

Covid-19 Risk assessment template

Brackenrigg Holiday Cottages

Assessment carried out by: Judy Sutcliffe

Date of next review: August 2020

Date assessment was carried out: 15th June 2020

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?	Who needs to carry out the action?	When is the action needed by?	Done
Visitors becoming too close to one another on site	Visitors	Designated car parking spaces for each guest	Remind visitors of the need for maintaining 2m distance	Judy	3rd July 2020	
		Barrier between Bleaberry & Brocklebeck cottages		Judy	3rd July 2020	
		Closure of laundry facility in barn	Signage required	Judy	3rd July 2020	
		Use of children play area by one cottage per week only	Signage	Judy		

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		Separate Brackenrigg House from rest of site	Provide signage	Judy	3rd July 2020	
Infection risk on exterior touch surfaces on site	Visitors, gardening contractor, owner	Remind guests and contractor of need to wash hands after touching gates, door knobs and other surfaces	Provide hand sanitiser points at entrance to each cottage	Judy	3rd July 2020	
			Clean exterior touch surfaces regularly and at least once per week	judy/cleaning staff	Ongoing	
			Clean summer house at change over	judy/cleaning staff	Ongoing	
			Clean BBQ lids, rims and exteriors at change over Clean exterior tables, chairs and seats at changeover Clean wipe clean cushions at change over	judy/cleaning staff	Ongoing	

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Infection risk from virus remaining in air after cottage vacated	Cleaning staff, maintenance contractors, owner	Leave cottage empty for 2 hours before entering		judy/cleaning staff	3rd July 2020	
		On entering cottage, open all windows and doors fully to generate air flow.		judy/cleaning staff	3rd July 2020	
		Provide cleaning staff with PPE such as disposable aprons, gloves and re-usable visors, train in their use		judy/cleaning staff	3rd July 2020	
		Provide staff with suitable cleaning products and train in their use		judy/cleaning staff	3rd July 2020	

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		Provide staff with pre-cleaned cleaning equipment and train in their use		judy/cleaning staff	3rd July 2020	
		Use disposable single use cleaning cloths, or where not possible clean cloths in bleach solution for 2 hrs after use		judy/cleaning staff	3rd July 2020	
		Remove shoes on entering cottage		judy/cleaning staff	3rd July 2020	
infection risk on touch surfaces inside each cottage	visitors, cleaning staff, owner, contract maintenance staff	Deep clean all cottages on changeover day, paying particular attention to all touch surfaces using soap & water then disinfect method		judy/cleaning staff	3rd July 2020	

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		Train all cleaning staff in use of soap and water then disinfect methods		judy/cleaning staff	3rd July 2020	
Infection risk in Kitchens		Deep clean all surfaces, ridges, freezer, dishwasher, hobs and ovens, kitchen workshops, cupboards, including knobs, window and door handles and catches		judy/cleaning staff	3rd July 2020	
		Clean cutlery, utensils, pans and crockery through dishwashers or by hot soapy water method. Dry before replacing in cupboards		judy/cleaning staff	3rd July 2020	

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		Remove all food or packaging, rubbish		judy/cleaning staff	3rd July 2020	
		Deep clean kitchen bins, paying particular attention to touch surfaces		judy/cleaning staff	3rd July 2020	
		Clean floors with hot soaps water, leave to dry thoroughly		judy/cleaning staff	3rd July 2020	
Infection risk in Bathrooms		Clean all surfaces, mirrors, baths, basins, showers, bins, toilets and floors with hot soaps water, and then disinfect.		judy/cleaning staff	3rd July 2020	
		Remove rubbish and replace bins liners		judy/cleaning staff	3rd July 2020	

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		Disinfect toilet brushes by immersion in bleach solution for 2hours before allowing to dry and replace		judy/cleaning staff	3rd July 2020	
Infection risk in Bedrooms		Ask guests to strip bed linen and place in laundry bags. Place towels, pillow and duvet protectors and mattress covers in separate bin bag		judy/cleaning staff	3rd July 2020	
		Wash all hard surfaces with hot soap/water method and then sanitise		judy/cleaning staff	3rd July 2020	

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		Clean upholstered areas including curtains with sanitiser spray and leave to dry for 5 mins before wiping clean.		judy/cleaning staff	3rd July 2020	
		Spray carpets with sanitiser and leave to dry for 5 minutes before hoovering.		judy/cleaning staff	3rd July 2020	
		Replace all pillow, duvet, and mattress protectors and make up beds with commercially laundered linen		judy/cleaning staff	3rd July 2020	
Infection risk Living areas, hallways and stair cases		Wash all hard surfaces with hot soap/water method and then sanitise		judy/cleaning staff	3rd July 2020	

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		Spray carpets with sanitiser and leave to dry for 5 minutes before hoovering.		judy/cleaning staff	3rd July 2020	
		Sanitise door knobs, window catches, remote controls, electrical switches, screens and electrical appliances		judy/cleaning staff	3rd July 2020	

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		Refill hand sanitiser stations for guest use, replace soaps, cleaning cloths, cleaning materials etc for guest use		judy/cleaning staff	3rd July 2020	
		Provide guest information on social distancing measures		Judy	3rd July 2020	
Infection risk on toys, board games and books		Remove all items for duration of pandemic risk		Judy	3rd July 2020	
Infection risk of Providing tea, coffee, sugar, salt and pepper		Remove all items for duration of pandemic risk		Judy	Ongoing	
Infection risk in General		Ensure 24hrs airing time between lets		Judy	Ongoing	

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Infection risk of cleaning equipment		Disinfect all cleaning equipment such as mops, brushes and cloths by immersion in bleach solution for 2 hours after use		judy/cleaning staff	Ongoing	
		Sanitise hoovers by emptying, and washing dust container and filters in hot soapy water, leaving to dry thoroughly. Sanitise Hoover body with spray and leave to dry		judy/cleaning staff	Ongoing	
Cross contamination through maintenance contractors	Maintenance contractors, owner and visitors	Restrict access to accommodation for routine maintenance to changeover days	Provide contractors with social distancing guidance, and require use of PPE	Judy	Ongoing	

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		If emergency maintenance required, ask guest to vacate property whilst maintenance carried out	Require contractors to wear PPE. Sanitise all touch surfaces after maintenance completed. Update guests on maintenance carried out, and procedures followed.	Judy	Ongoing	
Infection risk of disposable equipment, and cleaning materials		Double bag all disposable cleaning cloths and materials and leave in locked garages for 72hrs before disposal in commercial waste bins			3rd July 2020	
Disposal of PPE		Take off PPE using correct procedures, double bag, and leave in locked garage for 72 hours before disposal in commercial water bins			3rd July 2020	

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Infection risk of Laundry		Leave all laundry bagged up in locked garage for 72 hours before handling			3rd July 2020	
		Use commercial laundry service with adequate coronavirus sterilisation techniques for all bed linen			3rd July 2020	
		Launder all bed linen protectors at 65 degrees in detergent			3rd July 2020	
		Launder towels and tea towels at 65 degrees in detergent			3rd July 2020	

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Access to site for garden maintenance contractor	Guests, contractor, owner	Require adherence to social distancing measures, use of hand sanitiser and sanitising of touch surfaces if used. (eg garage door, gates)		Judy/garden contractor	Ongoing	
Visitors to the site	Visitors, guests, owner	All visitors such as postmen, refuse collectors, are required to adhere to social distancing guidelines and use hand sanitiser frequently whilst on site. Where social distancing is not possible, masks must be worn.	Limit access to site	Judy	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

