

Covid-19 Risk Assessment for East Cliff Cottages, Whitby.

Review 30/6/2020	Next Review 30/9/2020	Assessment carried out by Anne Thornton
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East Cliff Cottages are 6 individual self-catering holiday cottages in Whitby, North Yorkshire. The cottages form a group on the East Cliff with a shared carpark. The cottages are let to family groups for full weeks in high season and part weeks in low season.

What are the hazards?	Who might be harmed and how?	What action are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Person to Person contact	Guests staying in the cottages. Cleaners and third parties may become infected with Covid-19.	Individual key safes	<ul style="list-style-type: none"> • Minimise contact between parties. • Social distancing to one metre plus wearing of masks. • Self-check in guests to collect keys from individual sanitised key safe. 	Cleaners Guests		Yes
		Later arrival time	<ul style="list-style-type: none"> • To allow for extra cleaning and sanitising. 	Owners Guests	Now	Yes
		Maintenance performed by same person.	<ul style="list-style-type: none"> • Any maintenance is done when guests are out. (unless emergency) • All amenities are single packaged items. 	Maintenance person Owners	Now	Yes
		Guest information is stored in wipeable folders	<ul style="list-style-type: none"> • Illness during stay reporting procedure & contact numbers. • Guest information to be wiped down with virucidal cleaner. 	Guests Owners Owners cleaners	4 th July Now	Yes Now

Cleaners not well enough for work.	Cleaners Guests Could spread Covid-19 throughout the cottages	.	<ul style="list-style-type: none"> • Housekeeper to ensure that the team are fit for work and Covid free. • Unwell staff to follow government guide lines for testing and quarantine. Inform Owners 	Cleaners Cleaners	Now Now	Yes Yes
Cleaning regimes not effective / fit for purpose	Could spread Covid-19 throughout the property.	Thorough cleaning regime.	<ul style="list-style-type: none"> • Extra deep cleaning to sanitise after regular cleaning. • All cleaners given PPE; disposable mask, gloves and apron and training on how to use it correctly. • Instructions on frequent handwashing. • Cleaning plan. 	Cleaners Owners Owners Owners & Cleaners	4 th July 4 th July Now Now	Yes Yes Yes Yes
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising properly		<ul style="list-style-type: none"> • Cleaning document/checklist for cleaning team • Clearly state cleaning regime and what should be sanitised (touch points, door handles, banisters, surfaces. Bathrooms, kitchens) • What should be disinfected (floors, bins) • Guests where possible to bring own bed linen and towels. 	Owners Cleaners Guests	4th July Now	Yes Yes
Changeover clean	Potential to spread any contamination to the other cottages		<ul style="list-style-type: none"> • Carried out when guests have left the property. • Protective clothing is available. • All cleaning schedules followed. 	Cleaners	11 th July	Yes for 11 th July

Shared Carpark and rubbish disposal	Potential for limited social distance and infection by Covid-19		<ul style="list-style-type: none"> • Soap and hand sanitiser provided in cottages with Instructions to wash or sanitise hands after using communal bin. • When parking or leaving the carpark maintain a social distance from other guests. 	Guests	Now	Yes
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak		<ul style="list-style-type: none"> • Guidance to guest placed in the cottage with relevant telephone numbers and actions to be taken. • Agent to liaise with guests who should return home to quarantine. 	Owners Guests Agent	4 th July	Yes
Legionella	Infection of Legionella from standing water if the property has been lying empty		<ul style="list-style-type: none"> • Flush water whole system for two minutes or more. • Start with toilet, kitchen taps and bathroom taps to let hot and cold water run through the system. • Shower to be also run and shower heads to be disinfected. 	Owners	4 th July	Yes