

## A&I Leisure Ltd – Covid 19 RISK ASSESSMENT

RELATES TO: Withens Way Holiday Cottage..... DATE OF FULL ASSESSMENT: 27/07/20

DIRECTOR SIGNATURE:  Richard Grady

By signing this document all parties agree to do their utmost to implement the points within this risk assessment. All government guidelines will be followed, but this assessment looks at all areas to reduce risk. Alterations or edited action will be clearly marked and dated, either at full assessment or with any new guidance. It is the

FULL ADDRESS RELATING TO THIS RISK ASSESSMENT IS: WITHENS WAY, 39 WEST LANE, HAWORTH, WEST YORKSHIRE, BD22 8DU

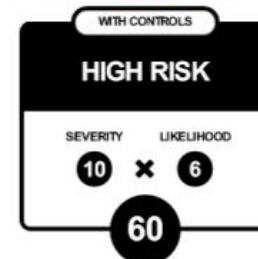
### PEOPLE EXPOSED .....

- 👤 Colleagues
- 👤 Contractors
- 👤 Visitors / Guests
- 👤 Members of the Public

### HAZARDS .....

- ⚠️ **Spreading COVID-19 amongst staff**  
By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible
- ⚠️ **Spreading COVID-19 to the wider public community**  
By having no controls in place this will allow COVID 19 to enter the premises and not be controlled to employees but will spread around the local community and possibly further. This uncontrolled hazard will potentially lead to civil and criminal investigation, claims and prosecutions.

If any visiting people or persons in authority (Police, Environmental Health, other) wish to suggest alterations or discuss this document please contact Richard Grady on 07500963112



## A REMINDER ON COVID 19 SYMPTOMS AND ACTIONS REQUIRED IN REPORTS OF ILLNESS, SHOWING SYMPTOMS, OR SUSPECTED CASES

### Main symptoms



The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.



**CALL 111 if you think you have symptoms  
and request a Test**

### Policy for dealing with a guest/ visitor\* who you suspect may have COVID-19

As a Self Catering Cottage we may host members of the public that may be vulnerable or elderly, who may struggle to realise they have symptoms of Covid-19 (or a member of the public who are just reluctant to accept they have symptoms). If a Director of A&I Leisure Ltd or the Cleaner/ Cottagekeeper suspects a visitor has symptoms you **must not ignore it**.

- Try to approach them, keeping a safe distance, in a discreet manner.
- Ask them if they have felt unwell recently?
- If they say Yes; politely suggest that you suspect it could be Covid-19, remind them to contact 111 and ask them to leave the premises immediately
- If they say No; politely tell them they look unwell, or have shown symptoms, and for their own wellbeing and for that of other guests you need to ask them to leave the premises and call 111
- Report to Richard & Leanne, Directors of A&I Leisure immediately

### Policy on what to do if the Cottage Keeper/ Cleaner has COVID-19:

- Clear process if the Cottage keeper suspects that they have COVID-19. **ACTION:**
  - Report to Richard or Leanne (Directors) immediately
  - The Directors will close the Cottage for a deep clean by another person, leaving vacant for at least 3 day (and 24 hours before cleaning)
  - Implement an immediate deep sanitation of all contact points
  - Cottage keeper to stay at home for 14 days and contact 111 if they feel the need
  - Consider whether the previous guests of the cottage need to be notified in compliance with UK wide track and trace measures

\*A visitor could be a delivery person, trades person, contractor or any other visitor to the Cottage.

This Risk Assessment extends to our COVID-19 Procedures and Measures Document please see that attached below for ease of reference

## COVID-19 PROCEDURES & MEASURES A&I LEISURE LTD – WITHENS WAY HOLIDAY COTTAGE

### Safety of Guests

- Clear communication will be made to all guests of our Covid Safety Measures (including a copy of this Risk Assessment placed on our website).
- Furthermore, this pack will be printed and placed in our Guest Welcome Book
- Guest may cancel with no charge upto 14 days in advance of their stay (factoring national or local lockdown risks) and A&I Leisure Ltd will guarantee a full refund if a guest has to cancel because they have contracted Covid-19 (proof of diagnosis maybe required in this instance)

### Safety of Contractors, Trades people, Deliveries (named 'visitor' for the purposes of the Risk Assessment & Control Measures)

- If a delivery only they must not enter the property and deliver the goods to the nearest, safe external point. If large items are being delivered we will make allowances to have known and trusted persons to receive the delivery and take it indoors. Delivery persons can be directed to the public toilets next door and have no need to enter the property
- Contractors/ Trades people that need to carry out works internally must only do so when no other guests are present.
- If they enter the building, they must read our risk assessment and Richard or Leanne must have their contact details

