

Three Horseshoes Country Inn & Spa Covid-19 Risk assessment
Date Produced 2nd July 2020 by Mark Kirk, Director

Hazards- Corona Virus	
Who might be affected – Employees, customers, contactors, visitors could contract the virus and fall ill.	
Control Measures	In Place Yes/no
Enhanced wash hands routines implemented	yes
Controls to manage queuing for tables around host counter and at reception check in to manage social distancing	yes
Separate exits doors for customers to avoid crowding at entrances	yes
Doors to be pinned back to increase air flow and reduce hand contact points	yes
Hand sanitiser to be made available at entrances to building at main pub, hotel , kitchens and garden. Also, at entrances to toilets, behinds bars, reception, kitchens and on all house keeping trolleys.	Yes
Surface sanitiser for wiping down of tables / chairs after customer use.	Yes
Hygiene, social distancing and directional signage notices prominently displayed for customers and staff	yes
Table inside and outside to be spaced out to 1 meter social distancing	Yes
All point of sale to removed from tables	Yes
No condiments to be on tables, cutlery to be rolled in napkin and brought to tables along with any condiments required. Condiments must be sanitised after each use.	Yes
PVC screens installed at bar and reception to reduce spread of infection via respiratory transmission	Yes
Customers encouraged to use the order and pay app to reduce contact and movement around the building. This will cover track and trace	Yes
Staff strictly excluded from work based on government guide lines if they present any symptoms of illness and required to self isolate.	Yes
A two shift team system in place for Kitchen, front of house and house keeping to reduce contact.	Yes
Chefs not to travel to work in uniforms, change on site. All staff fresh clean uniform for every day washed at least 60’c	Yes
All staff to be trained on social distancing, known routes of transmission and controls introduced for their wellbeing as well as those who they come into contact with	Yes
Pre shift briefings completed with all staff to provide them with the most up to date information and remind them of their responsibilities and actions needed to maintain their wellbeing	Yes
Communication channels available for employees to ask questions and raise concerns in order to support their physical and mental health.	Yes
Face masks worn by table servers, due to the close contact. Face masks not necessary for remainder employee, but can be worn if they wish.	Yes
All room information to be removed and made available on line	Yes

All other literature to be removed from bedrooms	Yes
Adequate number of fully stocked (soap, blue roll, warm running water) hand wash basins installed in every kitchen to ensure access to good personal hygiene	Yes
Effective kitchen ventilation and extraction to maintain good air quality	Yes
No more than 1 person in a cold room or dry store	Yes
Delivery area - social distancing to be considered. Minimize contact at drop off and frequency of deliveries.	Yes
Procedure for any hotel guests that start with symptoms of covis-19	yes