

# *Sunnyville Cottage*

[www.sunnyvillecottage.co.uk](http://www.sunnyvillecottage.co.uk)

Sunnyville Cottage  
Cornaigbeg, Isle of Tiree, Argyll  
PA77 6UZ



## *Risk Assessment*

(v1.00)

**John Morris**

**T: 07900 880738 E: [sunnyvilletiree@yahoo.com](mailto:sunnyvilletiree@yahoo.com)**

---

**Contents:**

|     |   |   |
|-----|---|---|
| 1.0 | Introduction .....                        | 2 |
| 2.0 | Existing Constraints.....                 | 2 |
| 3.0 | User Occupation.....                      | 3 |
| 4.0 | Residual Hazard Management Strategy ..... | 3 |

**Appendices:**

Appendix 'A': Hazard Identification Form

Appendix 'B': Risk Assessments

**Major Revision History:**

| <b>Version</b>  | <b>Date</b> | <b>Comment</b>     |
|-----------------|-------------|--------------------|
| 2020 - Ver 1.00 | 03-08-2020  | Document Inception |

---

## 1.0 Introduction:

The purpose of this document is to identify and manage hazards presented by the operation of Sunnyville Cottage Tíree, as a self-catering accommodation property, available for rental by the general public. Aspects of the self-catering operation and characteristics of the property itself, require to be considered in order to:-

- Remove, where possible, hazards which arise from foreseeable activities during the occupation, cleaning and maintenance phases of each rental period.
- Identify any residual hazards and propose appropriate mitigation which could be implemented to remove, or at least reduce risk, as far as is reasonably practicable.

The management process has been assessed in accordance with the Eliminate, Reduce, Inform & Control (ERIC) principles of best practice to minimise those risks created by the operation of the cottage, as far as it is reasonable to do so.

It has been assumed that for each phase of the rental cycle, information relied upon in the preparation of the management strategy is current and accurate and competent operatives will be engaged to undertake cleaning and maintenance work. All clients and staff are directed to the following Risk Assessments, the Cleaning Checklist, the Cottage Manual and other supporting documentation which may be referred to therein.

An overview of each phase of the rental cycle is provided below. Details of unusual and/or significant residual risks are provided in the Hazard Identification and Risk Assessment forms contained in Appendices 'A' and 'B'.

## 2.0 Existing Constraints:

The property is located inland, adjacent to the main traffic route between Balephetrish and Ballevullin on the north side of the island.

The curtilage is fully fenced except for the driveway which is gated. However the gate is normally left open and is therefore 'open' to the highway. The property is bounded on all sides by agricultural land except to the north where a neighbouring domestic property is situated.

The building is single storey with all accommodation including the bedrooms located on the ground floor. The roof has attic space to which guests are not permitted to access.

The recent outbreak of SARS-CoV-2 has introduced new requirements for disinfection and management not previously required in holiday accommodation. Some of the proposed protocols require assistance from guests staying in the property. Consequently these protocols can only be as effective as the extent to which guests assist with the implementation of the tasks asked of them.

---

### 3.0 User Occupation:

The rental cycle usually varies in weekly blocks but can also be restricted to just a few days. During this cycle, guests take occupancy for the duration of the booking period at the end of which they are expected to leave the cottage in a reasonably clean and tidy condition. Upon their departure, cleaning staff arrive to prepare the cottage for the next booking and the cycle repeats.

With the exception of the appearance of SARS-CoV-2, there are considered to be no unusual hazards associated with use of the building by guests, and members of the general public who visit the building. However, there are some hazards related to the location of the building, its configuration and the facilities offered at the cottage which do present a degree of risk. In most cases it has not been possible to reasonably remove or reduce these hazards and therefore mitigation and information techniques have been adopted to reduce the remaining hazards to a 'LOW' risk categorisation in all cases.

The existence of SARS-CoV-2 virus is included in this risk assessment and cleaning procedures and other mechanisms have been introduced to combat same. However at the time of writing there remain a number of unknowns for the scientific community and by implication, disinfectant manufacturers, trade bodies and the property owners. This risk assessment and the protocols adopted by the owners, reflect current best practice. Notwithstanding there remain gaps in the scientific knowledge and the protocols may require to be adjusted as that knowledge develops.

### 4.0 Residual Hazard Management Strategy:

Hazards are categorised by the nature of the harm they could inflict. They are then individually identified and briefly described on the Hazard Identification Form in Appendix 'A'

The Risk Assessment forms to be found in Appendix 'B', describe the hazards, identify elimination or reduction which has been implemented by the owners and then describes mitigating actions and assess the degree of risk before and after mitigation. In so doing it informs guests of the hazards, identifies who is affected and what can be done to reduce the risks which the hazards present and most importantly ensures that the level of risk of the residual hazards is set to a 'low' threshold.

.....

