

## Risk assessment template

Company name: **Sisland Tithe Barn**

Assessment carried out by: **Lesley Fish**

Date of next review: **September 2020**

Date assessment was carried out: **9.7.2020**

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
<b>Infection risk on external on-site touch surfaces</b>	Guests & owners	Clean external touch surfaces regularly.	Provide hand sanitiser and anti-bacterial hand-wash in each self-catering property	Lesley/Jane	Ongoing.	
			Clean BBQ, exterior tables & seating & cushions on changeover	Lesley/Jane	Ongoing.	
<b>Infection risk from virus remaining in the air after cottages vacated by guests</b>	Owners	Leave cottage empty for 2 hours before entering.		Lesley/Jane	Changeover day.	
		On entering the property, open all		Lesley/Jane	On changeover.	

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		<p>doors and windows fully to generate airflow.</p> <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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<b>Infection risk on touch surfaces inside the cottages</b>	Guests & owners	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.	
<b>Infection risk within the cottages</b>  <b>KITCHEN:</b>	Guests & owners	Deep clean all surfaces, 'fridge-freezers, hobs and ovens, kitchen worktops & cupboards. This includes all handles & catches.  Clean all crockery, cutlery, pans, utensils etc by		Lesley/Jane  Lesley/Jane	On changeover.  On changeover.	

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<p><b>SHOWER ROOM / CLOAKROOM:</b></p>		<p>putting through the dishwasher. Ensure all are dry before replacing in cupboards.</p> <p>Deep clean rubbish &amp; 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 &amp; consumables for guests use.</p> <p>Deep clean all surfaces, mirrors, basins, showers, toilets, bins etc with hot soapy water then</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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<p><b>BEDROOMS:</b></p>		<p>disinfect.</p> <p>Replace bin liner.</p> <p>Disinfect toilet brushes by immersion in bleach for 2 hours before allowing to dry – then replace.</p> <p>Request that guests remove all bed linen and place in the blue laundry bag.</p> <p>Request that guests place all used towels, tea towels etc in a blue laundry bag.</p> <p>Deep clean all hard</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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<p><b>LIVING AREAS / DINING AREAS</b></p>		<p>surfaces and then sanitise.</p>		<p>Lesley/Jane</p>	<p>On changeover.</p>	
		<p>Clean upholstery &amp; carpets with a sanitiser spray and leave to dry.</p>		<p>Lesley/Jane</p>	<p>On changeover.</p>	
		<p>Replace all pillow &amp; mattress protectors and make up beds with bed-linen laundered at the maximum washing-machine temperature.</p>		<p>Lesley/Jane</p>	<p>On changeover.</p>	
		<p>Deep clean all hard surfaces and then sanitise.</p>		<p>Lesley/Jane</p>	<p>On changeover.</p>	
		<p>Clean upholstery &amp; rugs with sanitiser spray and leave to dry.</p>		<p>Lesley/Jane</p>	<p>On changeover.</p>	

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		Sanitise all window catches, door handles, remote controls, electrical switches, screens and other appliances.		Lesley/Jane	On changeover.	
<b>Infection risk of laundry and PPE disposable items</b>	Owners	Launder all bed-linen, towels etc at 65°C in detergent.  Double-bag all PPE equipment &		Lesley/Jane  Lesley/Jane	On changeover.  On changeover.	

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		disposable cleaning cloths and leave in a locked area for a minimum of 72 hours before disposal.				
<b>Person to person contact during Covid19 pandemic</b>	Guests, owners & visitors to the site.	Minimise contact.  Use self-check in procedures, together with prior emailing of directions and property information.		Lesley/Jane  Lesley/Jane	Ongoing.  Ongoing.	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19