

RISK ASSESSMENT (JUNE) 2020

Name & Address of Premises: WOODLANDS HOTEL

Name of Person Completing the Risk Assessment: CRAN S-7A

Date of Risk Assessment: 3/7/2020

Activity: Protection against Covid-19

Potential Hazards: Infection & Illness

1. Infection by Covid-19 (Coronavirus) is acquired by 2 main routes – Whilst symptoms of Coronavirus are often mild, it can cause acute illness & in some cases death. Infection by Covid-19 is by 2 main routes.
 - (A) Airborne droplets carrying the virus which has been breathed out by an infected person. Whilst the risk is greatest when a person is displaying symptoms, not all infected persons have symptoms. Coughs and sneezes increase the infection risk. The virus can enter another person via mouth, nostrils or eyes.
 - (B) Contamination of hand through touching a surface that is contaminated with the virus (due to an infected person having coughed or sneezed over it, or passed on the virus with their hands) & touching your own face (mouth, nostrils, eyes) with your contaminated hands.

2. Protect yourself from infections in 2 main ways – Assume everyone is infected (Stay Alert):
 - (A) SAFE SOCIALISING – Social distancing – as far as is reasonably possible, keep the minimum distance advised by the government from all other people. This will reduce that you inhale airborne virus particles from an infected person.
 - (B) WASH HANDS REGULARLY. Ensure all team members wash hand frequently & vigorously using soap and water for 20 seconds in the way they have been trained. Team members should avoid touching their face. This should be monitored throughout and teams taken to task when this is not employed. Regular reminders will help employees adopt this safe behaviour.

EFFECTIVE HANDWASHING WITH SOAP AND WATER IS YOUR BEST DEFENCE AGAINST INFECTION

3. **Looking after your team** – You must employ **EFFECTIVE** precautions that will significantly reduce the transmission of the Covid-19 virus between people
 - (A) All team members must complete in-house Coronavirus Training before returning to work and on recruitment. This will make them aware of the controls set out within this Risk Assessment (RA). No members of staff may work unless they have completed the training.
 - (B) Should a member of staff develop symptoms whilst at work, they should be sent home immediately to self-isolate and follow NHS guidelines {Insert your specific business procedures here}
4. **Keep the Virus out of the Venue** – The Virus will only enter the building with another person, either because they are already infected or the virus is on their hands. It is unlikely to be on any stock delivered to the venue.
 - (A) Display a prominent sign that persons can read before entering the venue, instructing people with Covid-19 (Coronavirus) symptoms not to enter the building.
 - (B) Brief members of staff that they should not come to work if they have any symptoms, or have had symptoms in the last 7 days OR someone in their household has had symptoms in the last 14 days.
 - (C) Before each staff member starts their shift, take their temperature . If it is above 38.0°C that person should immediately return home, self isolate and follow the latest NHS Guidelines.
 - (D) Provide hand sanitising stations at all entrances to the building that are being used, along with signage requiring all people entering the building to **sanitise their hands**. Members of staff **MUST** wash their hands in accordance with their training , on arriving for work. Hand sanitiser must a minimum of 60% alcohol to be effective.
 - (E) Unless they are travelling alone in a private vehicle, members of staff must not travel to work in their work clothes. They should change on arrival at work washing their hands (in accordance with training) before and after changing. If due to lack of facilities, changing clothes is not possible, they should wear otter clothing over their workwear which can be removed on arrival at work.
 - (F) If you operate more than one venue staff members should not work at more than one venue. Do not loan staff to other venues.

5. **Contractors** – Where possible you should instruct contractors to attend the venue outside of trading hours. If they have to attend during trading hours, you should request that they follow the following procedure

- (A) Make an appointment with {Insert nominated person/job title}.
- (B) Must have their own Covid-19 risk assessment available.
- (C) Call from the cark/street on arrival so that access can be arranged, maintaining social distancing (following latest Government advice) & coming into contact with the minimum number of people.
- (D) Wear a face covering whilst in the venue.
- (E) Beer deliveries will require access to the cellar will stock is being delivered. Whilst checking the delivery in social distancing should be observed. If practical stock should be left for 24 hours before handling.
- (F) Always wear disposable gloves or wash hands after handling any newly delivered stock.

