



Hope Farm Cottages, Brean Road, Lympham, Somerset. BS24 0HA.
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Self Catering Short-term / Holiday Cottage COVID-19 Risk Assessment

Hazard	Who and How	Already Actioned	Further Action	Risk H	Risk M	Risk L
Person to person contact during COVID 19 Pandemic [Host & Guest]	Becoming infected with COVID-19 and further spread the infection	4 separate cottages. Games room and Information room closed.	Minimise contact between parties			x
		PPE Equipment	Welcome involves social distancing			x
		Pre-arrival/departure pack for guests	Send with correspondence			x
		Keys in cottage doors on arrival & departure	Arrange to call guests when settled to answer questions and check all OK			x
		No guests present during cleaning				x
		Maintenance requested by phone	Guests to be out of property unless in emergency			x
		Property guide / information provided	To be replaced and sanitised between guests			x
		Single pack amenities placed	Disposed of on departure of guests			x
		Hospital/Doctor details				x
Hosekeeper not fit for work or infected with COVID-19	Could spread COVID-19 while cleaning	Husband to take over cleaning duties or other cleaners	Cleaning plan and checklist in hand			x
Cleaning regime not effective or fit for purpose		Cleaning plan and correct sanitising actioned	Check cleaning standards before next guests			x
		Maintenance checklist actioned	Check maintenance before next guests			x
Suspected COVID-19 Outbreak at Hope Farm	Guests and Hosts	Guests to return home	Guests to be offered refund or future stay. In the event of the hosts being ill the property will close.			x
Linen	Hosts	Guests to put used linen in bags provided and leave in cottages	Collected and cleaned at 60 degrees			x
Deliveries to occupied cottage	Guests and Hosts	Delivered on a tray outside the cottage door				x

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Changeover Clean	Possible contaminated accommodation	Changeover cleans after all guests have left				x
		Housekeeper /Cleaner completed fit for work declaration				x
		PPE available				x
		Cleaning/maintenance regimes adhered to and and documented.				x
Legionella	Infection of Legionella from lying water in empty property	Water system flushed through for 5 minutes from every tap/shower outlet. Showerheads descaled and disinfected. Every toilet flushed 5 times.				x

Aline & Malcolm Bennett
Date: 30th June 2020