

Company name: The Coach House, Old Lyme Road, Charmouth, Dorset. DT6 6BQ

Assessment carried out by: Jackie Green.

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Date assessment was carried out: 5th June 2020

Date of next review: 4th July 2020

Floor area: Single level Coach House with one bedroom, open plan living room, kitchen, dining room, 1 bathrooms. Private enclosed patio area and balcony. Shared driveway. Shared waste bin.

Use: Sole use holiday home for up to 2 guests and their dogs.

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
<p>Virus Hazard Covid-19 – Inside the premises. Virus droplets in the air.</p> <p>Virus can be transmitted by breathing in air with virus droplets in it. It may last up to 3 hours in the air.</p> <p>There is a small risk that there are droplets in the air at the start of the changeover period from the outgoing guests. There is a small risk that there are droplets in the air at the end of the changeover period from the housekeeping team.</p>	<p>Hosts & Guests inhaling air containing virus droplets.</p>	<p>There is a four (4) hour gap at changeover between 1100hrs and 1500hrs.</p>	<p>Mitigate risk by asking guests to leave all windows ajar on leaving and internal doors. Ask housekeeping team to leave all windows ajar at the end of cleaning and internal doors. This will give better airflow to change the air inside the property.</p> <p>Host not allowed in the property when guests are inside (and vice versa) unless essential. If essential (e.g. reactive maintenance issue); Guests to vacate or social distancing rules to be followed.</p>	<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	
<p>Virus Hazard Covid-19 – Virus droplets in the air. Outside the premises.</p>	<p>Hosts & Guests inhaling air containing virus droplets.</p>	<p>There is a four (4) hour gap at changeover between 1100hrs and 1500hrs.</p>		<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	

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<p>1. Shared Drive. Virus can be transmitted by breathing in air with virus droplets in it. It may last up to 3 hours in the air.</p> <p>2. Balcony. Virus can be transmitted by breathing in air with virus droplets in it. It may last up to 3 hours in the air.</p>		<p>Designated parking space on the drive.</p> <p>Guests have exclusive use of the balcony, which can only be accessed via the Coach House.</p>	<p>Guests to be asked to observe the government 2m social distancing protocol.</p> <p>No further action should be required. This will be reviewed upon every changeover.</p>			
<p>Virus Hazard Covid 19 - People risk.</p> <p>Infectious person entering The Coach House. Approximately 50% of people catch Covid-19 and have no symptoms. ⁱ This means that health surveillance alone will not prevent anyone from entering The Coach House with Covid-19. We have to assume that each set of guests is potentially infectious and clean accordingly.</p> <p>However, the number of people entering the property is very low and is generally a single household/family plus housekeeping and maintenance staff. The</p>	<p>Everyone.</p> <p>Transmission of virus from person to person.</p>	<p>The Coach House only sleeps 2 people.</p> <p>There is an existing 4 hour changeover gap.</p> <p>The Coach House is not visited by the host during the guest's stay.</p> <p>Only emergency maintenance is carried out if The Coach House is occupied.</p>	<p>Guests and staff asked to report if they have symptoms.</p> <p>Guests not allowed to self-isolate at The Coach House and must return home if infectious.</p> <p>Guests not allowed to arrive if self-isolating.</p> <p>Staff not allowed to enter if they have symptoms.</p> <p>Staff not allowed to enter when guests are there unless 2 m social distancing is followed.</p> <p>Emergency maintenance staff not allowed to enter when guests are there unless 2 m social distancing is followed. PPE to be worn.</p> <p>Avoid all scheduled maintenance on changeover days if at all possible. Reschedule to designated maintenance periods later in the year when property is closed.</p> <p>Provide hand sanitiser so guests can sanitise their hands as soon as they arrive at The Coach House.</p>	<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	

