

# Covid-19 Risk Assessment

This Risk Assessment has been carried out following the guidelines on the HSE (Health and Safety Executive) web site [www.hse.gov.uk](http://www.hse.gov.uk)  
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Date assessment was carried out 26<sup>th</sup> June 2020

## Potential Hazards

- Contamination of the site by guests who are asymptomatic or who develop symptoms while in situ.
- Transmission of the virus between guests or between guests and contractors/suppliers.

## Who is at Risk?

- Other guests on site or with subsequent bookings, particularly the elderly or those with underlying health conditions.
- Cleaning and Maintenance Contractors and their immediate families, particularly if they care for relatives who are elderly or have underlying health conditions.
- The wider public locally.

## Actions to Control Risk

Anybody who is exhibiting symptoms or who has any reason to believe they may have come into contact with the virus up to 14 days prior to their booking must follow the Government instruction to self-isolate and follow NHS guidelines. Therefore, they should not arrive at the property.

Anybody in one of the vulnerable groups identified by the Government should follow Government advice to self-isolate which may mean they should not arrive at the property.

Contractors who are exhibiting symptoms or who have any reason to believe they may have come into contact with the virus within the previous 14 days should not come to the property and they should follow NHS guidelines.

We will ask guests to follow guidelines on social distancing.

Guests should arrange for groceries to be delivered to the property to avoid trips to the supermarket.

Guests are advised that there may be severely restricted opportunities to eat out at this time and they should be prepared to fully self-cater.

We will provide additional cleaning materials for guests to clean shared items during their stay.

PPE to be provided to staff

Ensure guests are not present during cleaning

Any issues needing a maintenance visit to be arranged when guests are not in the property

Provide online information before and during arrival

Create a cleaning plan and checklist for staff

## **Implement Changes to cleaning policy**

We always strive to maintain extremely high standards of cleanliness at Agricola House. Under normal conditions we also strive to maintain high standards of sustainability. We recognise that at this time some sustainable practices will need to be compromised. For example, washing and reusing cleaning cloths and using mostly natural cleaning products. We promise to resume these practices as soon as it is safe to do so however for the duration of the Corvid-19 outbreak we have decided to adopt the cleaning practices recommended by Public Health England (PHE) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation#section-5-2>

As guests may not exhibit symptoms until after they return home, we will treat every clean as if the guests had potentially been infected. Therefore, we will:

- Use disposable cloths and mop heads.
- Clean with products certified to BS EN 1276 and BS EN 14476 standards, killing 99.99% of germs and viruses including covid-19.
- Pay particular attention to frequently touched surfaces such as door handles and handrails.
- Reduce the amount of non-essential items such as books and DVDs provided.

## **Arrival and departure of guests:**

- All information to allow guests to use self-check-in will be provided
- Contact details of the lead booker are taken prior to arrival
- Taking details of all visiting guests to aid NHS test and trace measures
- We will avoid entering the house when guests are present
- All information for departure will be provided in electronic format to avoid having to enter the house before guest departure.
- Hand soap and Hand sanitiser is provided at entry point and throughout the house for your use.

## **To Protect our Cleaning Team we will:**

- Delay cleaning until the property has been vacant for 72 hours if possible.
- Provide rubber gloves and plastic aprons.
- Limit the number of team members in any property to two at a time.
- Ask guests to strip their own beds and put used linen in bags provided.
- Ask guests to empty all bins and place tied bags into the external waste bins.
- All waste will be double bagged.

There is a delay of at least 72hrs before used linen is collected by the laundry service providing an adequate buffer to protect their staff.

This policy will be reviewed at least monthly until the Government advises that the Covid-19 threat has passed.