

Risk Assessment for Updown Cottage

Introduction

We very much want guests to have an enjoyable and safe stay in Updown Cottage. Accidents can happen at any time, to the most careful of people, but there is an added risk when one is in unfamiliar surroundings. For your safety and information, we have tried to identify possible sources of 'danger' so that you are able to avoid these and minimise the risks.

Guests

Owing to the age and character of the cottage, the property is sadly not suitable for any person with severe mobility problems; all occupants should be able to cope confidently and safely with carpeted and bare wood stairs. The kitchen stairs could be slippery when wearing slippers or socks so extra care should be taken on these; at all times guests should use the handrails provided when using any of the stairs. *Guests should make every effort to ensure the safety of any visiting / less mobile person.*

Fire

There are mains powered interlinked heat & smoke detectors on all floors and we provide a fire extinguisher and fire blanket in the kitchen. However, the guidance given by the fire service on discovering a fire is to exit the building as swiftly and safely as possible – do not tackle the fire yourself. Please familiarise yourself with the routes of exit from the building. Ideally any person leaving the building as a result of fire should do so via the front door; however, this may not always be possible so the doors on to the terraced garden are also a means of escape from fire. We do ask guests to be extremely sensible and aware of the special dangers posed by fire and the personal injury risk associated with such an event.

Never leave cooking on or in the cooker unattended.

Never leave an electrical appliance switched on and unattended, such as the toaster, a hairdryer or the electric iron.

All electrical appliances & lights should be switched off before going to bed.

Please be aware of the dangers of a naked flame (the gas cooker hobs) - never leave them unattended.

Please note, no candles should be lit inside the cottage.

We have a strict No Smoking policy both inside and outside the property.

An emergency night light is provided on the first-floor landing.

Woodburner

Please use the woodburner sensibly, safely and with care.

Do not leave matches, fire starters or spare logs on top of the stove.

Once lit, the doors on the woodburner should be closed. Heat output is controlled via the air knob.

Please ensure that the air knob and the doors are firmly closed before going to bed.

Hygiene and Welfare

No pets are allowed at the property.

Locally made 'Bramley' toiletries (vegan & organic) are provided for guests. Exact ingredients can be found on each bottle.

We can arrange for the cottage to receive additional cleaning for stays longer than 1 week.

Mattress and pillow protectors are fitted to all beds. Sheets, duvet covers & pillowcases are cotton.

Central Heating

The cottage has a gas-fired hot water and heating system. A digital room thermostat is located in the dining room. Detailed instructions on how to use the thermostat are to be found in the manuals folder in the bottom drawer of the bureau.

Disposal of Waste

Please help us by sorting all your refuse. Lined recycling baskets are provided in the kitchen, along with the normal bin; spare bin liners are also provided. The recycling baskets can be used for glass (bottles/jars), plastic containers (milk cartons), paper, cardboard and (ideally rinsed) cartons/tins.

Flooding

Please do not leave any tap running and unattended; it is very wasteful and can lead to serious damage.

Bathrooms

Please take care when getting in or out of bath & showers; wet floors can become very slippery.

General

It is of the utmost importance that guests read the information that we send to you in advance of your arrival. Please also familiarise yourself with the Information folder on arrival. Please also ensure that you familiarise yourself with the building, its surroundings and all safety instructions.

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Covid-19 Risk Assessment

This section of the Risk Assessment has been carried out following the guidelines on the HSE (Health and Safety Executive) website (www.hse.gov.uk)

Assessment carried out by Jane & Simon Colston

Assessment date 18/06/2020; the cottage had been vacant since March 16th 2020 and will not be visited by guests until at least July 4th 2020

Potential Hazards

- Contamination of the site by guests who are asymptomatic or who develop symptoms while in situ
- Transmission of the virus between guests or between guests and contractors / suppliers

Who is at Risk?

- Other guests on site or with subsequent bookings, particularly the elderly or those with underlying health conditions
- Cleaning and Maintenance Contractors and their immediate families, particularly if they care for relatives who are elderly or have underlying health conditions
- The wider public locally

Actions to Control Risk

Anybody who is exhibiting symptoms or who has any reason to believe they may have come into contact with the virus up to 14 days prior to their booking must follow the Government instruction to self-isolate (at home) and follow NHS guidelines. Therefore, they should not travel to the cottage.

Anybody in one of the vulnerable groups identified by the Government should follow Government advice to self-isolate. They should not travel to the cottage.

Contractors who are exhibiting symptoms or who have any reason to believe they may have come into contact with the virus within the previous 14 days should not come on site; again, they should follow NHS guidelines.

We ask all guests to follow the national guidelines on social distancing when outside the cottage.

Guests are advised that opportunities to eat out in the area may be restricted at this time and they should be prepared to fully self-cater.

Implemented changes to our normal cleaning policy

We always strive to maintain extremely high standards of cleanliness at Updown and, under normal conditions we also strive to maintain high standards of sustainability. However, we recognise that, at this time, some sustainable practices will need to be compromised. For example, washing and reusing cleaning cloths and using mostly natural cleaning products. We will of course resume these practices as soon as it is safe to do so; however, for the duration of the Covid-19 outbreak we have decided to adopt the cleaning practices recommended by Public Health England (PHE) for Cleaning in Non-Healthcare Settings - please visit:-

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

As guests may not exhibit symptoms until after they return home, we will treat every changeover clean as if the guests had been infected. As a result, we will:-

- Use disposable cloths and mop heads
- Clean with diluted chlorine bleach
- Pay particular attention to frequently touched surfaces such as door handles and handrails
- Reduce the number of soft furnishings normally provided

To protect our housekeeping team, we will:-

- Delay cleaning until the property has been vacant for 72 hours if at all possible
- Provide rubber gloves and plastic aprons
- Limit the number of team members in the property to two at a time
- Ask guests to strip their own beds and put used linen in bags provided
- Ask guests to empty all bins into a large bin bag and tie the bag closed. These bags should then also be bagged
- Used linen will be removed by the housekeeper and delivered to the laundry company 72 hours later, providing an adequate buffer to protect the laundry staff

This policy will be reviewed for changes on a monthly basis until the Government advises that the Covid-19 threat has passed.

June 18th 2020