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<p>main risk is at changeover when two households and housekeeping staff will be in the property in a 24 hour period.</p>						
<p>Virus Hazard Covid-19 – Inside the premises. Virus droplets on hard surfaces.</p> <p>Virus can be transmitted by the virus living on hard surfaces, which are touched.</p>	<p>Everyone.</p> <p>The virus then transmits to the person's hands and they then touch their face. The virus may last up to 72 hours depending on the surface type.</p>	<p>The Coach House is cleaned thoroughly after each guest checks out. Hard surfaces are sprayed with Detox Antibacterial Spray and then wiped over using a disposable cloth hot soapy water containing dilute bleach.</p>	<p>The virus can be killed on hard surfaces by cleaning with hot soapy water and then disinfected with the normal household disinfectant or antibacterial spray.</p> <p>Hosts currently clean The Coach House and will follow: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>This includes the continued use of a disposable cloth, the use of hot soapy water and dilute bleach on all high touch areas including door handles, light switches, power points, TV remote controls, blind pulls etc. and appropriate surfaces sprayed with disinfectant or antibacterial spray other surfaces to be wiped over with antibacterial disposable wipes. The sofa is leather and can be cleaned in the same manner.</p> <p>Disposable cleaning cloths and antibacterial wipes to be double bagged and placed in the outside wheelie bin.</p> <p>The amount of crockery, glassware and cutlery will be reduced so as these can be run through the dishwasher on a hot wash prior to arrival of our next</p>	<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	

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			<p>guests, as these items could possibly have had guests saliva on them.</p> <p>Shared books and games are low risk. All stored in cleaning cupboards. Guests to decide if they wish to use them. (Guests all stay more than 72 hours so they would have no risk from using them during the latter part of their stay.)</p> <p>Guest book removed. Guest information pack is in plastic folder containing plastic sleeves. These will be wiped over appropriately.</p> <p>Record a log of cleaning at each changeover to record that each high touch surface has been cleaned as per the above guidance.</p> <p>Provision of appropriate cleaning materials for guest use.</p>			
<p>Virus Hazard Covid-19 – Outside the premises. Virus droplets on hard surfaces.</p> <p>Virus can be transmitted by the virus living on hard surfaces, which are touched.</p>	<p>Everyone.</p> <p>The virus then transmits to the person’s hands and they then touch their face. The virus may last up to 72 hours depending on the surface type.</p>	<p>No provisions are currently in place.</p>	<p>There is a small risk that there will be virus on the bin handle and lid. The bin is not accessible to passers-by. Guests to practice safe handwashing when they have touched the bin. Guests will be asked to remove rubbish and recycling to the outside bins and receptacles when they depart.</p> <p>The recycling bag provided will be changed at every changeover.</p> <p>Railings at the front of The Coach House, latch on gate to patio and key safe to be washed with hot soapy water and dilute bleach and sprayed with disinfectant or antibacterial spray.</p>	<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	

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			<p>Balcony railings to be washed down with hot soapy water and dilute bleach and sprayed with disinfectant or antibacterial spray.</p> <p>External areas in the patio / balcony areas such as table and chairs, sun loungers etc. Disinfect with hot soapy water on changeover day. Remind guests of good hygiene in all external areas (e.g. risk of contamination from bird faeces etc, not just Covid-19).</p>			
<p>Virus Hazard Covid-19 – Inside the premises. Virus droplets on soft furnishings.</p> <p>Virus can be transmitted by the virus living on soft furnishings, which are touched.</p>	<p>Everyone.</p> <p>The virus may be able to live on soft furnishings, which are touched. The virus then transmits to the person's hands and they then touch their face. The virus may last up to 72 hours depending on the surface type.</p>	<p>Towels, bedding, mattress and pillowcase protectors, tea towels etc. are washed at 60% after each changeover. Fresh linen ETC replaces that which has been removed.</p>	<p>Ask guests to strip their beds and put all towels and laundry into sealed bags to be washed in house at 60 %taken to the laundry. Where guests have not stripped the beds/inserted it into sealed bags; cleaning team must wash hands immediately after handling any dirty laundry and before touching anything else.</p> <p>The medium level risk items are pillows/duvets as they already had a fabric cover (e.g. duvet case/pillow case/pillow protector) which has been removed and washed. Double sets of duvets, pillows, mattress and pillowcase protectors and scatter cushions so that they can be rotated each changeover. All duvets/pillows/scatter cushions to be placed into sealed bags and stored in the garage (inaccessible to guests). A second set of duvets/pillows/scatter cushions to be brought out of storage.</p> <p>The lowest level risk items are curtains, sofas and garden furniture cushions. The sofa is leather and will be cleaned as detailed above. There are no exterior</p>	<p>Everyone.</p>	<p>Immediately guests are permitted and then upon every changeover.</p>	

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			cushions and The Coach House has blinds and 1 set of voiles. Dog throw to be replaced on changeover.			

Reviewed and updated – 16th June – Jackie Green