

## Covid-19 Risk Assessment for Different surfaces in our Self-Catering Properties

Property Name	Cargurra Farm and Cargurra Park Farm	Date of Next Review:	By December 21
Date of Assessment	22.3.21	Notes:	
Assessment Carried out by	Amy Elson		

What are the Hazards?	Specific Surfaces	What are you already doing to control the Risk?	What further action do you need to take to control the risk?	Risk Factor / Urgency/By who		
				High	Medium	Low
Hard Surfaces to be cleaned and then disinfected	Kitchen worktop Door handles and door frames where hand contact is likely throughout Light switches throughout Bannister Keys, door handle and door. Dining table, coffee table, bedside tables Lamp switches (bedside lights and standard lamps) TV remotes Dining chairs – backs, sides and front of seat. Window handles throughout.	Cleaning at each turnaround	Increase process to 2 stage clean and then disinfect with Envirosafe.  Use food safe product in the kitchen.	Cleaners  Spot checked by AE		
Soft furnishings	Sofas  Sofa cushions and bed runners / throws cushions  Mattress and duvet protectors bed valences	Leather.  Remove bed runners / throws for next 3 months and review.  Second set of mattress and duvet protectors and valences purchased. To be swapped out after every changeover. These will be isolated for 72h before washing as per care label.	Mist over Envirosafe at each turnover if gap of less than 72 hours between guests. Remove cushions from sofas & beds for next 3 months.  Remove bed runners / throws for next 3 months and review.  To be changed at each turnaround if less than 72 hours between next guests. Pillows to be removed from the cottage and guests asked to bring their own. (international guests or large families can request pillows which will then be isolated after their stay)	Cleaners Spot checked by AE	AE	AE

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Kitchen appliances and utensils etc	<p>Toaster, Kettle, Coffee machine, oven controls and door handle, microwave controls, fridge door handle, washing machine controls and door, cupboard, interiors and door handles</p> <p>Tea, coffee and sugar canisters</p> <p>Saucepans inc. handles &amp; Lids,</p> <p>Knives &amp; utensils, Glasses, mugs &amp; cutlery.</p>	<p>Pod coffee machines have been removed.</p> <p>General utensils have been thinned out so all can be run through dishwasher. A list of removed items is available for guests who can request removed items.</p> <p>Replaced with single use. Any not used will be removed at each changeover.</p>	<p>Spray Food Safe Envirosafe onto a cloth and apply liberally to all controls, door handles and canisters at every turnaround.</p> <p>Removed and replaced with single use items</p> <p>Run through dish washer or washed in Milton solution at each changeover</p> <p>Run through dishwasher at each changeover.</p>	Cleaners and spot checked by AE		
Bathroom	Toilet seat & Flush, Sink front and taps. Shower door handles and shower controls. Bathroom door handles and lock (both sides)		<p>Toilet flushed during pre inspection.</p> <p>Follow 2 stage cleaning, cleaning 1<sup>st</sup> with standard products before misting with Envirosafe anti viral. Steam cleaning also available.</p>	AE Cleaners and spot check		
Floors	Floors throughout the property		<p>Hard floors to be vacuumed and washed at everyturn around using Milton or Bleach solution</p> <p>Carpet on stairs to be hoovered and misted with Envirosafe.</p>	Cleaners and spot check by AE		
Skirting	Steamed or washed with mild disinfectant solution	Steam cleaner purchased.	This will be carried our weekly when children or dogs stay at the cottages. If it is adults only the risk is reduced as these are not high touch areas under normal circumstances.	Cleaners and spot check by AE		

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Bins	Bin lids disinfected. Inside and Outside of bins wiped over with disinfectant.	Guest asked to ensure bins are emptied before they leave the cottage. During pre-inspection any bins not emptied are emptied. All waste removed from cottages weekly. Recycle which is collected fortnightly will be removed and stored away from the cottages.	During pre-inspection any bins not emptied are emptied. All waste removed from cottages weekly. Recycle which is collected fortnightly will be removed and stored away from the cottages.	AE/JE		
Outside seating, BBQs and play equipment	Table tops, chair arms and backs. High touch point play equipment including doors and slide sides.		Washed with a blech or anti viral solution at each changeover.  Handles and tops of BBQ cleaned weekly. BBQs emptied of any ash build up.	Cleaners Spot checked by AE		

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### Notes on completion

Green clean takes place when there is a 72h gap between guests leaving and new guests arriving.

Amber clean will be standard clean on weekly changeover.

Red clean will happen if we have a confirmed case of Covid 19 in guests staying at the cottage or in cleaning staff.

	Green Risk	Amber Risk	Red Risk
Bathrooms	Clean with normal cleaning products	Clean & Disinfect	Clean & Disinfect
Kitchens	Clean with normal cleaning products	Clean & Disinfect. Run all glassware, mugs, cups and cutlery through dishwasher	As Amber, and also double bag any waste and keep for 72 hours after guests departure before disposing.
Linen & Bedding	Change as normal and wash as normal	Ask guests to strip beds, and bag up linen and towels. Wash all at 60 degrees Change mattress & Pillow protectors unless you know over 48 hours gap	In addition to measures in Amber stage. If known infection then swap out duvets and pillows with spares.
Bedrooms	Clean with normal cleaning products	Clean & Disinfect	Clean & Disinfect
Living Room	Clean with normal cleaning products	Clean & Disinfect Disinfect high touch points on soft furnishings unless >48 hrs to next guests.	Clean & Disinfect. Disinfect soft furnishings.
High touch points	Clean & Disinfect	Clean & Disinfect	Clean & Disinfect
Protective Clothing to be worn	Standard	Washable Apron/tabard and gloves	Disposable gloves and apron. Masks for bedding and vacuuming