

Covid-19 Risk Assessment for Filey Beach Retreat (Flat 4, Matlock House)

Full property address: Flat 4, Matlock House, 4 The Beach, Filey, North Yorkshire, YO14 9LA
 Date of Assessment: 1.7.2020
 Assessment carried out by: Kevin Roberts (Director, Nailer Properties Ltd t/as Filey Beach Retreat)
 Date of next assessment: following the issue of any further and/or additional official Government and/or hospitality industry guidance applicable to self-catering accommodation

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What action is to be taken to control the risk?</u>	<u>Risk factor / urgency</u> High / Medium / Low
Person to person contact during the COVID-19 pandemic	Any person or persons (whether a guest or another occupant elsewhere in the building) becoming infected with the causative virus (severe acute respiratory syndrome coronavirus (SARS-CoV-2)) and developing COVID-19 disease	Minimise contact between guests and other occupants of Matlock House in communal areas (including the front courtyard) Guests to observe social distancing requirements and related guidelines Ensure guests are not present during changeover cleans Use self-check in key-safe box Any issues requiring a maintenance visit to the property to be arranged when guests are out of the property where possible (unless an emergency)	High

		<p>Provide a FAQ document on all aspects of the property, for example:</p> <ul style="list-style-type: none">- how the boiler works- how to switch the heating on- how the cooker and other appliances work <p>and have a list of useful contract numbers in the property, so as to minimise (if not eliminate) any visit having to be made to the property between changeover cleans</p> <p>Condiments (such as milk, tea, coffee and sugar) not to be provided to guests</p> <p>Only provide pre-packaged chocolates and plastic bags containing (i) dishwasher tablets and (ii) washing tablets/capsules, to guests</p> <p>Guests are encouraged not to use any DVDs or games provided for at least 3 days from the first day of their stay at the property</p> <p>Information Booklet to be removed from the property and its contents scanned and emailed to guests prior to their stay at the property</p>	
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		<p>Provide:</p> <ul style="list-style-type: none"> - sanitiser to each guest (group of guests) – in addition to the sanitiser to be provided by the Matlock House Management Co. for use by all occupants of the building on the table in the hallway – for use on leaving the building (before touching the inner porch door) and on re-entering the hallway (after touching the inner porch door) - anti-bacterial wipes to each guest (group of guests) – in addition to the anti-bacterial wipes to be provided by the Matlock House Management Co. for use by all occupants of the building on the table in the hallway – for wiping down any surfaces (such as the stair handrail from the hallway to the first floor landing, the light push-buttons in the hallway and on the first floor landing and the door thumb-turns and handles in the hallway and porch) <p>Continue to provide soap in the bathroom and kitchen for handwashing</p> <p>Guests to be requested to empty all rubbish bins at their end of their stay at the property and deposit rubbish in tied-up binbags in the Flat 4 commercial bin located in the bin store at the rear of the building</p> <p>Cushions and throws in the bedrooms to be removed</p> <p>Cushions and throw in the lounge to remain but a second set will be made available for the cleaners to alternate between guest stays</p>	
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<p>Cleaning regimes not effective / fit for purpose</p>	<p>Any guest becoming infected with the causative virus (severe acute respiratory syndrome coronavirus (SARS-CoV-2)) and developing COVID-19 disease as a result of ineffective cleaning regimes / cleaning regimes not being fit for purpose</p>	<p>In collaboration with the cleaning company employed by the property owners (Simplicity):</p> <ul style="list-style-type: none"> - create a cleaning plan that all cleaning staff must adhere to and sign for each clean - create a cleaning checklist that all cleaning staff must fill in and leave in the property and send to the property owners (with invoices) for transparency - cleaning standards to be checked periodically by supervisors or owners of cleaning company <p>Please see attached Cleaning Protocol prepared by Simplicity</p>	<p>High</p>
<p>Incorrect / ineffective cleaning materials used / cleaning regimes not recorded</p>	<p>Any guest becoming infected with the causative virus (severe acute respiratory syndrome coronavirus (SARS-CoV-2)) and developing COVID-19 disease as a result of not cleaning or sanitising the property correctly / ineffectively</p>	<p>Create a cleaning regime requiring the following regularly touched surfaces and items to be sanitised within the property:</p> <ul style="list-style-type: none"> - front door thumb-turn - door handles / knobs - window handles - wardrobe and drawer handles / knobs - tv and FREE-SAT remotes - kettle - toaster - kitchen storage cupboard handles - fridge and freezer door handles <p>Ensure all cleaning materials are clean and fit for purpose</p>	<p>High</p>

		<p>Create a cleaning regime requiring the following regularly touched surfaces outside the flat to be sanitised after each changeover clean:</p> <ul style="list-style-type: none"> - door thumb-turns and handles on the inner and outer porch doors - stair handrail (on the first flight of stairs from the hallway to the first floor landing) - key-safe box belonging to flat 4 <p>All cleaning practices to adhere to Government 'Covid-19 Secure' guidance and requirements</p> <p>Please see attached Cleaning Protocol prepared by Simplicity.</p>	
Incorrectly laundered bedding and towels	Any guest becoming infected with the causative virus (severe acute respiratory syndrome coronavirus (SARS-CoV-2)) and developing COVID-19 disease as a result of bacteria not being killed off property due to incorrectly laundering towels and bedding	<p>Use cotton / linen bedding and wash bedding on a full 60 degree wash cycle (not a quick wash) and towels on a full high temperature wash cycle (not a quick wash)</p> <p>Guests to be requested to strip all beds used during their stay and to place dirty bed linen and used towels in washable laundry bags provided</p>	High / Medium

Chemicals & Colour		KITCHEN	
		OPEN WINDOWS	
		TURN LIGHTS ON (replace bulbs)	
		EMPTY RUBBISH BINS & relace with new liner	
LIFT D10	PINK	EMPTY & CLEAN Fridge	
LIFT D10	PINK	EMPTY & CLEAN kettle	
LIFT D10	PINK	EMPTY & CLEAN Toaster	
LIFT D10	PINK	CLEAN Microwave	
LIFT D10	PINK	CHECK OVEN & CLEAN	
LIFT D10	PINK	CHECK WASHING MACHINE IS EMPTY (Bag any items)	
		CHECK DISHWASHER IS EMPTY	
		CLEAN ALL SURFACES inc the following	
LIFT D10	PINK	DOOR HANDLES	
LIFT D10	PINK	DOORS & DOOR FRAMES	
LIFT D10	PINK	LIGHT SWITCHES	
SOLA-BAC	CLEAR	WINDOW & window frames	
		HOOVER FLOOR	
SOLA-BAC	CLEAR	MOP FLOOR	
		LIVING ROOM / LOUNGE/HALLWAYS & BEDROOMS	
		OPEN WINDOWS	
		TURN LIGHTS ON (replace bulbs)	
		CLEAN ALL SURFACES inc the following	

SOLA-BAC	CLEAR	Mop floors	
		CHECK KEYS ARE IN KEYSAFE	
		CHECK PROPERTY HOOVER HAS BEEN EMPTIED	
		CHECK ONE TOILET ROLL PER TOILET HAS BEEN LEFT	
		CHECK VISITORS PASS IS IN THE PROPERTY	
		REPORT ANY ISSUES TO office (01723512228)	

CLEANED BY

NAME :

INITIAL :