

We have a duty of care to our guests and to Margaret. Therefore we have a responsibility to reduce the risk of Covid-19 and other infections so that it is as low as is realistically possible.

The aim of this assessment is to consider the possible hazards and then set out a procedure for change-overs so that the risk of infection to the person carrying out the cleaning at the end of a group's stay and also to the next guests is as low as is possible.

It is everyone's responsibility to limit the spread of the Covid-19 Virus.

### Covid-19 Virus

What are the hazards?	Who might be harmed?	What will we do to control the risk?	Risk factor
Covid-19 virus transferred to surfaces in Hannigarth by a guest who is an asymptomatic carrier.	Margaret.	Guests to carry out good hand-washing procedures; regular and frequent hand-washing for at least 20 seconds with soap and water. In addition, hand sanitiser will be made available to guests.	Low
Covid-19 virus transferred to air in Hannigarth by a guest who is an asymptomatic carrier.  Covid-19 virus may therefore be present in droplets in the air for 2 to 3 hours after guests leave.	Margaret.	Before leaving, guests are asked to air Hannigarth by opening all windows that can be opened; strip beds including mattress protectors; bag up linen (avoiding shaking it); clear out the fridge; place all rubbish in sealed bin bags and do a basic clean. Deep cleaning for the next guests will not start for at least 3 hours after the previous guests have left. Cleaning will then follow recommendations for a two stage deep clean and appropriate disinfection. Guests are asked to leave Hannigarth by 9 a.m. and guests following them are asked to arrive no earlier than 7 p.m.	Medium if incidence of Covid-19 increases nationally. Otherwise low.
Covid-19 virus transferred to surfaces in Hannigarth by a guest who is an asymptomatic carrier. Covid-19 virus may be present on a range of surfaces in the house.	Margaret. Guests booked for the week following a booking.	If Hannigarth is not booked in the week following a booking, cleaning is not started for at least 3 days. Cleaning will follow recommendations for a two stage deep clean and appropriate disinfection.  Otherwise, see below.	Medium if incidence of Covid-19 increases nationally. Otherwise low.
Covid-19 virus transferred to shared surfaces in Hannigarth by a guest who is an asymptomatic carrier. Weekly bookings means that a suitable 3-day gap is <b>not</b> possible between guests.	Margaret. Guests booked for the week following a booking.	Margaret will wear suitable PPE to reduce her risk. Cleaning will follow recommendations for a two stage deep clean and appropriate disinfection. Following guests will be contacted so that they are aware of the risk. Guests are asked to arrive no earlier than 7 p.m.	Medium to low.
Covid-19 virus transferred to bedding in Hannigarth by a guest who is an asymptomatic carrier.	Margaret. Guests booked for the week following a booking.	Guests collect and bag bedding before they leave (see above). Pillow cases, bedding and mattress protectors are washed at 60°C after each booking and rotated with a second set.	Medium to Low
Covid-19 virus transferred to surfaces in Hannigarth by a guest who develops symptoms during the stay.	Any person who has been in close contact with the guest. This will include through travel as well as any other contact.	The guest(s) will isolate in Hannigarth for 14 days and then the house will then stay empty for at least a week before being deep cleaned as normal. Guest(s) will carry out "track and trace" procedures. Guests booked during this time will be contacted and told that they will not be able to use Hannigarth.	Low
Covid-19 virus transferred to surfaces in Hannigarth by a guest who develops symptoms after travelling home.	Any person who has been in close contact with the guest. This will include through travel as well as any other contact.	Hannigarth will have been cleaned using recommended procedures. There is therefore a low risk to Margaret and subsequent guests staying at Hannigarth.	Low
Covid-19 virus transferred to books and maps in the living room bookcase by a previous guest who is asymptomatic or who develops symptoms after their stay.	Any person who has handled the books etc. within 3 days of the previous guests handling them.	Books and magazines will be removed from the bookcase and stored. Guests to carry out good hand-washing procedures; regular and frequent hand-washing for at least 20 seconds with soap and water. In addition, hand sanitiser will be made available to guests.	Low

In addition, we have a responsibility to collect and if asked, supply sufficient personal data to provide assistance to NHS Track and Trace. This includes the name of at least one of the group, a contact phone number and accommodation dates. In most cases, this information will already be available from the booking information. It will not be provided for any other reason.

