

Property Name: Llofftstabal
 Date of Assessment: 1/7/20
 Assessment Carried out by: Rhian Parry (property owner)

Date of Next Review:
 Notes:

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?
<p>Person to person contact during COVID 19 pandemic (Host and guest)</p> <ul style="list-style-type: none"> • Owner and property maintenance team • Owner and guests • Guest to guest • Guest to guest in Stabal and Ysgubor 	<p>Persons becoming infected with COVID19 and further spread the infection to local community</p>	<p>Owner and property maintenance team</p> <ul style="list-style-type: none"> • Parties observe government guidelines on social distancing and use appropriate PPE when required. <p>Owner and guest:</p> <ul style="list-style-type: none"> • Self check-in approach is used. Doors will be left unlocked with sanitized keys left on the inside of door. For late arrivals doors locked and key to be left outside in a safe place arranged with guest. • An initial visit to welcome guests will be to the outside of the property observing social distancing guidelines • Cleaning & disinfecting undertaken between guests, in line with current legislation and industry guidelines • Guests asked to strip bedding and leave ALL used linen in biodegradable bags in the cottage at the end of the stay. • Pillowcases, pillow protectors, duvet covers, and fitted sheet and undersheet to be stripped, leaving mattress protector on the bed unless soiled. • Laminated notice on wall inside cottage with departure protocols. • Any issues needing a maintenance visit during the holiday to be arranged when guests are out of the property where possible (unless an emergency) • Normal welcome pack information emailed to guest ahead of stay • Useful information is laminated and left in the cottage to minimise any needs for visits during guests' stay at the cottage:e.g.Useful contact numbers e.g.owner, local hospital, GP, etc 	<p>Minimise contact between the two parties.</p> <p>Provide a pre-arrival/ departure pack for guests explaining procedures.</p> <p>Use self-check in approaches and phone the guests after guest arrival to ensure customer satisfaction and to answer all queries</p> <p>Have an illness during stay reporting procedure and useful contact numbers in the property</p>

		<ul style="list-style-type: none"> • Guests asked to clean / disinfect key touch points in the property during stay and before departure. Suitable products are left in the property for this purpose. • Guests to leave by 9am, Pruex mister left in property on timer to be turned on continuously 10.30am by owner, cleaning team in at 12 noon. <p>Guest to guest:</p> <ul style="list-style-type: none"> • Guests to depart by 9am and not arrive until after 8pm • Chrisal hand soap including Pruex bacteria to be left at every sink in cottage(5). Pruex mister on timer left in cottage for guests. • Hand sanitizer dispenser by children’s climbing/playing frame outside. <p>Guest to guest in Stabal and Llofftstabal next door</p> <ul style="list-style-type: none"> • Guests are respectfully asked to keep a 2m distance from neighbours in Stabal and Ysgubor – especially in large communal garden with goals and childrens climbing/play frame and trampoline. 	<p>Guests must observe government guidelines and be responsible for themselves</p>
--	--	---	--

Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	Cleaning and protocol practises undertaken with staff on 10/7/20 at Deri and Gadlas – same procedures adopted	Inform staff of the need to check their health status and keep me informed.
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<ul style="list-style-type: none"> • Guest check-out and check-in procedures amended to allow more time for cleans • Ensuring cleaning team has knowledge, clear understanding, and skills of every task undertaken • All cleaning team members are given the correct protective clothing and training on how to use correctly, and instructions on handwashing, protective clothing disposal and their well being • Cleaning standards checked periodically by owner with a detailed tick list for every changeover signed and filed in the office. 	<p>Create a cleaning checklist that all cleaning staff must fill in every changeover</p> <p>Cleaning standards checked periodically by owner</p>

<p>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Not cleaning or sanitising the property correctly</p>	<p>Researched and bought new products as advised by government standards. PAT tests in place already</p>	<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example</p> <p>Touch points, door handles, banisters, surfaces, bathrooms</p> <p>What should be disinfected, floors, bathroom walls</p> <p>Ensure all cleaning materials are clean and fit for purpose</p>
---	--	--	--

<p>Dealing with a guest who is unwell or infectious outbreak in your property</p>	<p>The spread of an infection outbreak</p>	<p>Procedure emailed to customers prior to arrival</p> <p>Laminated sign what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required</p>	<p>Place a what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required</p> <p>Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long</p> <p>Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p> <p>Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness</p> <p>Deliver clean linen and linen bag for the guests to place used linen in (leave this in the property)</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p>
<p>Incorrectly laundered bedding</p>	<p>Bacteria not killed off properly</p>	<p>Two sets of bedding for every bed enabling washing at 40 degrees as not used straight away</p>	<p>Use cotton/ linen bedding and wash on a full 40 degree wash cycle (not a quick wash)</p>

Changeover clean	Contaminated accommodation / spread of COVID 19		All changeover cleans can only be completed once the guests have left the property Cleaners to confirm verbally that they are fit for work All protective clothing is available to cleaner All cleaning / maintenance procedures are adhered to and documented accordingly
Notes on completion	Updated 15/7/20		

