

Covid-19 Risk Assessment

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

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Date assessment was carried out: 30/06/2020

Potential Hazards

- Contamination of the cottages by guests who are asymptomatic or who develop symptoms while on site.
- Transmission of the virus between guests or between guests and cleaning contractors.
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Who is at Risk?

- Guests on site or subsequent guests, 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 local public.

Actions to Control Risk

Anyone 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 and follow NHS guidelines. They should not arrive on site.

Anybody in one of the vulnerable groups identified by the Government should follow Government advice to self-isolate. They can contact East Lothian Cottages for help and advice with their booking. They should not arrive on site.

Contractors exhibiting symptoms or with any reason to believe they've come into contact with the virus within the previous 14 days should not come on site and should follow NHS guidelines.

We will ask guests to follow guidelines on social distancing. East Lothian Cottages has only two properties alongside the owners' home, set in 14 acres of privately-owned grazing ground, itself in a rural location. It is easy for guests to avoid contact with each other. It is also possible to have a relaxing holiday without leaving the site.

Where possible, guests should arrange for groceries to be delivered to their cottage to avoid trips to the supermarket. Both Sainsburys and Tesco have delivered to the site in the past, and others may provide a similar service. While we actively encourage support for local businesses, guests are advised that there may be restricted opportunities to eat out at this time and they should be prepared to fully self-cater.

The only equipment previously shared between the cottages is the fire pit. For the moment, given that guests in The Wee Bothy have their own dedicated outdoor seating area, the fire pit is therefore restricted only to guests staying in The Muckle Snug.

Changes to cleaning policy

We always strive to maintain extremely high standards of cleanliness at East Lothian Cottages. However, following the COVID-19 outbreak, our professional cleaning agency has undergone extensive training and implemented best practice methods to prioritise both their own safety and that of our guests. Full guidelines can be downloaded from the Association of Scotland's Self-Caterers, at www.assc.co.uk and include:

- Using disposable cloths and mop heads
- Disinfecting mattresses, pillows and duvets after each stay
- Paying particular attention to frequently touched surfaces such as door handles, keys safes, toilet flushes and light switches
- Steam cleaning fabric and soft furnishings

To Protect our Cleaning Team we will

- Leave a minimum of three hours between guests' departure and the start of cleaning, where possible
- Ask guests to strip and bag their own linen prior to departure
- Ask guests to ventilate the property as far as practical both during their stay and upon departure
- Ask guests to thoroughly wash all cutlery and crockery with soap and hot water, or to place those items into the dishwasher before leaving
- Limit the number of team members in any property to two at a time
- Ask guests to empty all bins and dispose of their waste appropriately in the council-supplied bins

This policy will be regularly reviewed until authorities consider it reasonable to return to previous practices.