## Legionella Bacteria

What are the hazards?	Who might be harmed?	What will we do to control the risk?	Risk factor
Hannigarth has been unoccupied for a week or more and shower has not been used in that period. Possible accumulation of Legionella bacteria.	Margaret. Guests.	Run water at 60°C or higher through the shower hose and shower head for two minutes. Run the hose and shower head through a bucket of water to reduce the risk of spray carrying bacteria falling on other surfaces.	Low
Hannigarth has been unoccupied for two weeks or more. Possible accumulation of Legionella bacteria.	Margaret. Guests	Disinfect showerhead (e.g. Milton for at least an hour). Remove the showerhead and run for 2 minutes.	Low
Possible accumulation of Legionella bacteria in hot water system set at temperature below 60°C.	Margaret. Guests	Ensure that hot water boiler is set at a minimum of 60°C. Ensure that guests are aware that the hot water supply will be set at this minimum and explain why.	Low
Property left empty from the end of the season to the start of the next. Possible accumulation of Legionella bacteria.	Margaret.	Flush the whole water system. 1. Flush the toilet. 2. Let kitchen and hand basin taps run for at least 2 minutes. 3. Flush the shower (see above).	Low

## Hannigarth - General

What are the hazards?	Who might be harmed?	What will we do to control the risk?	Residual risk factor
Hot water	Guests	The Hannigarth information sheet and web site will make it clear that the hot water system is set at a temperature that could cause harm by burning.	Low
The shed	Guests	The Hannigarth information sheet and web site will make it clear that the shed contains hazardous tools, paint, cleaning materials etc. It is the visitor's responsibility to check the shed when they arrive and then ensure that all members of the party understand the hazards and children are not allowed in the shed unaccompanied.	Medium
Stairs	Guests	The staircase up to the two double bedrooms is steep and the hand-rail must be used. It is the responsibility of guests to decide the suitability of the loft bedrooms for members of the group.	Low
The environment e.g. streams, rocky shores, cliffs, bogs, livestock, roads, beaches, the sea.	Guests	Hannigarth is in a beautiful but also potentially dangerous environment. Parents are responsible for the instruction and care of youngsters in their group.	Medium

## Suggested Protocol for Hannigarth Changeovers

1. Guests will leave Hannigarth by 9 a.m. at the end of their stay having:
  - a. opened windows to air the house.
  - b. stripped linen from all used beds including mattress protectors, avoiding shaking the linen.
  - c. placed all used bedding, towels, tea towels in the black bin bags provided with tops tied.
  - d. washed cutlery and plates etc. in hot, soapy water.
  - e. carried out a basic tidy, removing food from the fridge and placing all litter in a tied black bin bag. The black bag must be left in the wheelie bin at the gate to the track. It is important that nothing is left "for the next guests to use".
2. Margaret should not enter Hannigarth for at least 3 hours from the time guests leaving the house.
3. Margaret to wear PPE equipment (gloves, disposable apron, face mask) during the clean and she must change her clothes after the clean is completed.
4. Margaret to create a detailed plan ahead of a clean to reduce the risk of accidentally transporting the virus from one part of Hannigarth to another, for instance via a cleaning cloth. It is important to minimise re-entering parts of the property after they have been cleaned.
5. Suggested steps for cleaning Hannigarth. This is **not** likely to be the best order!

### Stage one

- a. wash laundry at Hannigarth with standard fabric detergent at 60°C.
- b. clean floors with vacuum cleaner and / or mop and hot soapy water.
- c. clean surfaces thoroughly using soapy water or other general cleaning products.
- d. clean kitchen surfaces and bathroom surfaces with general cleaning products.
- e. rotate duvets and pillows.
- f. change gloves and then provide clean sheets, pillow cases and mattress protectors for the next guests to make up the beds.
- g. provide clean bath-mats, towels and tea towels.
- h. cleaning materials e.g. cloths should then be washed along with the laundry unless disposable cloths are used.

### Stage two

- a. consider the key touch points in Hannigarth i.e. those that are most likely to have been in contact with guests and make them a priority.
- b. consider which of the items in Hannigarth can practicably be cleaned.
- c. run steam-cleaner over textiles e.g. rugs and upholstery of chairs and settee, mattresses.
- d. use virucidal disinfectant (EN14675 or EN14476) for hard surfaces e.g. door handles, kitchen units, tables, bathroom suite, furniture handles, chairs, fridge handles, other frequently used items e.g. TV, remote control.

### On leaving Hannigarth

- a. place disposable items including PPE in black plastic bag and seal it.
- b. wash hands with soap / hand sanitiser before leaving.
- c. place black bag in wheelie bin at the gate.
- d. change clothes when back at home.