



Covid-19 Risk Assessment for Kellbank Hotel

HAZZARD/RISK IDENTIFY	WHO IS AT RISK	H, M L	WHAT WE HAVE IN PLACE TO MITIGATE	H,M L
<p>Guests entering the Kellbank for food or drink with the potential to have Covid-19</p> <p>Sitting at tables</p>	<p>CUSTOMERS, STAFF AND WORKMEN</p>	<p>H</p>	<p>Customers will be asked to leave their details for the track and trace system. Gloves, masks and sanitizer available for all staff members. Staff to seat all guests coming into the building and to only have customers seated on tables no standing room – this can be reserved in advance. We will be following the 1&amp; 2 meter ruling. Once drinks are ordered the guest can collect their drinks following distancing and the spacing. If the guests are seated then staff will deliver the drinks. Limited menu offered to guests and using a disposable menu. Tables are to be cleaned and sanitized after the guest has departed ready for the next guests.</p> <p>Guest will be required to book and have an allotted time for eating but walk ins are allowed but not if all tables are filled.</p> <p>Signage to be used throughout the building. Sanitizer stations to be placed by selected points on the floor layout plan. Guests are asked not to</p>	<p>M</p>

<p>Staff and housekeeping staff cleaning the pub risk to contract or to pass on Covid-19</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>M</p>	<p>sit at the bar. Card payments to be used via contactless payment. Staff to be washing their hands.</p> <p>Cleaners and housekeeping to be wearing PPE and follow new cleaning regime and signage. Documentation to show they understand and will follow guidelines</p>	<p>M</p>
<p>Rooms and HK cleaning risk to contract or to pass on Covid-19</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>M</p>	<p>As with the cleaning of downstairs to follow new cleaning safety guidelines. PPE to be worn. Housekeeping to only be down once the guest has left the room.</p>	<p>M</p>
<p>Beer glasses and touching with the transfer of covid-19</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>M</p>	<p>A new glass is used each time a customer requires a drink and the glass washer used with correct temps to sanitizer. Staff to wear gloves. Staff to wash their hand following cleaning guidelines. Tables cleared after guests have finished and departed.</p>	<p>L</p>
<p>Bar TVs to have the sound minimised so guests don't need to shout and water vapour transfer</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>M</p>	<p>TVs controlled by staff so cannot be turned up to reduce the need for shouting. Areas sanitized following cleaning schedule</p>	<p>L</p>

<p>Toilets are an enclosed space so high risk of covid-19 transfer</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>H</p>	<p>Sanitizer outside each bathroom door and guests asked to sanitize before entering. Guests will be informed to sanitise before entering the toilets and that it is 1 person at a time. Staff to control the 1 in 1 out by monitoring the levels of customers within the building. Toilets to be cleaned each morning.</p>	<p>M</p>
<p>Tables inside risk to staff touching surfaces transfer covid-19</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>H</p>	<p>Tables can be cleared upon guest departure or asked if they can clear the table if it is building up debris. Staff member to wear gloves and masks when serving guests food or to be standing 1 meter from the table or following the sanitising regime.</p>	<p>L</p>
<p>Chefs in the kitchen and such a small space there cannot be the 1-2m rule</p>	<p>STAFF</p>	<p>H</p>	<p>Following the cleaning schedule of cleaning hands very regularly. Wearing gloves and masks. Staff staggered where possible. 1 chef to be working and 1 pot wash and catering for rooms and table bookings only (Until can justify increasing)</p>	<p>L</p>

Staff being asked to return to work and the dangers of covid-19 and the psychological effect from such a long time off.	STAFF	H	Staff invited back to discuss dangers and work through so they are happy we have done enough to minimise their risk. If asked back then there should be no reason why they cannot return for part time hours.	L
Staff smoking	CUSTOMERS AND STAFF	M	Staff will be allocated breaks when it is safe to do so. Staff who smoke will only allowed to go 1 at a time. Following the cleaning guide once finished	M
Tables are less than 2 meters apart	CUSTOMERS AND STAFF	H	Tables to be spaced apart and to offer guests a table for 1.5 hours so we can resell the table	
Gambling machines are high touch and risk of transfer of the virus	CUSTOMERS AND STAFF	H	After each customer has used will need to be sanitized. Social distanced	M
Breakfast service close proximity	CUSTOMERS AND STAFF	H	Each customer will be issued with a breakfast voucher that will be redeemable from Gosforth shop. When justified we will have a chef cooking and a waitress serving socially distanced and doing table service only	L
Vulnerable persons – Staff or customer who has a				

<p>pre-existing health condition that if infected could prove deadly</p>	<p>STAFF AND CUSTOMERS</p>	<p>H</p>	<p>During the staff meeting we discussed reopening and asked if anyone has any conditions that could stop them returning to work. No one has and all signed the return to part time work. We would ask all vulnerable customer to inform us when placing and order so we can take the additional steps as listed above.</p>	<p>L</p>
<p>Taking customer details on entering the building &amp; GDPR storing those details safely</p>	<p>CUSTOMERS AND WORKMEN</p>	<p>M</p>	<p>Following the governments 'track and trace' system we are required to take guests details in case of an outbreak of covid if the guest refuses we cannot force the guest. 1 staff member will take details to stop transfer and these details will be stored for 21 days under lock and key then disposed of</p>	<p>L</p>
<p>Kellbank car park guests coming in close proximity to each other when parking cards risk of transfer</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>H</p>	<p>We would rely upon customers to be able to social distance in the car park. We have table bookings so cars are staggered when they arrive</p>	<p>L</p>
<p>Cleaning chemicals might not kill the virus</p>	<p>STAFF, CUSTOMERS &amp; WORKMEN</p>	<p>H</p>	<p>We are using Caterite chemicals – Swesan and Cleano, Virobac these are both proven to kill the virus. Other sanitizers and table cleaners will be not be used</p>	<p>L</p>

Housekeeping rooms after a guests has self-isolated	STAFF, CUSTOMERS	H	As per guest information on our website guests will need to inform us of any potential Covid-19 patient or someone who suspects they are unwell. We will need to leave the room untouched after the guest has left for 72 hours before it is safe to enter and reset ready for the next guest	L
Ordering drinks at the bar	STAFF, CUSTOMERS	H	We will allow guest to order at the bar but we will fit a large Perspex screen to cover the front till. Guests will need to follow the 1 way system and sanitise their hands and keeping socially distanced	M
Mini shampoo bottles in guest rooms	STAFF, CUSTOMERS	H	Toiletries in the rooms will no longer be given out but can be available upon request	L
Ruth has requested a procedure for cleaning the rooms so each person cleans it safely	STAFF	M	We shall create and train each staff member on how to do it and sign to say they understand	
			Guests are asked to wait to be seated upon arrival.	

<p>Using the stairs where socially distancing is not possible.</p>	<p>STAFF, CUSTOMERS</p>	<p>H</p>	<p>Staff will then take the guest to their table explaining the 'rules' As full tables service is given. Sanitiser stations are at the top and bottom of the stairs. There is a passing space half way up the stairs. Cleaning staff to pay special attention to the bannister.</p>	
<p>Outside ordering</p>	<p>STAFF, CUSTOMERS</p>	<p>H</p>	<p>Customers outside can come and order food if they have a table 1 – 5 Following the socially distancing floor plan and sanitising their hands. Staff will periodically check tables to ensure they are clean. If it becomes too hard to manage we will serve only inside tables. No other outside tables are permitted to order</p>	

Name: RICHARD M MAWSON

Date: 14.07.2020. Review Date: AS REQUIRED FROM GOV