

Property Name	Hedgehope Cottage Alnwick
Issue Date	Document first version issued 23 <sup>rd</sup> June 2020
Assessment Carried out by / date	See Action / Date column

Date of Next Review:	On or before 23 <sup>rd</sup> December 2020
Notes:	<p>First version refers to:</p> <ul style="list-style-type: none"> <li>(1) UK Govt advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>(2) PASC Cleaning Protocols v3 <a href="https://www.pascuk.co.uk/standards">https://www.pascuk.co.uk/standards</a></li> <li>(3) Hospitality Scotland COVID-19 Advice and Risk Assessments for Hospitality Businesses (see pasc link above)</li> </ul>

What are the Hazards?	Who might be harmed and how?	Risk Controls	Action / Date
<b>Transmission of COVID 19 by proximity.</b>	<b>Person to person contact</b>  (Hosts, Guests, Delivery and Maintenance persons).	Avoid physical contact between parties.          Follow Social Distancing guidelines (minimum 2 metres) where being in physical proximity is unavoidable.	Provide all essential information in the Housebook with email, landline and mobile numbers. Advise self-check in and no interim cleans.  Linen deliveries made to separate garage using keybox entry.  Any maintenance to be arranged when guests are out of the property.   Should attendance in person be necessary, then distancing of 2 metres must be maintained. Attendee to wear face covering as an extra precaution.
<b>Transmission of COVID 19 by aerosol.</b>	<b>Exposure to virus suspended in air in the property</b>  (Hosts, Guests, and Maintenance persons).	Use a void period.    Ventilate the property between periods of occupation.	Where possible, leave the property empty for a minimum of 24 hours between all parties identified at risk (notwithstanding contractual obligations due to any pre-booked stays).  Request the guests to leave windows open on departure.
<b>Transmission of COVID 19 by contact with contaminated surfaces.</b>	<b>Exposure to virus shed by droplet or aerosol and subsequently transferred or settled out onto any hard or soft surface on the property, inside or out</b>  (Hosts, Guests, Delivery and Maintenance persons).	Use a cleaning plan and checklist .  Hosts to use PPE.  Towels and linen to be bagged-up by guests before departure.  Towels and linen washed by a process designed for COVID 19.  Bagged pillows and bedding to be quarantined for minimum 72 hours and then aired before re-use.	Print current PASC documents (copy in housebook)  As per current guidelines (initially includes coveralls, overshoes, glasses/goggles, latex/vinyl gloves, face covering as deemed appropriate for the task)  Request to be communicated via agent or email, as appropriate, before arrival.  See Shortridge procedure (copy in housebook)