## **Appendix A**

### Hazard Identification Form



## **Appendix B**

### Risk Assessments

## RISK ASSESSMENT #01

### Hazard:

Vehicles & Machinery / Vehicle Turning In Driveway

### Description:

While the driveway is reasonably spacious, reversing is required to turn a vehicle which has entered the curtilage of the property 'nose first'. Beware of people or pets who may be situated such that they are out of view in rear view mirrors. The rear lawn is located beside the driveway and children and pets may run behind a vehicle while they are at play.

### Owner Mitigation:

The owner has been unable to reasonably eliminate or reduce the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.

### Guest Mitigation:

- Drivers should ensure nobody is behind the vehicle before and while reversing.

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **MED (2)**

Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **MED (2)**

Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **HIGH (3)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**

Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK        | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|---------------------|------------------|---------------|
| Death/Disability     | 2                  | 2                | 4                   | 1                | 2             |
| Temporary Incapacity | 2                  | 2                | 4                   | 1                | 2             |
| Cuts & Bruises       | 3                  | 2                | 6                   | 1                | 3             |
|                      |                    |                  | <b>UNCONTROLLED</b> | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3** **MED=4-6** **HIGH=7-9**

Default Risk = **Med**

Residual Risk = **Low**

Groups at Risk = **Guests**



## RISK ASSESSMENT #02

### Hazard:

Vehicles & Machinery / Restricted Sight Lines

### Description:

On leaving the property, as a vehicle emerges from the driveway onto the public highway, the drivers ability to see oncoming traffic is restricted in both directions but particularly to the east. Care should be taken when emerging onto the main road.

### Owner Mitigation:

The owner has been unable to reasonably eliminate or reduce the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.

### Guest Mitigation:

- Care should be taken when emerging from the driveway onto the public highway.

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **LOW (1)**  
 Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **MED (2)**  
 Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **HIGH (3)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**  
 Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|--------------|------------------|---------------|
| Death/Disability     | 1                  | 2                | 2            | 1                | 1             |
| Temporary Incapacity | 2                  | 2                | 4            | 1                | 2             |
| Cuts & Bruises       | 3                  | 2                | 6            | 1                | 3             |
| <b>UNCONTROLLED</b>  |                    |                  |              | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3 MED=4-6 HIGH=7-9**

Default Risk = **Med**  
 Residual Risk = **Low**  
 Groups at Risk = **Guests, Road Users**

## RISK ASSESSMENT #03

### Hazard:

Vehicles & Machinery / Adjacent Main Road

### Description:

The entrance to the property is equipped with a gate which is generally left open. Children and some pets may see the opening as an invitation to leave the confines of the fenced garden. The poor sightlines on the road (see Risk Assessment #02) will provide oncoming vehicle drivers little time to take avoiding action should a child or a pet suddenly emerge from the property entrance.

### Owner Mitigation:

The owner has been unable to reasonably eliminate or reduce the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.

### Guest Mitigation:

- Children and inquisitive pets should not be left unsupervised in the garden. Many pets seem to consider the grid unpassable but some larger dogs and most cats may make an attempt to cross.

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **HIGH (3)**

Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **HIGH (3)**

Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **HIGH (3)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**

Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|--------------|------------------|---------------|
| Death/Disability     | 3                  | 2                | 6            | 1                | 3             |
| Temporary Incapacity | 3                  | 2                | 6            | 1                | 3             |
| Cuts & Bruises       | 3                  | 2                | 6            | 1                | 3             |
| <b>UNCONTROLLED</b>  |                    |                  |              | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3** **MED=4-6** **HIGH=7-9**

Default Risk = **Med**

Residual Risk = **Low**

Groups at Risk = **Guests,  
Road Users**

## RISK ASSESSMENT #04

### Hazard:

Burns, Fire & Explosion / Interior Heater

### Description:

A small stove like heater is provided in the sitting room to boost the heat in the room on colder days and which is additional to the main storage radiator heating system. There is a risk of fire if clothing or other objects are left on top of the heater.

### Owner Mitigation:

The owner has been unable to reasonably eliminate the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.

### Guest Mitigation:

- Guests are requested not to put clothing or other objects on the heater.

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **MED (2)**  
 Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **MED (2)**  
 Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **LOW (1)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**  
 Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK        | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|---------------------|------------------|---------------|
| Death/Disability     | 2                  | 2                | 4                   | 1                | 2             |
| Temporary Incapacity | 2                  | 2                | 4                   | 1                | 2             |
| Cuts & Bruises       | 1                  | 2                | 2                   | 1                | 1             |
|                      |                    |                  | <b>UNCONTROLLED</b> | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3** **MED=4-6** **HIGH=7-9**

Default Risk = **Med**  
 Residual Risk = **Low**  
 Groups at Risk = **Guests**

## RISK ASSESSMENT #05

### Hazard:

Chemical or Biohazard / Legionaries Disease

### Description:

Water tanks, taps and shower heads, when left for extended periods may develop a colony of the bacteria which can cause Legionaries Disease.

