**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 partiesEmail prior to arrival with self check in / check out details via key safeArrange maintenance visits when guests are out of propertyProvide laminated FAQ on all aspects of property and contact number for questionsAll gifts/amenities to be single use & wrappedSanitiser on entrance to property |
| Cleaning regimes not effective | Host and guest | Create a cleaning plan and checklist that must be adhered to after every stayUse correct protective clothing, facemask and glovesAll rooms and high touch points cleaned with antibac/sanitiserBathrooms as above inc tapsKitchen as above inc appliances. Remove communal food stuffs eg tea/coffee unless individualAnti bac soap availableAntibac surface cleaner available for guestsRemove board games and magazines. Condense local activity brochures/ laminate where possibleClean 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 coversUse two or more sets of all above to allow for quick changeoverAsk guests to strip bed before leavingExternal doors, keysafe & keys must be sanitisedUse own keyComplete cleaning check list and leave in property for guest  |

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