Risk Assessment Checklist: The following is a checklist for your Risk Assessment. If you answer “no” to any item then you need to provide further information on what different actions you are going to take to mitigate the risk. *Remember this is a Template and you may need to add additional controls relevant to your business and venue.*

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
1.0	CUSTOMER				
1.1	Customers encouraged to pre-book tables	✓			
1.2	Walk-ins permitted if tables are available	✓			
1.3	Standing at the bar will not be permitted but customers may use high tops in the bar	✓			
1.4	Put tape on the floor parallel to the bar at the safe social distance (as per the Government advice) so that chairs and tables do not encroach on the social distance of anyone working behind the bar.			✓	
1.5	Both Internal & External Trade areas must be set up to maintain social distancing. Some tables and chairs may need to be removed or marked clearly as out of use			✓	
1.6	Toilets are managed for single entry. Take out of use urinals and sinks to maintain social distancing.	✓			
1.7	Where possible ensure a one way system with one door for entry and another for exit	✓			
1.8	Need to manage doors during peak period to ensure customer bunching in the venue. Queuing at the entrance might be necessary with social distancing in the queue to be encouraged by the door person.			✓	
1.9	Alternative entrance/exit point maybe needed for customers with impaired mobility. Ensure you have a plan in place and staff members are familiar with the plan.	✓			
1.10	Identify pinch points where social distancing cannot be maintained have been identified and suitable controls introduced.			✓	

	{Insert details of controls or make a note if no pinch points have been identified}				
1.11	If possible open windows etc to increase air flow into the venue. But bear in mind possible noise nuisance at night.	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
2.0	TEAM				
2.1	Staff members to stagger breaks & take them away from customers or at a minimum maintain social distancing.	✓			
2.2	Teams members allocated to a specific shift team. Switching between teams should only take place if it absolutely necessary and then only with approval from management.	✓			
2.3	Team meeting to only take place remotely and one to one meetings must keep to social distancing.	✓			
2.4	Uniforms and work clothing should be laundered daily.	✓			
2.5	Specific workstations eg in the kitchen or bar must be set up so they are self sufficient to avoid unnecessary movement around the venue which could compromise social distancing. Staff may occasionally pass each other behind the bar or on the Pass, but this should be minimal. It might mean that you can only have one person behind the bar or in the kitchen depending on your specific venue.	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
3.0	BAR SET UP				
3.1	Where possible you should introduce Table Service. Bar staff should have their own workspace, including their own ice bucket, tongs, fruit, knife & cutting board. These and all spirit & wine bottles should be sanitised at the end of shift or on handover.	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
4.0	KITCHEN SET UP				
4.1	Social distancing must be maintained in the kitchen. If this is not possible in your kitchen then only one person should work there. Where more than one person is working , each must have their own workspace. Do Not use tape to mark these areas as it will act as a dirt trap and may become a trip hazard. Ensure that each member of staff knows the boundaries of their workspace. Make sure that each workspace has its own dedicated utensils, including a temperature probe.	✓			
4.2	Wash utensils in the dish washer between shifts.	✓			
4.3	Every staff member to have their own pens to prevent sharing when completing paperwork.	✓			
4.4	Disposable gloves should be worn when dealing with deliveries and then disposed of. Remember to then wash hands in line with training.	✓			
4.5	Only one person at a time in walk-in storage areas	✓			
4.6	Do not allow delivery people to enter BOH (Back of House) areas	✓			
4.7	Record here, the number who can work in the kitchen. Do not include staff collecting food for service. 2	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
5.0	HAND SANITISER DISPENSERS				
5.1	Install FOH (Front of House) & BOH (Back of House)	✓			
5.2	At customer and staff entrances and exits	✓			
5.3	Next to working Tills, one for customers & one for staff.	✓			
5.4	BOH in location for frequent use.	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
6.0	REDUCE CONTACT				
6.1	Display signage encouraging customers to use contactless payment or on {enter name of your digital ordering & payment digital platform if available}	✓			
6.2	Identify a single till where customers order and pay for food. Put tape/decals on the floor to indicate social distancing requirement.	✓			
6.3	Any till that is operational must be protected with a plexiglass screen & have hand sanitizer available. The PDQ (Credit Card Machine) and printer should on the customer side of the screen. If plexiglass screens are not available, use face visors, or social should be maintained throughout the transaction {Amend accordingly} PDQ Machine must be wiped over with sterilizing wipes after each use.	✓			
6.4	Ant cash transactions should be through a gap in the plexiglass screen. If there is no screen then customer should be asked to put cash on the counter and then step back to maintain social distancing and the same in reverse for change and receipt. If you are unable to provide a 2m social distance (or whatever the current advice is) then consider providing face masks as part of PPE or allow members of staff to use their own face coverings.	✓			

