

Risk assessment

Company name: S Simpson Cottages

Assessment carried out by: Sandra Simpson

Date of next review:

Date assessment was carried out: JULY 2020

What are the hazards?	Who might be harmed and how?	What 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
Physical/Social Distancing	Guest's/Owners Virus spread	Keysafe already installed	Clean Keysafe & Key prior to guest's arrival	Owner	Ongoing each changeover.	x
Virus Spread	Guest's/Owners	Sanitiser unit & sign in cottage entrance	Check prior to guest's arrival sanitising unit is refilled.	Owner	Ongoing each changeover	x
All surfaces, tables, switches, sockets, Welcome folders, remotes, door/window handles, plugs & appliances.	Guest's/Owners Virus spread.	Antibacterial spray used in conjunction with disposable cleaning cloths prior to guest's arrival.	Thorough sanitising prior to guest's arrival. Dispose of cloths in plastic bag at the end of each turnaround.	Owner	Each turnaround.	x
Jacuzzi jets	Guest's	Jets cleaned prior to guest's arrival using hygienic whirlpool cleaner together with Antibacterial spray.	Safe disposal of cleaning cloths.	Owner	Each turnaround	x

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Linen, mattress & pillow protectors. Towels.	Guest's	Washed using Dettol Laundry Cleanser	Guest's are requested to place their linen and towels into a sealed plastic bag prior to departure.	Owner	Each turnaround.	x
Virus spread	Guest's/Owners	Ensure the cottage has a supply of Antibacterial cleaning products and disposable cloths available.	Monitor levels available.	Owner	Each turnaround.	X
Crockery	Guest's	All crockery will be put through a dishwasher cycle prior to guest's arrival.	Monitor quality, remove any breakages that may harbour bacteria.	Owner	Each turnaround.	x
Glasses	Guest's	All glasses will be re-washed prior to guest's arrival.	Monitor quality, remove any breakages that may harbour bacteria.	Owner	Each changeover	x
Garden Furniture	Guest's	Outdoor furniture will be cleaned with sanitiser prior to guest's arrival.	Outdoor cushions have been removed.	Owner	Each changeover.	x

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Virus spread.	Owner	Cleaning will be carried out whilst wearing a face mask and gloves.	Windows and doors will be opened whilst cleaning weather permitting.	Owner	Each changeover.	x
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More information on managing risk: www.hse.gov.uk/simple-health-safety/ris

