

COVID-19 Risk Assessment

Understanding where the Business is complying with Hierarchy Level 2 and the Covid Secure Guidance - In restaurants, pubs, bars and takeaway services and where not that Level 3 and Level 4 controls are suitable and sufficient

Level 1	Level 2	Level 3	Level 4
Eliminate the exposure to infection	Reduce the risk of exposure to infection through following the Government Guidelines and Public Health England	Change the way we work and behave Redesign work areas Follow good hygiene practices and social distancing	Administrative – Rules, procedures, SSCW PPE - Gloves, Face masks, Overalls / Aprons

We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this risk assessment. We will ensure, as far as is reasonably practicable, the health, safety and wellbeing of our employees and others. We will share this business risk assessment with our team and consult on its contents. We will continue to comply with all relevant health & safety legislation.

Risk Matrix – High – Medium – Low (Risk)

Severity x Likelihood = Risk Rating	Likelihood				
	Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Death (5)	25	20	15	10	5
Major Injury (4)	20	16	12	8	4
Over 7 day Injury (3)	15	12	9	6	3
Minor Injury – Treatment off site (2)	10	8	6	4	2
Minor Injury – First aid on site (1)	5	4	3	2	1

Activity	Previous way of working	New way of working (current pandemic controls)	Do current controls fall in line with Level 2 of the hierarchy of controls? If no please complete next column E if yes please give details below	If Level 2 cannot be complied with what are you doing in combination from level 3 and 4 to reduce the likelihood of infection	Based on the relevant Level of controls in place what is the risk rating LxS = RR	Control agreed and signed off by General Manager for controls falling under level 2. Further advice may be required if level 2 cannot be complied with	Date
Returning to work after lockdown: Before returning to work, following the softening of lock down restrictions coming into affect 4th July 2020 - consultation with staff	N/A - new	All staff to be briefed on: Hand washing / hygiene Good respiratory hygiene How to remove disposable gloves Social distancing within the business for staff and customers & new ordering & delivery procedure for food & drink. New roles & responsibilities.	All staff will be briefed at team meeting on 2nd July 2020: Hand washing / hygiene Good respiratory hygiene How to remove disposable gloves Social distancing within the business for staff and clients. We will still maintain and practice the 2 meter distancing where possible.		5X1=10	LW	26/06/2020
Staff	Staff could gather and chat in groups	Maintain social distancing as far as reasonably possible Persons in high-risk groups, who have chosen to come to work should follow social distancing guidelines No gatherings or groups permitted	Working areas split to minimise any need for close contact. We will still maintain and practice the 2 meter distancing where possible.		5 X 1 = 10	LW	26/06/2020
Customer carpark	Customers could gather and chat in groups	Maintain social distancing as far as is reasonably possible. Persons in high risk groups who have chosen to come to the business should follow social distancing guidelines. No gatherings or groups permitted.	Queueing system in place. Social distancing maintained as far as is reasonably possible. Maintain social distancing as far as is reasonably possible. Signage in place to detail and enforce social distancing.		5X1=10	LW	26/06/2020
Staff entry to business	No restrictions previously in place	Increased cleaning regime including disinfection of door handles at entrance to business and of communal areas and touch points. Staff encouraged to practice good hand hygiene by regularly washing their hands with soap and water or using sanitiser. Also encouraged not to touch their faces especially eyes, mouth and nose Non fire doors are held open where possible to avoid the need to open via handles.	All staff to report to check in point on arrival to meet with duty manager. Report if they are fit for work, temperature taken & recorded, PPE issued (if required for role that day) PPE including but not exclusively - a visor to be worn when serving team are in Barn Bar, personal alcohol sanitiser for floor staff to use that is attached to their apron. Manager who is signing in the team member on to shift to wash hands and sanitise before using thermometer. The thermometer is infrared and will not come into contact with the team member being scanned. Cool down period of 10 minutes permitted for any team member travelling to work via alternative means for example - bicycle. Team member to wait in staff check in area until sign in complete. If a team member reads over our allocated threshold they are to be sent home immediately with no further contact with team or guests.		5 X 2 = 10	LW	26/06/2020
Customer entry	No restrictions previously in place	Designated entry point to business for all guests. Only admitted when adequate space is available. Increased cleaning regime including disinfection of door handles at entrance to business and of communal areas and touch points. Clients are encouraged to sanitise their hands upon entry using the sanitiser provided. Non fire doors are held open where possible to avoid the need to open via handles. Social distancing floor markings in place	All guests to enter via single designated entrance. Details of group lead taken to comply with track & trace guidance. Hard copy menu issued & copy of our COVID-19 policy given to each group. Hand sanitiser point upon entry. All guests asked to use before taking their seat. Maximum 2 hour sessions in peak periods. Table service only in main garden area.		5X1=10	LW	26/06/2020