### Owner Mitigation:

The owner has been unable to reasonably eliminate the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.
- The cottage hot water system has an anti-bacterial sterilisation cycle.
- Cleaning staff are required to undertake specific procedures to combat the bacteria.
- Cleaning staff are required to complete a checklist for incoming guest inspection.

### Guest Mitigation:

- None.

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **MED (2)**

Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **MED (2)**

Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **LOW (1)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**

Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK        | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|---------------------|------------------|---------------|
| Death/Disability     | 2                  | 2                | 4                   | 1                | 2             |
| Temporary Incapacity | 2                  | 2                | 4                   | 1                | 2             |
| Cuts & Bruises       | 1                  | 2                | 2                   | 1                | 1             |
|                      |                    |                  | <b>UNCONTROLLED</b> | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3 MED=4-6 HIGH=7-9**

Default Risk = **Med**

Residual Risk = **Low**

Groups at Risk = **Guests**

## RISK ASSESSMENT #6

### Hazard:

Chemical or Biohazard / Coronavirus

### Description:

The cottage, with a high turnover of occupants, is at risk of contamination with Coronavirus either from guests who may have brought an infection or have picked up an infection locally or from cleaning staff who are similarly infected, all of which have potential consequences for subsequent bookings.

### Owner Mitigation:

The owner has been unable to reasonably eliminate the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.
- Emergency accommodation procedures are in place should an infection occur.
- Cleaning staff are required to undertake specific procedures to combat the virus.
- Inferred guest declaration and required guest actions prior to vacating cottage.
- Cleaning staff are required to complete a checklist for incoming guest inspection.
- Hand sanitizer gel and dispenser provided for guest use in the cottage.

### Guest Mitigation:

- Observe government advice re social distancing, face mask usage and hand washing.
- Fully comply with inferred health declaration (refer T&Cs).
- Carry a personal hand sanitiser gel dispenser and a facemask at all times.
- Ensure required actions are completed when vacating the cottage (refer T&Cs).

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **HIGH (3)**

Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **HIGH (3)**

Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **LOW (1)**

Assessed likelihood of an uncontrolled hazard event occurring: **MED (2)**

Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|--------------|------------------|---------------|
| Death/Disability     | 3                  | 2                | 6            | 1                | 3             |
| Temporary Incapacity | 3                  | 2                | 6            | 1                | 3             |
| Cuts & Bruises       | 1                  | 2                | 2            | 1                | 1             |
| <b>UNCONTROLLED</b>  |                    |                  |              | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3** **MED=4-6** **HIGH=7-9**

Default Risk = **Med**  
Residual Risk = **Low**  
Groups at Risk = **Guests,  
Staff,  
Medics,  
Ferry Crews,  
Gen Public**

## Risk Assessment #7

### Hazard:

Slips, Trips & Falls / Trips At Kitchen Doorway

### Description:

The cottage has a small 2cm step at the kitchen lounge doorway which could cause a trip.

### Owner Mitigation:

The owner has been unable to reasonably eliminate or reduce the hazard. However the following mitigating factors are in place:-

- The owner is able to raise awareness of the hazard.

### Guest Mitigation:

- Be aware of the step

### Risk Assessment:

The likelihoods of the hazardous event and each of the possible outcomes occurring are assessed separately using Low/Med/High categories. These categories have respective values of 1/2/3. Risk is calculated from: **Risk = Event Likelihood x Outcome Likelihood**

Assessed likelihood of **DEATH/DISABILITY** if hazard event occurs: **LOW (1)**  
 Assessed likelihood of **TEMP INCAPACITY** if hazard event occurs: **LOW (1)**  
 Assessed likelihood of **CUTS & BRUISES** if hazard event occurs: **MED (2)**

Assessed likelihood of an uncontrolled hazard event occurring: **LOW (1)**  
 Assessed likelihood of a mitigated hazard event occurring: **LOW (1)**

| OUTCOME DESCRIPTION  | OUTCOME LIKELIHOOD | EVENT LIKELYHOOD | DEFAULT RISK        | EVENT LIKELIHOOD | RESIDUAL RISK |
|----------------------|--------------------|------------------|---------------------|------------------|---------------|
| Death/Disability     | 1                  | 1                | 1                   | 1                | 1             |
| Temporary Incapacity | 1                  | 1                | 1                   | 1                | 1             |
| Cuts & Bruises       | 2                  | 1                | 2                   | 1                | 2             |
|                      |                    |                  | <b>UNCONTROLLED</b> | <b>MITIGATED</b> |               |

Risk Categorisation: **LOW=1-3** **MED=4-6** **HIGH=7-9**

Default Risk = **Low**  
 Residual Risk = **Low**  
 Groups at Risk = **Guests**