### Cleaning & Sanitising

- A hand sanitising station has been placed at the Front Door to the Cottage, there is enough hand sanitiser for 2800 applications and this will be replenished as required
- Contact Ant-Bacterial Spray Sanitisers and Bleach will be available for Guest use (childproof locks have been placed on cleaning cupboards)
- See additional Cottagekeeper/ Cleaner control measures for more detailed action points

### Safety of our Cottagekeeper/ Cleaner (this is the only member of staff)

- We recognise the only conduit between guests/visitors is the Cottagekeeper/ cleaner and the standards of our cleanliness and sanitisation inbetween guest stays. We have therefore implemented extensive controls relating to this and include them in our separate document entitled Cottagekeeper/ Cleaner Control Measures

## COTTAGEKEEPER/ CLEANER CONTROL MEASURES

Social Distancing - you must keep a Safe distance from any guests at all times. Whilst guest privacy should always be respected (i.e. they should be left to enjoy their holiday/ break), it is particularly important during Covid-19 measures for you to stay a safe distance (at least 2 metres) from any guests during their stay, primarily for your own safety and theirs, but also with customer/ guest confidence in mind.

Entering the property after a visitor/guest – you should allow a time delay of 1 hour before you enter the property (we can alter check out and check in times if this becomes an issue in terms of turnaround time, just let Richard or Leanne know, your safety is paramount!) You should have also exited the property at least 1 hour before the next guest arrives

PPE – Andrea (or any other stand in cleaner) should wear a mask and single use disposable gloves when cleaning the property, disposable gloves should be used for each single room, please get these and invoice them to A&I Leisure Ltd (our business name), email the receipt to [ai40leisure@gmail.com](mailto:ai40leisure@gmail.com) and I will pay that.

Ventilate the property – upon Entry to clean the property please open Doors and accessible windows to ventilate whilst you are in the cottage.

### Cleaning

- Dust, sweep or vacuum all floors
- Clean or mop hard surfaces (such as walls and flooring) with water and soap
- Wash all dishes using the dishwasher (or sink with hot water for larger items)
- Strip all beds and replace linen
- Replace all Towels with fresh, clean Towels (whether you suspect they have been used or not)
- Empty all rubbish bins and line with fresh bags

### Sanitise

Sanitising is when you use chemicals to reduce the number of bacteria. During this step, please sanitise all high-touch surfaces (with the spray sanitiser supplied). For example, spraying doorknobs (internal and external), light switches, and cabinets.

- Spray high-touch surfaces in each room with a disinfectant spray
- Let the disinfectant stand for the length of time specified on the product label
- Allow the surface to air-dry
- Please remember to sanitise the keys and the key safes at the front and rear doors
- Please sanitise books and the Games left on site, obviously ensuring they are sufficiently sanitised whilst being careful not to damage them

## Reset

To help prevent cross-contamination, it's important to finish cleaning and sanitising a room before resetting it for the next guest. During the reset stage, hosts must:

- Wash your hands and put on clean gloves before refilling any guest supplies, towels, or linen
- When you finish sanitising and resetting a room, close the door and disinfect the doorknob. Once sanitised, don't re-enter this space.
- Safely dispose of or wash cleaning supplies and protective gear
- Empty and sanitise the vacuum cleaner after every clean
- Any guest supplies that have been left behind that may pose a risk of cross contamination should be disposed of (i.e. part used food supplies, opened packets etc)

## Guest Convenience & access to self-cleaning/ sanitising

- Please check there is plenty of hand sanitiser left in the Sanitising station at the front door – refill as required
- Leave one Surface Spray Sanitiser bottle in the Kitchen and one in the Bathroom for guests to use (make sure the nozzle is set to off in case we have any young children staying)
- Leave other cleaning materials under the sink for guest use
- If a guest makes any specific cleaning material request (within reason) please supply that, if unsure consult Richard or Leanne

## Ongoing Risk Assessments and Covid Safety measures:

- Any guest recommendations that may improve Covid safety should be referred to Richard or Leanne immediately
- Similarly if Andrea has any recommendations please discuss with Richard or Leanne

If any guest develops symptoms of Covid-19 they should report that immediately to Richard or Leanne by calling 07500963112 or emailing [ai40leisure@gmail.com](mailto:ai40leisure@gmail.com) or if Andrea suspects a guest may be unwell with symptoms please report that. Note guests maybe asked to leave immediately in this instance to return to their own homes and seek medical attention. Thus allowing us to deep clean and sanitise the property and close temporarily if necessary.

*I have read and understood all aspects of the cleaning requirements and agree to adhere to them (and ensure any stand in cleaner adheres to them). I also understand I must inform Richard or Leanne immediately if I become unwell:*

Signed pp\*  ..... Andrea Leathley      Date...29/07/20.....

Signed:  Richard Grady, A&I Leisure Ltd

(\*Original document with original signatures can be emailed on request)