

Covid-19 Risk Assessment

Property Name	Rothley Lodge	Risk Assessment Number	001	Date	04/07/2020
Address	Hartburn, Morpeth, Northumberland, NE61 4ED	Next Review Date (Quarterly)	04/10/2020	Rev	000
Activity	Property Cleaning & Sanitising				
Persons Exposed	Property Owner/managers, Cleaners, Property Guests				

Likelihood	Frequent	Probable	Occasional	Improbable	Incredible
	5	4	3	2	1

Severity	Catastrophic	Major	Serious	Significant	Minor
	5	4	3	2	1

RISK RATING = LIKELIHOOD X SEVERITY

Potential for Harm	Low (L)	Medium (M)	High (H)
	RR Value	1 to 4	5 to 15
	No additional controls required	Efforts should be made to reduce the risk	No access to the property until approved as Covid-19 Secure

Hazard	Likelihood	Severity	Initial Risk Rating (IR)	Control Measures to Implement	Likelihood	Severity	Residual Risk Rating (RR)
1. Risk of person to person contact during COVID 19 pandemic. Potential for further spread of Covid-19 infection 2. Risk of potential serious illness, hospitalisation and possible death and or danger of spreading the Infection to others.	3	4	12	1. Minimise contact between all people 2. Property owners, Staff and visitors to be aware and adhere to social distancing rules 3. Complete a Risk Assessment for the property 4. Provide an enhanced Covid-19 Cleaning Protocol Policy. 5. Appoint 'Visit England Approved Covid-19 Cleaners.' 6. Adhere to Government & HSE 'Covid-19 Secure guidelines'	2	2	4
1. Guest change over cleaning days. Potential for further spread of Covid-19 infection, due to standard pre-covid-19 cleaning methods 2. Possible contaminated accommodation and danger to cleaning staff working in infected areas. 3. Risk of potential serious illness, hospitalisation and possible death and or danger of spreading the Infection to others.	3	4	12	1. Staff have PPE (disposable face masks, gloves & aprons) and trained on proper use and disposal 2. Cleaning is complete when guests have checked out and before next guest arrival 3. Staff working in separate rooms, not in close proximity. 4. Lunch breaks (if applicable to be taken outside). 5. Property to be well ventilated where possible, by opening windows, doors). 6. Hand sanitiser carried by all staff. 7. Staff travel if possible individually, if not possible, facemasks to be worn and seated as far apart as possible in a well ventilated vehicle. 8. Ensure guests are not present during cleans 9. Cleaners to complete a 'Fit for Work' document to confirm they are Covid Secure to commence cleaning. 10. Cleaning products to be viricidal disinfectant products certified to European standard EN14774 11. Cleaners trained in effective cleaning methods in accordance with 'Visit England' & HSE 'Covid-Secure Guidelines'. 12. Cleaning checklist documented and signed following a final Inspection by the cleaning manager, prior to guest arrival.	2	2	4

<p>1. Whilst guests are staying in the property, the potential for further spread of Covid-19 with possible contaminated accommodation.</p> <p>2. Guests showing symptoms of Covid-19 during their stay</p> <p>3. Risk of potential serious illness, hospitalisation and possible death and or danger of spreading the Infection to others.</p>	3	4	12	<p>1. Continue to wash your hands regularly and adhere to social distancing while out and about.</p> <p>2. At the end of your stay, remove your bedding and place in the bags provided.</p> <p>3. If you use any kitchen goods please place them in the dishwasher or on the side for us to wash.</p> <p>4. Cleaning products are provided under the kitchen sink for guests to contribute and keep a clean environment to reduce the risk of Covid-19 infection spread.</p> <p>5. Open windows before you leave.</p> <p>6. Hand sanitiser is provided for your use at the entrance</p> <p>7. Inform your hosts immediately if you know or suspect anyone staying or visiting the property, past or present, has symptoms of COVID-19.</p>	2	2	4
<p>1. Covid-19 Infection outbreak during guest stay.</p> <p>2. Guests showing symptoms of Covid-19 during their stay</p> <p>3. Lack of communication & warning to other guests, property owners and cleaning staff</p> <p>3. Lack of clear policy and procedure should an outbreak occur.</p> <p>4. Risk of potential serious illness, hospitalisation and possible death and or danger of spreading the Infection to others.</p>	4	5	20	<p>1. The property owners/managers have introduced a 'Covid-19 Outbreak Procedure' which will be issued to all parties (Cleaning Staff and all Guests), to be fully understood and adhered to, with a signed acceptance.</p> <p>2. Communicate in accordance with the 'Covid-19 Outbreak Procedure', to all parties involved (property owners/managers, other guests and cleaning staff) if any party member is showing signs or has shown signs of Covid-19 symptoms in accordance with the Government guidelines (The main symptoms of Coronavirus are: high temperature, a new or continuous cough and a change to your sense of smell or taste)</p> <p>3. If a guest is showing symptoms of Covid-19, they must adhere to the property 'Covid-19 Outbreak Procedure' and the government guidelines to self isolate and or leave the property via private transport to return home to continue self isolation.</p> <p>4. Following an outbreak or a guest member showing symptoms of Covid-19, no other party members (property owner/managers and or cleaning staff) will be allowed to enter the property until safe to do so, once all guests have departed and the property has been professionally chemical treated for Covid-19 and approved to re-enter for change over cleaning.</p>	3	3	9

Reviewed by	Mint Leaf Clean Ltd		
Name	Kristi Juliussen	Title	Cleaning Manager
Date	04/07/2020	Signature	
Approved by	Property Owner		
Name	Damian McAllister	Title	Property Owner
Date	04/07/2020	Signature	D McAllister