# Risk assessment template

## Company name: Greenlands Barn Self Catering Assessment carried out by: David Williams

## Date of next review: 8th April 2021      Date assessment reviewed: 8th February 2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Action By | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Person to person contact during COVID 19 pandemic (Host and guest) | Guests or hosts becoming infected with COVID19 and further spreading the infection | Ensuring that one week is left between guests departing and new guests arriving.Minimise contact between host and guests. Ensure guests understand social distancing guidelines. Provide a pre-arrival list for guests explaining procedures.Any issues needing a maintenance visit to be arranged when guests are out of the property where possible.Ensure all amenities packs are single packaged items.Have useful contact numbers in the property. |       |       |       |       |
| Cleaning regimes not effective or fit for purpose | Guests harmed through contaminated accommodation | Hosts do cleaning, and have arranged cleaning requirements and responsibilities, and agreed a cleaning regime. This covers what should be sanitised within the property - touch points, door handles, surfaces, bathrooms, and what should be disinfected, floors, walls. Ensure all cleaning materials are clean and fit for purpose. |  |       |       |       |
| Dealing with a guest who is unwell or infectious outbreak in the property | The spread of an infection outbreak | Include with arrival information in the property an infectious outbreak document including relevant phone numbers and actions required. Call the guests to clearly understand the situation and if the guests need to extend their stay and for how long. Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine. |       |       |       |       |
| Incorrectly laundered bedding | Bacteria not killed off properly | Use cotton/ linen bedding and wash on a full 60 degree wash cycle. |       |       |       |       |
| Legionella | Infection of Legionella from standing water if the property has been lying empty | Flush the whole water system for two minutes. Flush the toilet, then let the kitchen taps and the hot and cold hand basin taps run for two minutes. Flush shower and disinfect the showerhead which should be removed and the shower run for two minutes. |       |       |       |       |
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