**COVID-19 RISK ASSESSMENT**

**THE NOOK, CLAVERING**

**19/06/2020 ASSESSMENT BY RACHEL BETTS**

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| **HAZARDS** | **WHO IS AFFECTED** | **ACTION TAKEN TO CONTROL RISK** |
| Person to person transmission | Host and guest | Minimise contact between the two parties  Email prior to arrival with self check in / check out details via key safe  Arrange maintenance visits when guests are out of property  Provide laminated FAQ on all aspects of property and contact number for questions  All gifts/amenities to be single use & wrapped  Sanitiser on entrance to property |
| Cleaning regimes not effective | Host and guest | Create a cleaning plan and checklist that must be adhered to after every stay  Use correct protective clothing, facemask and gloves  All rooms and high touch points cleaned with antibac/sanitiser  Bathrooms as above inc taps  Kitchen as above inc appliances. Remove communal food stuffs eg tea/coffee unless individual  Anti bac soap available  Antibac surface cleaner available for guests  Remove board games and magazines. Condense local activity brochures/ laminate where possible  Clean only once guest has left.  Checkout at 10am to allow plenty of time for clean |
| Incorrect cleaning | guest | Wash all used linen at 60 degrees inc bed linen, towels, bath mat, cleaning cloths, cushion covers  Use two or more sets of all above to allow for quick changeover  Ask guests to strip bed before leaving  External doors, keysafe & keys must be sanitised  Use own key  Complete cleaning check list and leave in property for guest |

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