



# 100 Hengar Manor – St Tudy

Cornish Holiday

(A trading name of Sound Start UK Limited 12149643)

Document Number 12 Issue 1

## Risk Assessment.

Property name: 100 Hengar Manor

Assessment carried out by: Alec Grimsey

Date of next review: 03/03/2022

Date assessment was carried out: 02-08-2021

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
<b>Step into front door.</b>	All Guests & Visitors.	Low	Maintained and kept in good condition.	None	Cornish Holiday / Cleaner	Ongoing	<b>No Action Required</b>
<b>Pathways</b>	All Guests & Visitors.	Low	Maintained and kept in good condition by Site management company.	None	Cornish Holiday / Cleaner	Ongoing	<b>No Action Required</b>



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<b>Legionella within property as it has been left empty for some time.</b>	All Guests & Visitors.	<b>Moderate.</b>	Nothing.	Follow legionella Cleaning procedure prior to guests arriving. ( <b>Procedure PR02</b> )	A Grimsey / Cornish Holiday.	11 <sup>th</sup> April 2021	<b>Yes / NO</b> <b>Action</b> <b>required.</b>
<b>Risk of infection from Covid-19 and spreading the infection.</b>  <u>Our requests to guests / responsibilities.</u>	All Guests, Visitors & Cleaners.	<b>High</b>	Nothing.	Cleaners & Guests need to follow government guidelines. ( <b>Policy PO01</b> ).  Email to be sent to guests requesting them to confirm they are healthy and do not have symptoms before travelling and arriving at accommodation.  Advice at the property (guest book) to advise what to do if they develop	H Grimsey / Cornish Holiday & Guests  H Grimsey / Cornish Holiday.	Ongoing  Ongoing	<b>Yes and</b> <b>Ongoing.</b>  <b>Yes and</b> <b>Ongoing.</b>



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<p><u>Our requests to guests / responsibilities.</u>  <u>Continued....</u></p>				<p>symptoms while at the property.</p> <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 &amp; Guests</p>	<p>Departure date and ongoing.</p> <p>Ongoing</p>	<p><b>Yes and ongoing.</b></p> <p><b>Ongoing</b></p>



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<p><b>Risk of infection from Covid-19 and spreading the infection.</b></p> <p><u>If the Cleaner is ill or has symptoms.</u></p>	All Guests, Visitors & Cleaners.	<b>High</b>	Nothing.	Cornish Holiday should be informed as soon as possible. The cleaner <b>MUST</b> not attend the accommodation and suitable cover will be arranged. ( <b>Procedure PR01</b> )	H Grimsey / Cornish Holiday.	Ongoing.	<b>Yes and ongoing.</b>
<p><b>Risk of infection from Covid-19 and spreading the infection.</b></p> <p><u>Not cleaning to an effective standard to prevent the transmission and spread of the Virus.</u></p>	All Guests, Visitors & Cleaners.	<b>High</b>	Nothing.	<p>Covid-19 Cleaning Procedure (<b>Procedure PR01</b>) <b>MUST</b> 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 (<b>Procedure PR01</b>) has been followed.</p>	<p>Cleaners.</p> <p>Cleaners.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p><b>Yes and ongoing.</b></p> <p><b>Yes and ongoing.</b></p>



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				Staff trained to an acceptable standard to understand Covid-19 cleaning ( <b>Policy PO01</b> ). Either Virtual College, Schuelke or other online courses of an adequate standard to be taken and certificated.	Cleaners. / Cornish Holiday.	Ongoing	Yes
<b>Risk of infection from Covid-19 and spreading the infection.</b>  <u>Guest developing symptoms or falling unwell at the property</u>	All Guests, Visitors & Cleaners.	<b>High</b>	Nothing.	Covid-19 Policy and Cleaning Criteria ( <b>Policy PO01</b> ) MUST be followed. This advises the guest to travel home if well enough and self-isolate. They MUST inform Cornish Holiday.	<b>R &amp; M Cleaners /</b> 24 hr Response: 07774 931 044 The Store, 28a North Parade, Camborne, Cornwall. TR14 8BL <a href="http://rmcleaners.co.uk">http://rmcleaners.co.uk</a>	Ongoing.	<b>Yes and ongoing.</b>



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<u>or having a positive lateral flow or PCR test.</u>				Cornish Holiday will then leave the property empty without access for a minimum of 72 hrs and / or have the property professionally cleaned.			
<b>Risk of infection from Covid-19 and spreading the infection.</b>  <u>Guest Comfort and support.</u>	All Guests, Visitors & Cleaners.	<b>High</b>	Nothing.	To protect guests and improve their comfort and safety we have introduced enhanced cleaning criteria ( <b>Procedure PR01</b> ), Hand Sanitisers have been put up outside and inside the property. Covid-19 online training for cleaners, and a 50ml hand sanitiser bottle, face masks and a packet of antibacterial wipes will	Cleaners. / Cornish Holiday.	Ongoing	<b>Yes and ongoing.</b>



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				be supplied to the guests staying. (Policy PO01)			
<b>PATS Testing of Electrical Items</b>	All Guests & Visitors.	<b>Low</b>	Annual PATS Test is carried out. Last done June 2019	Ensure PATs Test is up to date.	Competent organisation suggest Green Sparks Electricians who we have used at other properties. Carried out on 1 <sup>st</sup> April 2021	31/03/2022  Last carried out 01/04/2021	<b>Yes / No Further Action Required. Next Due 31/03/2022</b>
<b>Fire. Fire Extinguishers / Fire Blankets</b>	All Guests, Visitors and other properties.	<b>Low</b>	Fire Blanket & Fire Extinguisher located in kitchen.	Ensure these are in date and maintained. Last carried out March 2020	Certified competent person.	04/12/2025  Last Carried Out 05/12/2020	<b>Yes / No Further Action Required. Next Due 04/12/2025</b>
<b>Fire. Smoke Detector.</b>	All Guests, Visitors and	<b>Low</b>	Fire Detectors on landing at top of stairs, upstairs	Ensure these are working, clean and regularly tested.	Any capable person.	Ongoing	<b>Yes / No Further</b>



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	other properties.		Bedrooms and also in the lounge.				Action Required