

Risk assessment template

Company name: Sisland Tithe Barn

Assessment carried out by: Lesley Fish

Date of next review: December 2022

Date assessment was carried out: 7.12.2021

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
Infection risk on external on-site touch surfaces	Owners Guests	Clean external touch surfaces regularly.	Provide hand sanitiser and anti-bacterial hand-wash in each self-catering property Clean BBQ, exterior tables & seating & cushions on changeover	Lesley/Jane Lesley/Jane	Ongoing. Ongoing.	
Infection risk from virus remaining in the air after cottages vacated by guests	Owners	Open windows & doors. Leave cottage empty for as long a time as possible before entering		Lesley/Jane	Changeover day.	

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		<p>Use appropriate PPE and cleaning products</p> <p>Use disposable or single-use cleaning cloths or, where not possible, wash cloths at maximum temperature in washing machine.</p>		<p>Lesley/Jane</p> <p>Lesley/Jane</p>	<p>On changeover.</p> <p>On changeover.</p>	

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Infection risk on touch surfaces inside the cottages	Owners Guests	Deep clean all cottages on changeover day. Pay particular attention to all touch surfaces using soap & water, then disinfect as appropriate.		Lesley/Jane	On changeover.	
Infection risk within the cottages KITCHEN:	Owners Guests	Deep clean all surfaces, 'fridge/freezers, hobs and ovens, kitchen worktops & cupboards. This includes all handles & catches.		Lesley/Jane	On changeover.	

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		<p>Clean all crockery & cutlery by putting through the dishwasher.</p> <p>Deep clean rubbish & recycling bins and replace bin liner.</p> <p>Clean floors with hot soapy water and leave to dry thoroughly.</p> <p>Re-stock cleaning supplies & consumables for guests use.</p>		<p>Lesley/Jane</p> <p>Lesley/Jane</p> <p>Lesley/Jane</p> <p>Lesley/Jane</p>	<p>On changeover.</p> <p>On changeover.</p> <p>On changeover.</p> <p>On changeover.</p>	

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SHOWER ROOM / CLOAKROOM:		Deep clean all surfaces, mirrors, basins, showers, toilets, bins etc with hot soapy water then disinfect.		Lesley/Jane	On changeover.	
		Replace bin liner.		Lesley/Jane	On changeover.	
		Disinfect toilet brushes by immersion in bleach for 2 hours before allowing to dry – then replace.		Lesley/Jane	On changeover.	
BEDROOMS:		Request that guests remove all bed linen and place in the blue laundry bag.		Lesley/Jane	On changeover.	

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		Request that guests place all used towels, tea towels etc in a blue laundry bag.		Lesley/Jane	On changeover.	
		Deep clean all hard surfaces and then sanitise.		Lesley/Jane	On changeover.	
		Clean upholstery & carpets with a sanitiser spray and leave to dry.		Lesley/Jane	On changeover.	
		Replace all pillow & mattress protectors and make up beds with bed-linen laundered at the maximum washing machine temperature.		Lesley/Jane	On changeover.	

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LIVING AREAS / DINING AREAS		<p>Deep clean all hard surfaces and then sanitise.</p> <p>Clean upholstery & rugs with sanitiser spray and leave to dry.</p> <p>Sanitise all window catches, door handles, remote controls, electrical switches, screens and other appliances.</p>		<p>Lesley/Jane</p> <p>Lesley/Jane</p> <p>Lesley/Jane</p>	<p>On changeover.</p> <p>On changeover.</p> <p>On changeover.</p>	

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Infection risk of laundry and PPE disposable items	Owners	Launder all bedlinen, towels etc at 60°C in detergent.		Lesley/Jane	On changeover.	
Person to person contact during Covid19 pandemic	Guests, owners & visitors to the site.	<p>Minimise contact.</p> <p>Use self-check in procedures, together with prior emailing of directions and property information.</p>		<p>Lesley/Jane</p> <p>Lesley/Jane</p>	<p>Ongoing.</p> <p>Ongoing.</p>	

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

Published by the Health and Safety Executive 10/19