

# RISK ASSESSMENT FORM

Issue 1

**Polly Cottage Teignmouth**      **Date:** 18/08/2020      **Review Date:** 18/09/2020  
**Risk Assessment:**      **COVID-19 Measures**

**If you or any member of your party are exhibiting COVID-19 symptoms (a new persistent cough / a raised temperature / a loss of smell or taste) the affected guests, and any members of the party that they have been in close contact with, must not travel to the property - they should self-isolate at home and call NHS 111 for further advice.**

**If you or any member of your party develops COVID-19 symptoms while staying in the property you should immediately return home and self-isolate in accordance with current Government guidance. You must also advise us on 07811 341034 / 07977 057122**

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
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Pre Arrival & Check Out

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## Pre Arrival & Check-Out

General Pre arrival & Checkout	Customers and host	<ul style="list-style-type: none"><li>▪ Pre-payment of Polly Cottage is online.</li><li>▪ Send email on day of arrival informing the guest of extra &amp; normal precautions we have taken in the cleaning of the cottage and that the Key safe and keys have been sanitised to allow ease of entry.</li><li>▪ If there are any maintenance issues during their stay. Request that you attend when they are out. If not possible request they stay in another room whilst you are fixing the problem. Wear gloves at all times.</li><li>▪ Leave keys in key safe on departure.</li></ul>
<b>Risk: Cottage</b>		

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Cottage/cleaning/items that previous guests may use.	Customers, host & cleaner	<ul style="list-style-type: none"> <li>▪ Sign reminding guest to wash hands each time they enter cottage from outside.</li> <li>▪ All rooms -All high touch surfaces &amp; items cleaned/sanitized on each changeover to include surfaces, handles, door handles, light switches, inline lamp switches, radiators, banister rail. Tv/ remote.</li> <li>▪ Bathrooms as above-remember taps.</li> <li>▪ Kitchen as above remember- kettle, toaster, microwave, tea/ sugar cannister/sauce bottles. Tea pot/cafetiere handles.</li> <li>▪ Lounge/bedrooms as above remember remote controls/ fire controls.</li> <li>▪ Soap available at all the sinks including kitchen.</li> <li>▪ Antibacterial surface cleanser left in the bathroom and kitchen for guests to use whilst they are staying.</li> <li>▪ Note advising guests to leave any boardgames/ toys used out on kitchen worktop for sanitising.</li> <li>▪ Plastic guest folder, sanitise each changeover. Provide minimal brochures of key local sites and one local map. Recycle these and provide fresh ones each stay. Inform guest of information websites eg. Visit Devon for further information or we can provide relevant brochure on request.</li> </ul>
<b>Risk: Cleaning the cottage</b>		
Cottage Cleaning	Customer, host & cleaner	<ul style="list-style-type: none"> <li>▪ Staff and hosts to wear disposable gloves when cleaning Cottage.</li> <li>▪ Follow cottage cleaning checklist.</li> <li>▪ All Cleaning cloths used for cottage are laundered after each changeover.</li> <li>▪ Launder cleaners overall after each changeover dispose of gloves.</li> </ul>

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		Name	Signature	Date
R e v i e w	Original Assessment Conducted by:	Kathy Mayhew		18/08/2020
	Review Conducted by:			
	Review Conducted by:			
	Review Conducted by:			