

COVID-19 Risk Assessment

russell cottage

Belle Vue Gardens, Alnwick, NE66 1XX

Details of Risk Assessment

- **Person undertaking the Risk Assessment:** Angus Russell
- **Position:** Joint Owner
- **Date of COVID-19 Risk Assessment:** 2 August 2020
- **Signature:**



COVID-19 Infection Hazards

Sources of Infection

- Contamination of the cottage by guests who are either asymptomatic or who exhibit symptoms of Covid-19 during their stay.
- Transmission of the coronavirus between individual guests staying at the cottage
- Transmission of the coronavirus between housekeeping staff or contractors carrying out cleaning or maintenance at the cottage and guests.

Persons at Risk

- **Guests** Individuals accommodated at the cottage during their holiday
- **Staff** Housekeeping staff or other representatives of Northumbrian Cottages will be in the house in changeover days or when required to provide assistance to guests.
- **Contractors** Tradesmen may be in the house where necessary to carry out repairs or routine maintenance.
- **Other individuals** Members of the public with whom an infected individual comes into contact during their stay.

Before Arrival

- Pre-arrival communication sent to booked guests asking them to follow government guidelines and if unwell, to self-isolate and not to travel to Russell Cottage
- Cottage to be fully cleaned, sanitised and ventilated by housekeeper according to agreed cleaning schedule before the arrival of guests. Cleaning will not commence until departing guest have left the property and arriving guests not permitted entry until cleaning complete.
- Laundry change between guest stays to include mattress and pillow protectors.
- Sofas to be sprayed with antiviral disinfectant before arrival of guests
- PPE and virucidal cleaning products provided for housekeepers
- Keys and keysafe to be sanitised
- Anti-viral disinfectant will be used to sanitise all surfaces. Particular attention will be paid to frequently touched hard surfaces including: door and cupboard handles, light switches (including table lamps), kitchen worktops and appliance controls, kettle and toaster, central heating thermostatic controller, electric fire control switches, TV remote controls, toilet seat, flush button and toilet roll holder, taps, iron and ironing board, bedside tables and stair rails.
- The DVD collection, not included in the pre-arrival cleaning regime, to be clearly identified as such together with clear advice to sanitise hands should a DVD is handled during the stay
- Any tea/coffee/condiments provided will be provided as single packaged items
- Written instructions provided for the operation of heating system, kitchen appliances, shower and TV to minimise the need for any visit to the property to demonstrate the use to guests.
- Alternate 'hidden' key safe with spare key provided to reduce the need to visit the property in the event that a guest locks themselves out.
- Guests will be asked to provide their own shower gels and shampoos.

During the Stay

- Soap dispensers will be provided in the cottage kitchen and bathroom. Hand sanitiser will be provided in the kitchen.
- Any maintenance to be carried out when guests are out of the property (except in an emergency)
- Only pre-booked guests to be permitted inside the cottage during the booked stay.
- Advice will be provided for guests on government social distancing, respiratory hygiene and hand hygiene guidance.
- Guests will be advised to dispose of single-use facemasks in the bagged general waste bins provided for disposal through general non-recyclable waste collections.
- Any guest **displaying the symptoms of Covid-19** during their stay should self-isolate at the cottage and request a Covid-19 test from www.nhs.uk/coronavirus or by calling 119. Russell Cottage and Northumbrian Cottages should be notified without delay. If the individual displaying symptoms is well enough to return home by private transport they should do so without delay. Public transport should not be used. This also applies to all those sharing the cottage with the individual affected
- Guests will be notified of, and Russell Cottage will co-operate with, NHS Test and Trace procedures.

On return home

- Guests will be advised to contact Russell Cottage and Northumbrian Cottages should they have symptoms or be diagnosed with Covid-19 within 14 days of leaving the cottage.
- Guests displaying symptoms will be advised to follow NHS guidance.
- Should we be notified that a guest staying at Russell Cottage has tested positive for Covid-19 we will inform all relevant parties including public health authorities.

Relevant UK Government Guidance

- **Covid-19: Cleaning in non-healthcare settings outside the home**
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **Coronavirus (COVID-19) advice for accommodation providers**
<https://www.gov.uk/guidance/covid-19-advice-for-accommodation-providers#people-staying-in-accommodation-that-have-symptoms-of-covid-19>
- **Public Health Guidance**
<https://www.gov.uk/coronavirus>
- **Staying alert and safe (social distancing)**
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- **Working safely during coronavirus (COVID-10): Visitor Economy Guidance**
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Review of COVID-19 Risk Assessment

Assessment Review Date	Review Completed By	Signature

(Where substantial changes have occurred a new COVID-19 Risk Assessment should be created)