

Risk assessment template

Company name: **Scotchcoulthard Holiday Cottages** Assessment carried out by: **Susan Saunders**

Date of next review: **28 July 2020**

Date assessment was carried out: **28 June 2020**

What are the hazards?	Who might be harmed and how?	What is Required to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done
Person to person contact during Covid 19 pandemic.	Owners Employee Guest Family	36 hours between bookings and anyone enters the property after a guest departs.	Inform guests. If this cannot be achieved, the owner will clean the cottage using appropriate mask and gloves.	Owner	
		All un-necessary items removed from the cottages		Guest	
		Bedding prepared 72 hours in advance and guests asked to make their own beds up.	Guests asked to strip and bag linen and towels. Fresh bedding will be made up 72 hours before a booking and then not handled again. The bag will be left for guests in the cottage if there is not time for us to make the beds.	Guest Housekeeper	
		Guests asked to leave doors and windows open upon leaving.	Disinfectant sprays provided for guest use.	Guest	
		Guests can self- check in, keys in cottage.	Any issues to be reported by email, text or phone.	Guest	
Communal Areas	Guests and family	All communal areas will be out of bounds to guests.	Notices and locks at the appropriate places. For coal and logs guests instructed to wear gloves, only enter	Owner	



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			one at a time and wash hands thoroughly before and after.		
Housekeeper infected with Covid	Guest	After cleaning the cottages, disinfectant will be sprayed around as a precaution.	If there are any health issues with the housekeeper that could potentially be covid, she would not come to work and the owners would undertake the changeover. In the event of the owners becoming ill, bookings would be cancelled.	Owner	

