

Short-term Let Risk Assessment Guidance



Hosts must look after

- The exterior, interior and structural elements of the premises
- The inside and outside facilities which are part of the premises
 - This includes - but is not limited to - facilities such as hot tubs, swimming pools and BBQs
- Common areas that they share responsibility for

Identifying Hazards

Hazards (the danger) can arise from faults or deficiencies in and around the premises which could cause harm. Many potential hazards are common to every type of premises; there may be other hazards however that are specific to the property or location. Examples below:

| Type of Hazard | Examples of Hazards | Practical Example |
|---|--|---|
| Hygrothermal Conditions/Psychological requirements | Damp and mould growth; excess cold; excess heat; asbestos; manufactured mineral fibres; chemicals such as weedkiller; carbon monoxide and fuel combustion products; lead; entry by intruders; lighting. | The property has an adjacent shed with a roof of asbestos sheeting. This could be addressed by locking the shed and not allowing guests to access it. |
| Protection against infection | Domestic hygiene; pests and refuse; inadequacies in provision and facilities for storage/preparation/cooking of food; personal hygiene, sanitation, and drainage; water supply; legionella; leptospirosis. | There are mouse droppings in the kitchen. This could be addressed by hiring a pest controller. |
| Protection against accidents | Falls including falls from height; falls on a level; falls on stairs; falls associated with bath; falling building elements; electrical hazards; fire; scalding; collisions; swimming pools; hot tubs; ponds; playground equipment; human impact against glass that is not safety glass; unguarded open fires. | There is a pond in the garden. This could be addressed by covering the pond. |
| Other wider environmental hazards that may be directly adjacent to the premises | Farm Animals; rivers. | There is a bull in a neighbouring field. This could be addressed by ensuring there is adequate fencing and that guests are warned of the danger. |

A deficiency is a failing of some kind when an element does not come up to an acceptable standard or for whatever reason is not present.

The premises or external areas should not contain any deficiency that might give rise to a hazard which interferes with or puts at risk, the health or safety or even the lives of the occupants. In order for them to assess this (risk assessment), the host should have a detailed knowledge/understanding of their premises and the workings/functions of all elements/facilities within and around it.

Risk Assessment

This relates to:

- Identifying deficiencies that could cause problems in the premises or its outside environment
- Identifying who could be most vulnerable to the deficiency and hazards
- Assessing the likelihood of the hazards occurring and
- Assessing how serious would it be
- Identifying what can help to avoid or minimise the hazards- preventative measure to reduce the likelihood of their occurrence and their severity to a low as is reasonably practicable
- Providing instructions/warnings to guests
- Undertaking regular reviews

Assessment Process

The information in the table can be used as a methodology for carrying out the risk assessment process:

| | |
|------------------------------------|--|
| 1. Inspect Premises | <ul style="list-style-type: none">• Room by room checking elements; fixtures and fittings• Check common parts• Check outside the building looking at the external elements and the yards, gardens and path, any adjoining land• Record any deficiencies, disrepair or anything that might give rise to a hazard |
| 2. Deficiencies and Hazards | <ul style="list-style-type: none">• Check if any of the deficiencies and faults contribute to a hazard• Do deficiencies increase the likelihood of a harmful occurrence or increase the severity of the harm |
| 3. Remedial Action/Work | <ul style="list-style-type: none">• Decide what needs to be done to remedy deficiencies and to reduce risk as low as reasonably practicable• Work out a timetable for having work done. NB• Ensure all safety checks are carried out to statutory requirements by competent persons• Ensure that contractors engaged to carry out work are competent to carry out the particular type of work• Provide information; advice and instruction to guests |
| 4. Keep Records | <ul style="list-style-type: none">• Record the programme of works• Record the date when works finished• Keep safety certificates produced by competent persons• Keep records of maintenance |
| 5. Review | <ul style="list-style-type: none">• Check that hazards have been removed/minimised to as low as is reasonably practicable• Re-inspect property (return to top) - how frequently this needs to be done depends on the age and type of premises; some elements or facilities will need to be checked more often or when required by law e.g., gas appliances |

NB. Some action may be very urgent where there is an immediate risk to occupiers is identified, others may be less urgent