as a checklist				x

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			The shower should be removed and the shower run for two minutes. The shower should be disinfected before being re-fitting for at least an hour in any solution designed for cleaning e.g Milton. Shower head should be regularly disinfected about four times a year.		x	x
			Finally, let any other taps run for two minutes			x

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