

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

*This risk assessment is to be used with and in addition to the current risk assessments in place for Artfuls Ltd. This risk assessment was prepared specifically in response to the 2020 Coronavirus pandemic, to ensure Artfuls remains safe, clean and free from Coronavirus upon re-opening. All staff and guests are to adhere to the measures identified within.
A simplified version of customer responsibilities will be displayed for customers of the café bar.
This risk assessment will be reviewed every calendar month.*

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
Social Distancing	Staff + customers, by coming into contact with those from outside of their own household.	All customers and staff are reminded to maintain 2m distance from everyone else. (reminders in the form of posters and verbally to customers if seen not practicing sufficient distancing within Artfuls).		Staff and customers	Ongoing	
PPE for staff	Staff coming into contact with the public.	Face masks and gloves worn by customer facing staff.	Dedicated bin for disposal of used PPE at exit points and staff areas.	Staff	4/7/20	
Transfer of germs from cash.	Staff and customers	Customers are encouraged to use contactless card payment where possible.		Staff	Daily	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
B+B Room Touch Points: door keys, door handles, switches, remote controls, furniture, lamps.	Guests and staff.	All high frequency touch points are disinfected at least twice per day, and after the departure of guests.		Staff	Daily	
Café Touch Points: door handles, bar top, table tops, till point.	Customers and staff	All high frequency touch points are disinfected at least hourly.		Staff	Daily	
Table and Chairs	Customers and staff	Café furniture is disinfected after each customer departs.		Staff	Ongoing	
B+B Guest Cleanliness	Guests and staff.	Antibacterial gel is available in the bathrooms of each room for guest use during stay. Antibacterial gel is also available at the entry/exit point of the B+B.		Guests	Ongoing	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
Customer Cleanliness	Customers and staff	Antibacterial gel is available to all customers at the bar and is required to be used on arrival.		Customers	Ongoing	
Staff Cleanliness	Customers and staff	Staff wash hands after serving each customer.	Staff to complete Covid Awareness training.	Staff	4/7/20	
Café toilet facilities	Customers and staff	The toilet facilities are disinfected after each use.		Staff and customers	Ongoing	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
Staff Health	Customers and staff	Staff inform management of any sign of Covid-19 symptoms in themselves, or any member of their household. If this happens, a thorough deep clean is performed, and the staff member is to self-isolate as per government guidelines.		Staff and customers	Ongoing	
B+B Guest Health	Customers and staff	Guests inform management of any sign of Covid-19 symptoms in themselves, or any member of their household. Artfuls reserves the right to refuse admission to guests that display symptoms of Covid-19 on arrival. If guests develop symptoms during their stay, Artfuls will act in accordance with government guidelines.		Staff and customers	Ongoing	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
Rooms	Customers and staff	Rooms are locked once cleaned.	Place a room seal on doors to indicate to guests that rooms have not been entered since they were last cleaned.	Staff	4/7/20	
Rooms	Staff and customers	Ongoing		Staff and customers	Ongoing	
Room Amenities (such as shampoo, tissues, tea and coffee sachets)	Guests and staff	All items are single use items and disposed of at departure of guest.		Staff	Ongoing	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
Deliveries and delivery staff	Staff & Delivery Staff	Maintaining distance from delivery staff, washing hands before and after handling deliveries.	Increase order quantities to reduce frequency of orders required.	Staff	4/7/20	
Corridors and hallways	Guests and staff	At check-in, guests are encouraged to remain vigilant when moving through corridors and hallways, and to make space for others to pass should other guests be using the corridors and hallways at the same time.		Staff and guests	Ongoing	

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing 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?	Done
<i>Use the blank spaces below to record any further measures you identify between now and the next review of the risk assessment.</i>						

Coronavirus Covid-19 Risk Assessment – Artfuls Ltd

Carried out by: N Parton, M Whitehead, H Hemstock 22/6/20. Next review due: 22/7/20

When you have read and understood this risk assessment, please sign and date below. If you are unsure of anything mentioned in this document, or have anything to add to the measures already identified in this document, please inform management.

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date: