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**Bed and Breakfast Risk Assessment and Checklist Appendix Excerpt of**

**Guidance for Bed and Breakfast Properties in the Context of Covid-19**

Provided by Scotland’s Best B&Bs adapted from that provided by



# Appendix

## B1) Bed and Breakfast Risk Assessment Template

## B2) Bed and Breakfast Cleaning Check List

Version 3 – June 29 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Property Name |  |  | Date of Next Review: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the Hazards? | Who Might Be Harmed and How? | What are you already doing to control the Risk? | What further action do you need to take to control the risk? | Risk Factor / Urgency | | |
| High | Medium | Low |
| **Person to person contact during COVID 19 pandemic (Host and guest)** | Becoming infected with COVID19 and further spread the infection |  | Health questionnaire sent to arriving quests/notification that they should not arrive if feeling unwell.  Minimise contact between the two parties.  Provide a pre-arrival/ departure pack for guests explaining procedures.  Ensure guests are not present during daily cleans  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)  Provide a FAQ document on all aspects of the COVID measures  Breakfast/meal arrangements  Cleaning schedule  How to adjust the heating  How to contact the host for any additional items  Ensure all amenities packs are single packaged items  Have an illness during stay reporting and useful contact numbers in the property    Have a post stay health questionnaire |  |  |  |
| **Cleaner / housekeeper /owner not fit for work and infected with COVID 19** | Could spread COVID 19 through cleaning within the property |  | Create an ongoing checking system and document for staff health / wellbeing.  Have a back up person to provide the cleaning if owner is unavailable. |  |  |  |
| **Cleaning regimes not effective / fit for purpose** | Contaminated accommodation / spread of COVID 19 |  | Create a cleaning plan that owner/all  cleaning staff must adhere to and sign for each clean  Create a cleaning checklist that owner/all cleaning staff must fill in and leave in the room for transparency  Cleaning standards checked periodically external 3rd parties (e.g. accreditation)  All cleaning team members are given the correct protective clothing and training on how to use correctly and instructions on handwashing, protective clothing disposal and their well being |  |  |  |
| **Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded** | Not cleaning or sanitising the property correctly |  | Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example  Touch points, door handles, banisters, surfaces, bathrooms  What should be disinfected, floors, walls  Ensure all cleaning materials are clean and fit for purpose  Ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way  Put a health & safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning schedules for the accommodation and all risk assessments |  |  |  |
| **Dealing with a guest who is unwell or infectious outbreak in your property** | The spread of an infection outbreak |  | Place a what to do if you suspect you or a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required  Place a what to do if you suspect you or a guest are ill or have an infectious outbreak document in the property including relevant phone numbers and actions required  Video call/ call the guests to clearly understand the situation and advise that the guidance is that they should return home.  If they have acute symptoms seek medical help. |  |  |  |
| **Incorrectly laundered bedding** | Bacteria not killed off properly |  | Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash) |  |  |  |
| **Changeover clean** | Contaminated accommodation / spread of COVID 19 |  | All changeover cleans can only be completed once the guests have left the property  All cleaning procedures are adhered to and documented accordingly |  |  |  |
| **Daily Clean** | Contaminated accommodation/spread of COVID-19 |  | Daily clean only when guests not in the room.  Communication with guest about daily clean and their responsibilities  Check list of daily clean tasks  Bed making protocol for minimising contamination  Check list of kitchen cleaning protocols |  |  |  |
| **Food Preparation** | Contaminated area/spread of COVID-19 |  | Where possible use tools rather than hands to handle food.  Very frequent washing of hands – including at every occasion between handling different guest food/cutlery/pottery.  Use dishwasher for as much as possible or where not hot soapy water hand washing. |  |  |  |
| **Legionella** | Infection of Legionella from standing water if the property has been lying empty |  | Flush the whole water system for two minutes or more. First flush your toilet, then let the kitchen taps and the hand basin taps run for two minutes or more to let both hot and cold water pass through.  Flush the shower through If your shower has not been used for two weeks or more, disinfect the showerhead. The showerhead should be removed and the shower run for two minutes. The showerhead should be disinfected before being re-fitted by immersing for at least an hour in any solution designed for cleaning baby feeding bottles (e.g. Milton). Showerheads should be regularly disinfected about four times a year.  Finally, let any other taps run for two minutes. |  |  |  |
| Notes on completion |  | | | | | |

**Check List for Bed and Breakfast Property**

**Date**

**Property Name**

**Cleaned by**

**Signed**

Appropriate protective clothing should be worn when cleaning, and protective clothing should be changed between guest rooms and public areas.

**Cleaning Check List**

**All surfaces are to be cleaned first, then disinfected**

*Consideration should be taken to address the impact of children as well as adults: touching lower wall heights and parts of furniture.*

|  |  |
| --- | --- |
| **Hall/Reception area** |  |
| External handles wiped and disinfected |  |
|  |  |
| **Communal Parts** |  |
| Internal doors and door furniture wiped and disinfected |  |
| Wipe down walls (children’s handprints) |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| Surfaces, including skirting boards wiped and disinfected |  |
| Bannisters wiped and disinfected |  |
| Windows cleaned |  |
| Floors hoovered and sprayed with virucidal disinfectant mist |  |
| Wipe down fire extinguishers |  |
|  |  |
| **Communal Living Spaces including Dining Room** |  |
| Internal doors and door furniture wiped and disinfected |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| t furnishings and curtains sprayed with virucidal disinfectant mist |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Carpets hoovered and sprayed with virucidal disinfectant mist |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Empty Bins and disinfect |  |
|  |  |
| **Bedrooms** |  |
| Internal doors and door furniture wiped and disinfected |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| Drawers and cupboards wiped and disinfected |  |
| Soft furnishings and curtains sprayed with virucidal disinfectant mist |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Carpets hoovered and sprayed with virucidal disinfectant mist |  |
| Empty Bins and disinfect |  |
|  |  |
| **Bathrooms** |  |
| Internal doors and door furniture wiped and disinfected |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| Clean tiles |  |
| Clean shower / bath / sink including pedestals and splashbacks |  |
| Remove shower head and clean |  |
| Clean and sanitise taps |  |
| Clean plugholes and pour disinfectant down |  |
| Clean and sanitise toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| Soft furnishings and curtains sprayed with virucidal disinfectant mist |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Carpets hoovered and sprayed with virucidal disinfectant mist |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Soak toilet brushes in bleach |  |
|  |  |
| **Outside Space** |  |
| Disinfect bin lids |  |
| Clean outdoor furniture and gates |  |
| Clean any outdoor play equipment |  |
|  |  |
| **Owner’s Kitchen** |  |
| Internal doors and door furniture wiped and disinfected |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| Soft furnishings and curtains sprayed with virucidal disinfectant mist |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Empty Bins and disinfect |  |
| Washing machine / dish washer / microwave / kettle / toaster: clean and sanitise doors, handles and controls |  |
| Oven and hob: clean and disinfected surfaces, doors, handles and controls |  |
| Fridge: clean and disinfected inside and out, including handle |  |
| Pans, crockery, utensils to be washed in the dishwasher |  |
| Drawers and cupboards wiped and disinfected |  |
| Floor hoovered and mopped with virucidal disinfectant |  |