

# 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
<b>Person to person contact during Covid 19 pandemic.</b>	<b>Owners Employee Guest Family</b>	72 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	Guests asked to load dishwasher with everything they have used and switch on before leaving.	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 which will be left in the cottage for 72 hours before being taken for a hot wash. 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	Guest Housekeeper	
		Guests asked to leave doors and windows open upon leaving.		Guest	
<b>Shielding elderly relatives</b>	Owners relatives living in two of the	The cottage will be taken out of use so that guests do not need to approach that area. A doorbell will be available for the main house.	Mobile numbers to be provided and an external phone for emergencies. This phone should be used wearing	Guest	



# 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
	cottages, either side of a letting cottage.		gloves and wiped after use by the guest.		
		Guests can self- check in, keys in cottage.	Any issues to be reported by email, text or phone.	Guest	
<b>Communal Areas</b>	Guests and family	All communal areas will be out of bounds to guests.	Notices and locks at the appropriate places	Owner	
<b>Housekeeper infected with Covid</b>	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	

