



Bodannon - Porthtowan

Cornish Holiday

(A trading name of Sound Start UK Limited 12149643)

Document Number 2 Issue 1

Risk Assessment.

Property name: Bodannon

Assessment carried out by: Alec Grimsey

Date of next review: 28/02/2021

Date assessment was carried out: 01/07/2020

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|---|------------------------------|---|--|---|------------------------------------|-------------------------------|--|
| Balcony at front of property from master Bedroom. Risk of falling. | Guests staying. | Low | Balustrade around balcony. French doors create a barrier until opened. Nothing else has been put in place, but property has been let for the last 7 years with no issues that we are aware of. | Purchase and put up a sign on French doors leading out onto balcony, warning of danger. Add a note in Guest Information, warning of risk and advising doors to be kept closed and all children must be supervised. | Alec Grimsey | 1st July 2020 | Yes – No further action required |



Bodannon - Porthtowan

Cornish Holiday
 (A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|--|------------------------------|---|---|---|------------------------------------|--------------------------------|--|
| Rock face at back of property | Guests staying. | Low | This has a wire mesh covering which helps prevent climbing. Nothing else has been put in place, but property has been let for the last 7 years with no issues that we are aware of. | Purchase and Put Up Signs on wire mesh saying 'Do Not Climb Cliffs'. Add a note in Guest Information saying to not climb the cliffs. | A Grimsey / Cornish Holiday. | 1st July 2020 | Yes – No further action required |
| Steps Outside of Property, small steps at front and steps to hot tub. | All Guests & Visitors. | Low | Nothing has been put in place, but property has been let for the last 7 years with no issues that we are aware of. | Add note to Guest Book advising care to be taken on steps. Fit Hand Rail to steps to Hot Tub. | A Grimsey / Cornish Holiday. | 28 th February 2021 | Outstanding |



Bodannon - Porthtowan

Cornish Holiday

(A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|--|------------------------------|--|---|--|------------------------------------|---|---|
| Pathways | All Guests & Visitors. | Low | Maintained and kept in good condition by Site management company. | None | N/A | N/A | No Action Required |
| Hot Tub – drowning, Legionella etc. | All Guests & Visitors. | Low | Professional Cleaning company drains down when not in use, refills and monitors chemical levels before each changeover when in use. | Signage to be put up for Hot Tub Safety. Laminated card to be left for guests informing them the Hot Tub has been checked and is ready for their use. | OC Spas & Hot Tubs. | 1st July 2020 Prior to guests arriving. | Yes – No further action required |
| Legionella within property as it has been left empty for some time. | All Guests & Visitors. | Moderate. | Nothing. | Follow legionella Cleaning procedure prior to guests arriving. (Procedure PR02) | A Grimsey / Cornish Holiday. | 1st July 2020 | Yes – No further action required |



Bodannon - Porthtowan

Cornish Holiday
(A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|---|----------------------------------|---|--|--|---|-------------------------------------|---|
| <p>Risk of infection from Covid-19 and spreading the infection.</p> <p><u>Our requests to guests / responsibilities.</u></p> | All Guests, Visitors & Cleaners. | High | Nothing. | <p>Cleaners & Guests need to follow government guidelines. (Policy PO01).</p> <p>Email to be sent to guests requesting them to confirm they are healthy and do not have symptoms before travelling and arriving at accommodation.</p> <p>Advice at the property (guest book) to advise what to do if they develop symptoms while at the property.</p> | <p>H Grimsey / Cornish Holiday & Guests</p> <p>H Grimsey / Cornish Holiday.</p> | <p>01/07/2020</p> <p>01/07/2020</p> | <p>Yes and Ongoing.</p> <p>Yes and Ongoing.</p> |



Bodannon - Porthtowan

Cornish Holiday
 (A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|---|----------------------------------|---|--|---|--|--|---|
| <u>Our requests to guests / responsibilities. Continued....</u> | | | | <p>When vacating property guests are requested to strip beds and put linen and towels in dissolvable laundry bags, along with loading and running the dishwasher. This will help minimise any risk to the cleaners and possible spread of the virus.</p> <p>Post-holiday Email confirming the guests were well on returning home.</p> | <p>The Guests.</p> <p>H Grimsey / Cornish Holiday & Guests</p> | <p>Departure date and ongoing.</p> <p>11/07/2020</p> | <p>Yes and ongoing.</p> <p>Ongoing</p> |
| Risk of infection from Covid-19 and spreading the infection. | All Guests, Visitors & Cleaners. | High | Nothing. | Cornish Holiday should be informed as soon as possible. The cleaner MUST not attend the accommodation and | H Grimsey / Cornish Holiday. | Ongoing. | Yes and ongoing. |



