

Burntisland Studio

Risk Assessment

Covers COVID-19 precautions

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Date: October 21 2020
Next review date: February 21 2021

HAZARD

Infection during COVID-19 pandemic

Vulnerable parties

Hosts, guests, cleaning staff, maintenance staff, neighbours

Measures in place to control risk

We're **minimising human contact** between hosts, staff and guests.

- A **self check-in** system is in place. Guest access to the property is via a coded key safe.
- A **digital guide to the property** and area will be emailed to guests prior to arrival.
- **Maintenance and cleaning** visits during the stay will only be carried out if essential. Efforts will be made to make these visits while the guests are out of the property. If this is not possible, visiting staff will observe **social distancing guidelines** and use appropriate **face coverings** and PPE.

Cleaning

We're employing an **enhanced cleaning regime** to ensure the property is disinfected between guest stays.

- The hosts have completed a training course on effective cleaning procedures for COVID-19. All employed cleaning staff will be briefed to follow these procedures.
- Cleaning will be carried out the day after check-out, and any incoming guests will not be booked in until the day after cleaning.
- Check-in, check-out and cleaning times will all be reported and logged.
- Cleaning staff will provide photos before and after cleaning, and cleaning standards will be periodically checked by the hosts.
- Cleaning staff will wear appropriate PPE and use industry standard cleaning products and disinfectants.
- Guests will be asked to strip their bedding before checking out. Used bed linens and towels must be placed into provided bags for the cleaner.
- The bed linen will all be washed at 60°C.

- We have increased the amount of bed linen and protective covers to allow for easy turnarounds.

Communication

We're **communicating with guests** about their responsibilities and our policies.

- Guests will be reminded of social distancing guidelines and their own **duty of care to themselves** and to staff.
- Guests will be asked to notify the hosts of any **relevant symptoms** experienced during their stay, as well as any that develop in the weeks after they have checked out.
- If any guests exhibit symptoms of COVID-19 infection prior to check-in, they must notify the hosts and the stay will be **cancelled with a full refund**.
- We will be flexible about any emergency arrangements should guests develop symptoms or fall ill whilst staying in the property.

Contingency

- We have developed relationships with nearby holiday property hosts, so that if our property becomes unavailable (e.g. a guest needs to self-isolate there) we can re-home the incoming guests in a neighbouring guest house.

Measures planned for the future

- Ongoing training of staff and hosts will be undertaken and we will keep abreast of developments with the regulations.
- We will create a detailed cleaning document specific to the property and ensure it is followed and checked on each clean. It will include information about surfaces to be disinfected and cleaned, including door handles, the key safe, light switches etc.
- We will document any extra care to be taken with washing up. Guests will be asked to wash up any used items thoroughly. Cleaning staff will check all glasses, crockery, cutlery, pans, cooking utensils, etc. and rewash if necessary.
- We will provide signage in the property, for example in the games cupboard advise the guests that they use games at their own risk as it may not be possible to wipe down e.g. every card in an elaborate card game.

Risk factor: **CAUTION**

Likelihood: Unlikely

Severity: Serious

HAZARD

Fire

Sources of ignition

- * There is a two plate electric hob in the kitchen. Items could catch fire if they are placed too close to it, or if it is not turned off fully.
- * The cooker could malfunction, causing a fire.
- * Electrical goods including a microwave, kettle, fridge/freezer, washer/dryer, toaster, radio and lamps could cause fires if there is an electrical malfunction.

Sources of fuel

- * Living area and hallway have wooden flooring.
- * Wooden sash windows, wooden panels on the walls and wooden shutters.
- * Furniture, including soft furnishings and towels.
- * Cleaning products in the kitchen.
- * Rubbish, papers, books, etc.

Vulnerable parties

Anyone in and around the premises.

Measures in place to control risk

- * We have provided a fire blanket and smoke alarm.
- * We have installed a clearly labelled and accessible fire extinguisher in the property.

Measures planned for the future

- * We will undertake fire safety training.
- * Install 'Fire Action' signage.
- * We will devise an emergency procedure in case of fire and make it available to guests.
- * Arrange annual gas & electricity safety inspections.

Risk factor: **CAUTION**

Likelihood: Unlikely

Severity: Serious

HAZARD

Legionella

Vulnerable parties

Anyone using the water supply in the property.

Measures in place to control risk

- * Combi boiler is installed in the property and there is no stored water in the plumbing system.
- * If property has been empty for more than four weeks, cleaner will be asked to run the taps and shower and flush the toilet.

Measures planned for the future

- * Ensure cleaning staff clean and disinfect shower heads.

Risk factor: **CAUTION**

Likelihood: Very Unlikely

Severity: Serious