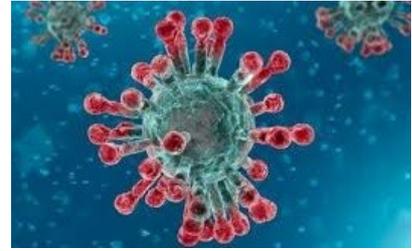




Hillside Cottage
Gorran Churchtown
Cornwall, PL26 6HN



Covid-19 Risk Assessment

This Risk Assessment has been carried out following the guidelines on the HSE (Health and Safety Executive) web site www.hse.gov.uk

Assessment carried out by: [Andrew Laney-Davis](#)

Date assessment was carried out: [18/06/2020](#)

Property type: [Self contained holiday cottage](#)

SARS-Cov-2 is a respiratory virus that can invade a host via the respiratory route or via hand to eye/mouth/nose contact, causing the disease COVID-19.

Potential Hazards

- Contamination of the cottage by guests who are asymptomatic or who develop symptoms whilst in situ. The virus can be spread to hand contact surfaces.
- Transmission of the virus between guests or between guests and contractors/suppliers.

Who is at Risk?

- Other guests on subsequent bookings, particularly the elderly or those with underlying health conditions.
- Housekeeping and Maintenance Contractors and their immediate families, particularly if they care for relatives who are elderly or have underlying health conditions.
- The wider public locally.

Actions to Control Risk

Anybody who is exhibiting symptoms or who has any reason to believe they may have come into contact with the virus up to 14 days prior to their booking must follow the Government instruction to self-isolate at home and follow NHS guidelines. Therefore, **they should not arrive at the cottage**, they can contact Holiday Cottages for help and advice with their booking.

Contractors/workmen who are exhibiting symptoms or who have any reason to believe they may have come into contact with the virus within the previous 14 days should not come to the cottage and they should follow NHS guidelines.

We will ask guests to follow guidelines on social distancing, the keys are placed in a key safe at the property thereby limiting interaction between guests and staff.

Contractors will only attend for maintenance on a Friday when the property is empty, unless to carry out emergency repairs.

An online folder is provided with all pertinent information on the cottage along with various 'crib' sheets in strategic positions also an online folder of equipment manuals available to confirmed guests.

Guests can arrange for groceries to be delivered to the cottage to avoid trips to the supermarket. There is also the local Post Office/Store if supermarket slots are unavailable.

Guests are advised that there may be severely restricted opportunities to eat out at this time and they should be prepared to fully self-cater, an additional freezer has been purchased and placed in the hallway for this purpose.

All taps have been run to flush through the water and shower heads disinfected to reduce any risk of Legionnaires disease.

Implemented Changes to cleaning policy

We always strive to maintain extremely high standards of cleanliness at Hillside. However, for the duration of the Covid-19 outbreak we have decided to adopt the enhanced cleaning practices with:

- Medical grade cleaners:
 - Antimicrobial Surface cleaner approved to EN1500, EN1650, EN13697, EN13623, EN1656, EN13704, EN13727, EN14248, EN14476, EN1275, EN1276 and EN14348 kills 99.9999% of germs for up to 30 days (although it will be used every week to ensure thorough coverage)
 - Professional antibacterial floor cleaner approved to EN1276 kills 99.9999% of germs.
- A commercial steam cleaner has been purchased to clean soft furnishings that cannot be changed.
- Antibacterial hand cleaners will be provided for each booking and replaced after each visit.

As guests may not exhibit symptoms until after they return home, we will treat every clean as if the guests had potentially been infected. Therefore:

To Protect our Guests we will:

- Use disposable cloths where possible and rotate use of mop heads.
- Clean throughout with the above listed professional cleaners.
- Pay particular attention to frequently touched surfaces such as door handles and handrails, TV remotes and light switches.
- Reduce the amount of soft furnishings provided so that they can be rotated between guests to allow for a period of quarantine before they are returned to the property.
- Reduce the amount of games and books so they can be rotated between guests to allow for a period of quarantine.
- Remove decorative ornaments
- Change pillows and quilts after every stay to allow for a period of quarantine.

To Protect our Housekeeping Team we will:

- Require the use of appropriate PPE when attending the property to perform the changeover.
- Housekeeping staff will have completed training in '*Environmental cleaning during the COVID-19 outbreak*'
- Ask guests to strip their own beds and put used linen in bags provided.
- Ask guests to empty all bins and place tied bags into the external waste bins.
- Ask guests to put their rubbish bags out for collection on Thursday evenings.

There will be a delay of at least 72hrs before used linen is laundered therefore providing an adequate buffer to protect their staff.

This policy will be reviewed monthly until the Government advises that the Covid-19 threat has passed.