6.5	Customers will be expected to remain seated; food & drink will be taken to their table or if customers are being served drink at the bar social distancing must be observed for staff behind the bar as well as guests (control measures will need to be recorded for this such as tape on the floor . Thorough sanitizing of the area will be required before any other customer can use the area. Bar staff to place drinks on the collection point and then move back to maintain social distancing.	✓			
6.6	Staff members will need to be FOH to deliver plated food and drinks to tables & to collect used crockery & glassware. Social distancing will not be able to be maintained so therefore contact time with customers must be kept to the minimum. Ensure you have adequate supplied of face masks/coverings should staff members wish to wear them or allow them to wear their own suitable face coverings. Remember face coverings should cover the mouth and nose.	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
7.0	TABLE SET UP AND TURNING				
7.1	Tables should be left empty between customers for at least 15 minutes to allow adequate sanitising.	✓			
7.2	Cutlery & condiments will be brought to the table at the same time as the food.	✓			
7.3	Single use napkins only & use disposable condiment sachets. No reusable bottles.	✓			
7.4	Clear, clean and sanitise tables, chair backs and arms between each party of customers.	✓			
7.5	If tables and chairs have been moved return them to safe social distance from others.	✓			
7.6	Use glass trays to collect empty glasses. DO NOT put fingers	✓			

	where customers mouths might have been				
7.7	ALWAYS wash hand (for a minimum 20 seconds) after clearing tables and glassware.	✓			
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks and gloves	✓			

	Control implemented (Tick Y/N)	Yes	No	NA	If a control has not been employed, what alternative control/actions have been put in place
8.0	CLEANING MONITOR	✓			
8.1	Touching of some surfaces is unavoidable. Frequent cleaning with a suitable sanitiser will kill the virus if it is on a surface.	✓			
8.2	Use your nominated santiser.	✓			
8.3	Increase the cleaning frequency of surfaces that are frequently touched. These include door handles and finger plates, till buttons, card machines, key pads, toilet handles, taps, hand dryers, tables, chairs, AWP machines, Juke Boxes. During busy periods you will need a dedicated person for this. This will instill confidence in your customers.	✓			
8.4	AWPs can continued to be played where they do not cause a pinch point. Apply floor tape to indicate the safe social distancing space around it and consider fitting a hand sanitiser dispenser adjacent to it.	✓			

I declare this business is compliant with Covid-19 Secure guidelines & can safely trade and I have reviewed the Risk Assessment with each of my team as outlined below.

SIGNED:	<i>Gran Seta</i>	PRINT NAME:	GRAN SETA
DATED:	03/7/2020	JOB TITLE:	DIRECTOR

Team: