Jackdaw's Perch Holiday Cottage

North Bitchburn, County Durham

Covid19 Risk Assessment

Assessment completed 25th June 2020

Business Summary

This is a self-catering holiday cottage for a maximum of four guests. The cottage is booked and paid for online. Guests collect keys from a key safe, and usually there is no need for face to face contact between the owners or cleaners and the guests.

Possible Hazards

- Contamination of the cottage by guests who are asymptomatic on arrival and/or who develop symptoms while in the cottage
- Contamination of the cottage by cleaning staff that are asymptomatic.
- Transmission of the virus between guests or between guests and cleaning staff.

Who is at Risk?

- Other guests in the cottage; guests visiting in subsequent bookings. Particularly the elderly or those with underlying health conditions.
- Cleaning and Maintenance staff/contractors and their immediate families.
- The wider public locally.

Actions to Control Risk

The cottage is a small self-contained two bedroom property, with easy access to the front and rear.

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. They should inform us and not arrive at the cottage.

Anybody in one of the vulnerable groups identified by the Government should follow Government advice to self-isolate. They should contact us and make alternative arrangements. They should not arrive on site.

Cleaning staff/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 will not come on site and they should follow NHS guidelines.

Guests should follow the current guidelines on social distancing applicable in County Durham and respect the neighbours of the cottage in this respect.

Guests should consider having groceries delivered to the cottage to avoid trips to the supermarket.

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

We provide cleaning materials for guests to clean during their stay.

Changes to cleaning policy

We aim to maintain extremely high standards of cleanliness at the cottage.
For the duration of the Corvid-19 outbreak we will adopt the cleaning practices recommended by Public Health England (PHE) for Cleaning in Non-Healthcare Settings

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

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

- Use disposable cloths
- Clean with diluted bleach as appropriate
- Pay particular attention to frequently touched surfaces such as door handles, keys, remote controls and light switches
- Reduce the amount of soft furnishings provided

To protect cleaners and guests we will:

- Delay cleaning and laundry collection until the property has been vacant for 72 hours if possible
- Encourage guests to bag their own laundry before leaving
- The property will not be available for booking for three nights before guests stay and three nights after guests leave
- Provide disposable gloves
- Limit the number of team members in any property to two at a time
- All waste will be double bagged

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

Review Due Date	Review Comments
25th July	No changes required at this time.
25th August	Reviewed, no changes to make.
25th September	Updated to mention specific guidance for County Durham
25th October	No changes required
25th November	No changes
25th December	No changes