

Risk Assessment

Property Name: Crawford House
Name of Assessor: Lisa Silcock

Date of Assessment: 01/07/2020
Date of Next Review: 11/04/2021

What are the Hazards?	Who Might Be Harmed and How?	What are you already doing to control the Risk?	What further action do you need to take to control the risk?	Action By Who	Action By When	Completed Date
Slips and Trips	Visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit. No trailing leads or cables. Condition of floors, stairways and paths checked and damaged surfaces signed and repaired as soon as possible. Doormats etc provided for wet weather, and checked regularly. For plug in machines e.g. vacuum, use the nearest socket to work point.	No action required.	Owner	01/07/2020	01/07/2020
Fire	Employees, contractors, residents and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	Full fire risk assessment has been done and is available in the on the website. Checks to ensure all control measures in fire risk assessment are in place: Fire doors closed/self-closing. – Emergency lighting installed. – Extinguishers, e.g. in plant rooms, serviced and inspected. – Exits marked and usable.	Review if any significant change or within one year	Owner	01/07/2020	01/07/2020

Manual handling	Staff and guests receiving back, neck and limb injuries from lifting heavy loads, e.g. refuse items for disposal, deliveries of cleaning materials, bedding etc.	All heavy and awkwardly shaped items, e.g. refuse sacks, identified. Staff informed in how to move and handle items, e.g. lifting properly, pulling bins etc instead of pushing. Staff encouraged to know their limits and carry small loads not large loads	Loads should be broken down to smaller packages where possible	All	01/07/2020	01/07/2020
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Person to person contact during COVID 19 pandemic (Host and guest)	Becoming infected with COVID19 and further spread the infection	<p>Minimise contact between the two parties.</p> <p>Ensure social distancing maintained during all guest interactions</p> <p>Ensure guests understand social distancing guidelines.</p> <p>Provide all guest information normally give at "welcome" ahead of arrival by email/ phone.</p> <p>Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)</p>	No action required.	All	01/07/2020	01/07/2020
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	Cleaning will only be done by me and if I experience any symptoms we will need to self isolate and therefore close the site for 14 days.	No action required.	Owner	01/07/2020	01/07/2020
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Create a cleaning protocol specifically to address Covid.</p> <p>Create a cleaning checklist.</p> <p>Correct protective clothing to be worn for cleaning.</p>	No action required.	Owner	01/07/2020	01/07/2020

<p>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Not cleaning or sanitising the property correctly leading to spread of Covid -19</p>	<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example</p> <p>Touch points, door handles, banisters, surfaces, bathrooms</p> <p>What should be disinfected, floors, walls</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Put a health & safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning / maintenance schedules for the accommodation and all risk assessments</p>	<p>No action required.</p>	<p>Owner</p>	<p>01/07/2020</p>	<p>01/07/2020</p>
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Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak	<p>Place a what to do if you suspect you as a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required</p> <p>Update Terms and Conditions to reflect the need for guests to return home to self isolate if they experience any symptoms.</p> <p>In the event that a guest cannot return home ensure they are aware of the costs associated with staying on and cancellation costs for all impacted bookings will be liable.</p> <p>Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p>	No action required.	Owner	01/07/2020	01/07/2020
Incorrectly laundered bedding	Bacteria not killed off properly	Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash) Check with Laundry.	No action required.	Owner	01/07/2020	01/07/2020

<p>Changeover clean</p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>All changeover cleans can only be completed once the guests have left the property</p> <p>All protective clothing is available</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p> <p>Cleaning will be done one unit at a time to reduce transfer of any contamination.</p> <p>Compost toilets will be cleaned last as this is a high risk area.</p>	<p>No action required.</p>	<p>Owner</p>	<p>01/07/2020</p>	<p>01/07/2020</p>
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<p>Legionella</p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>	<p>Flush the whole water system for two minutes or more.</p> <p>First flush your toilet, then let the kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.</p> <p>Flush the shower through If your shower has not been used for two weeks or more, disinfect the showerhead.</p> <p>The showerhead should be removed and the shower run for two minutes.</p> <p>The showerhead should be disinfected before being re-fitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (e.g. Milton).</p> <p>Showerheads should be regularly disinfected about four times a year.</p>	<p>No action required.</p>	<p>Owner</p>	<p>01/07/2020</p>	<p>01/07/2020</p>
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