Bodannon - Porthtowan

Cornish Holiday
(A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|---|----------------------------------|---|--|---|---|---|--|
| <u>If the Cleaner is ill or has symptoms.</u> | | | | suitable cover will be arranged. (Procedure PR01) | | | |
| <p>Risk of infection from Covid-19 and spreading the infection.</p> <p><u>Not cleaning to an effective standard to prevent the transmission and spread of the Virus.</u></p> | All Guests, Visitors & Cleaners. | High | Nothing. | <p>Covid-19 Cleaning Procedure (Procedure PR01) MUST be followed.</p> <p>A laminated card to be left in a prominent position at the property to confirm cleaning has taken place and the Covid-19 procedure (Procedure PR01) has been followed.</p> <p>Staff trained to an acceptable standard to understand Covid-19 cleaning (Policy PO01).</p> | <p>Cleaners.</p> <p>Cleaners.</p> <p>Cleaners. / Cornish Holiday.</p> | <p>Ongoing</p> <p>Ongoing</p> <p>01/07/2020</p> | <p>Yes and ongoing.</p> <p>Yes and ongoing.</p> <p>Yes.</p> |



Bodannon - Porthtowan

Cornish Holiday

(A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|---|----------------------------------|---|--|---|--|-------------------------------|--|
| | | | | Either Virtual College or Schuelke online courses to be taken and certificated. | | | |
| <p>Risk of infection from Covid-19 and spreading the infection.</p> <p><u>Guest developing symptoms or falling unwell at the property.</u></p> | All Guests, Visitors & Cleaners. | High | Nothing. | <p>Covid-19 Policy and Cleaning Criteria (Policy PO01) MUST be followed. This advises the guest to travel home if well enough and self-isolate. They MUST inform Cornish Holiday.</p> <p>Cornish Holiday will then have the property professionally cleaned.</p> | <p>R & M Cleaners / 24 hr Response: 07774 931 044 The Store, 28a North Parade, Camborne, Cornwall. TR14 8BL http://rmcleaners.co.uk</p> | Ongoing | Yes and ongoing. |
| Risk of infection from Covid-19 and | All Guests, Visitors & Cleaners. | High | Nothing. | To protect guests and improve their comfort and safety we have introduced | Cleaners. / Cornish Holiday. | Ongoing | Yes and ongoing. |



Bodannon - Porthtowan

Cornish Holiday

(A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|--|--|---|--|---|--|-------------------------------|--|
| <p>spreading the infection.</p> <p><u>Guest Comfort and support.</u></p> | | | | <p>enhanced cleaning criteria (Procedure PR01), automatic Hand Sanitisers have been put up outside and inside the property. Covid-19 online training for cleaners, and a 50ml hand sanitiser bottle will be supplied to each guest staying. (Policy PO01)</p> | | | |
| <p>PATS Testing of Electrical Items</p> | All Guests & Visitors. | Low | Annual PATS Test is carried out. Last done June 2019 | Ensure PATs Test is up to date. | Being carried out by Green Sparks Electrics on 3 rd July 2020 | 1 st July 2020 | Yes no further action required. |
| <p>Fire. Fire Extinguishers / Fire Blankets</p> | All Guests, Visitors and other properties. | Low | Fire Blanket & Fire Extinguisher located in kitchen. | Ensure these are in date and maintained. Last carried out March 2020 | Certified competent person. | End Feb 2021 | Yes / No Further Action Required |



Bodannon - Porthtowan

Cornish Holiday
 (A trading name of Sound Start UK Limited 12149643)

| What are the hazards? | Who might be harmed and how? | Level of Risk occurring / Urgency. High, Moderate, Low | What is already being done to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Complete Yes / No Action required. or Outstanding |
|------------------------------|--|---|--|---|------------------------------------|-------------------------------|--|
| Fire. Smoke Detector. | All Guests, Visitors and other properties. | Low | Fire Detectors on landing at top of stairs and also in lounge. | Ensure these are working, clean and regularly tested. | Any capable person. | Check Monthly. | Yes / No Further Action Required |