

## Risk Assessment – Record of Significant Findings

### COVID19 Risk Assessment: Dean Cottages

Dean Cottages Church Lane  
Abenhall  
Mitcheldean  
GL17 0DX

Floor Area	2 one bedroom cottages  One studio apartment  Shared laundry room and associated gardens
Use	Self Catering Holiday Cottage
Virus Transmission by	1. Close contact with an infected person  2. Touching contaminated surfaces
People at Risk	Guests at the cottage  Housekeepers  Other members of the public such as those visiting guests or people carrying out work at the cottage  Owners and managers
When is close contact likely to occur?	Check-in and check out  Dealing with breakages, break downs, providing services such as replenishing logs  Meeting in confined areas (recycling point and laundry room)  Outdoor shared areas
Action to be taken by 30 <sup>th</sup> June 2020	Each cottage will have a designated outdoor dining area.  The wildlife garden will remain for shared use and guests will have the option to use it. Hand sanitiser will be provided in the birdhide.  Signage in the car port to remind guests about the 2 metre rule and only one person to be in laundry room / car port at any one time.
What is the risk from surfaces? Which are the frequently touched surfaces?	Guests, Housekeepers, other service providers or owners become infected by touching

	<p>contaminated surfaces.</p> <ol style="list-style-type: none"> <li>1. Key safes</li> <li>2. Switches</li> <li>3. Remotes</li> <li>4. Door and cupboard handles</li> <li>5. Keys and fobs</li> <li>6. Knobs on appliances</li> <li>7. Work surfaces and tables</li> <li>8. Leaflets</li> <li>9. Books</li> <li>10. House manual</li> <li>11. Guides and maps</li> </ol>
Action to be taken by end of June 2020	<p>The laundry room will be cleaned and disinfected on a weekly basis by White Feather Housekeeping</p> <p>Anti bacterial soap and disinfectant spray will be available for guest use in this area</p> <p>Sanitiser shall be made available in the carport for use with the shared freezer, laundry room and those at the recycling point.</p> <p>Guests will be requested to wash their hands on entering the cottage.</p>
What is the risk from handling guests' waste?	Risk to housekeepers and owners when contaminated waste has to be removed.
Action to be taken immediately (May 2020)	Guests who have suffered symptoms during their stay, will be asked to double bag their waste and this will be left for 72 hours before removal.
What is the risk from handling used bedding and towels?	The virus could be transmitted to housekeepers and owners who handle bedding and towels.
Action to be taken	No further action currently required. Action already in place, please see below.
<p>Action taken to remove and reduce risk to people of contracting COVID-19</p> <p>A Contamination from surfaces</p>	<p>White Feather Management have been appointed to carry out our Housekeeping and their "House-Keeping Extra Precautions" (Devised in response to COVID-19 is attached</p> <ol style="list-style-type: none"> <li>1. The surfaces 1-6 listed above will be cleaned with disposable antibacterial wipes.</li> <li>2. Items 8-11 above have been removed</li> </ol>

	<p>from the cottage and, where appropriate will be accessible online. Single use, printed copies of manuals</p> <ol style="list-style-type: none"> <li>3. 2 sets of laminated information packs per let to be rotated and sanitised on every occupancy.</li> <li>4. Antibacterial soap is provided in the kitchen and bathroom.</li> <li>5. The surfaces listed 7 above will thoroughly be cleaned and sanitised between each let.</li> <li>6. Both detergents and disinfectants will be used with the addition of antibacterial wipes for high touch surfaces such as switches.</li> <li>7. Antibacterial cleaners and colour coded cloths will be left provided for guests use.</li> </ol>
<p>Action taken to remove and reduce risk to people of contracting COVID-19</p> <p>B Contamination from handling waste</p>	<ol style="list-style-type: none"> <li>1. Additional bin bags now provided for bins and laundry</li> <li>2. Housekeepers and owners to wear gloves when handling waste.</li> <li>3. Guests are requested to remove their own waste and place in the designated bin.</li> </ol>
<p>Action taken to remove and reduce risk to people of contracting COVID-19</p> <p>C Contamination from social contact</p>	<ol style="list-style-type: none"> <li>1. Key Safes already in place and will be used as standard check-in process. If meet and greet requested, this will be carried out observing current social distancing guidance.</li> <li>2. Whilst they are at the cottage, guests will strongly be encouraged to use telephone and messaging as means of communicating with the owners.</li> <li>3. Where a guest requires assistance with check in or other issues as outlined above, services will be carried out observing the current social distancing guidance.</li> <li>4. Guests to be reminded of this before check-in, in the house manual and via signage.</li> <li>5. Where the guest requires additional items such as logs, the person providing them will wash / sanitise their hands and deliver the logs to the door.</li> <li>6. Owners and service providers will not enter the cottage with the guests present, except in an emergency and</li> </ol>

	<p>where the guests are unable to step outside.</p> <p>7. In the unlikely case of this occurring, the double door and or window should be opened and gloves and a face mask will be worn.</p>
<p>Action taken to remove and reduce risk to people of contracting COVID-19</p> <p>D Contamination from handling laundry items</p>	<ol style="list-style-type: none"> <li>1. Guests are strongly requested to strip beds and bag up bed linen, towels and bathroom mats. This request will appear in the checkout checklist as well as the house manual.</li> <li>2. Additional bin bags now provided for bins and laundry</li> <li>3. All sheets, towels and bath mats washed at 60 degrees</li> <li>4. Laundry is allowed to stand for 72 hours before washing</li> <li>5. Gloves and overalls to be worn to sort laundry.</li> </ol>
<p><b>ACTION PLAN</b></p>	<ol style="list-style-type: none"> <li>1. Upgrade the third patio and create signage to make clear which cottage is to use each area.</li> <li>2. Provide sanitiser to laundry room /carport and birdhide</li> <li>3. Provide antibacterial cleaning agents to each cottage and the laundry room.</li> <li>4. Create digital guides etc</li> <li>5. Remove laundry keys from the cottages</li> <li>6. Create / purchase and install appropriate signage</li> <li>7. Edit manuals and checkout checklist to include the new measures outlined above.</li> <li>8. Print laminated copies of guides</li> <li>9. Request to remove own waste to be strengthened in guest information</li> </ol>
<p>Assessment Review Date</p> <p>Completed by</p> <p>Next review</p> <p>Signature</p>	<p>23<sup>rd</sup> May 2020</p> <p>Karen Rix (Co-owner)</p> <p>20<sup>th</sup> June 2020</p>