Sales reps	No restrictions previously in place	No cold calling Will be seen by appointment only and where possible virtual meetings will be held.	The business has agreed reps that they will use and communicate with. Where possible meetings will take place over Microsoft teams, skype or zoom.		5X1=10	LW	26/06/2020
Smoking areas - staff	No restrictions previously in place	Stagger break times to minimise number of staff at designated area. Ensure staff still maintain social distancing and wash hands with soap and water afterwards.	Designated area. Only one person at a time.		5X1=10	LW	26/06/2020
Smoking areas - customers	No restrictions previously in place	The area has been extended to the full garden area To allow for social distancing. Notices in place to remind customers.	Smoking permitted across entire garden space.Ash tray on each table to discourage moving around.		5X1=10	LW	26/06/2020
Toilet facilities - staff	No restrictions previously in place	Break times staggered All WC's - Urinals and toilet cubicles, sinks, driers are to be used to allow social distancing Additional cleaning and disinfection in place including touch points such as toilet flushes, sanitary bin handles (unless foot pedal). Good hand hygiene is encouraged and soap and water is readily available in all welfare areas. Hand drying facilities provided.	Additional disinfection of all touch points is carried out. Checklist record in place. Staff to practice good hand hygiene at all times.		5X1=10	LW	26/06/2020
Music - staff areas and customer areas - same controls apply	No restrictions previously in place	<i>Guidance: All premises should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.</i>	To comply with guidance, music will be played low (if at all) to avoid the need to talk or shout over it to be heard.		5X1=10	LW	26/06/2020
Magazines / books / games	No restrictions previously in place	Communal magazines, news papers and books have been removed and will not be reinstated until further notice			5X1=10	LW	26/06/2020
Hard copy menus / COVID safety statement	No restrictions previously in place	Hard copy menus issued on arrival and disposed of after single use in addition to a copy of our COVID-19 safety statement.			5X1=10	LW	26/06/2020

Toilet facilities - customer	No restrictions previously in place	Portable toilets in garden space. Hand wash facilities in units. Further sanitising points upon leaving the area. Social distancing maintained where reasonable.	Additional hand wash sink in toilet area.		5X1=10	LW	26/06/2020
Office	No restrictions previously in place	The office space is set out to comply with social distancing including rota to reduce persons in office at anyone time Increased cleaning of touch points Keyboards, telephones used by one person and wipes provided Should a person need to speak with another colleague in person - social distancing is maintained Persons showing symptoms must self isolate Additional cleaning regime (in-house) in place including where someone at work then has to self isolate. Confirmed case would result in deep clean by 3rd party contractor	Only manager uses equipment in the office. Staff area clearly marked and social distancing is maintained where reasonable.	N/A	5X1=10	LW	26/06/2020
Staff rest spaces	No restrictions previously in place	Seated areas adjusted by blocking off or removal of tables to allow for social distancing. 1 person per table where table size would not allow social distancing. Break times staggered. Increased cleaning regime and disinfection in place.	Sanitiser available.		5X1=10	LW	26/06/2020
Bar / Bookings area	No restrictions previously in place	Currently closed to general public. Phone - touch point is disinfected between each use. This includes, buttons, mouth piece and ear piece. Bookings book or on line bookings (touch points) - all screens, keyboards, tablets are sanitised before and after each use. Anti-bac wipes provided. Payments - card only at present All members of staff to practice good hand hygiene by frequently washing and or sanitising between each station and client.	Sanitiser available.		5X1=10	LW	26/06/2020
Deliveries - inbound	No restrictions previously in place	Designated entry point to business for all deliveries. Only admitted when adequate space is available. Increased cleaning regime including disinfection of door handles at entrance to business and of communal areas and touch points. Deliveries to sign in to comply with current track & trace guidelines.	All deliveries through designated delivery gate. No access through public trading areas.		5X1=10	LW	26/06/2020
Bar - glasses	No restrictions previously in place	One towel per staff member. Once used the towel will be placed into a laundry bag for laundering. Good hand hygiene encouraged. Hand sanitiser readily available. All glasses	Guests not permitted to re-use glassware. All glasses washed at high temperature in glasswashers and handled by team who are consistently following diligent handwash procedures. Hand wash facilities provided. All staff encouraged to wash hands regularly for a period of no less than 20 seconds.		5X1=10	LW	26/06/2020
Main bar	No restrictions previously in place	Not in use until further notice.	Risk to be evaluated when required.				
Barn Bar	No restrictions previously in place	Drinks service only. Maintain social distancing at all time where reasonable.	Social distancing markers & single file queuing system in place. Single member of staff using tills & equipment. Card payment preferred. Visor for server. Hand wash facilities provided. All staff encouraged to wash hands regularly for a period of no less than 20 seconds.		5X1=10	LW	26/06/2020

Garden Grill	No restrictions previously in place	Solo working in restricted areas where possible. Maintaining social distancing at all times where reasonable.	Key roles & responsibilities for all team. Working areas marked and reminders for social distancing at all times where reasonable. Hand wash facilities provided. All staff encouraged to wash hands regularly for a period of no less than 20 seconds.		5X1=10	LW	26/06/2020
Cassidys Kitchen	No restrictions previously in place	Solo working in restricted areas where possible. Maintaining social distancing at all times where reasonable.	Key roles & responsibilities for all team. Working areas marked and reminders for social distancing at all times where reasonable. Main wash up & glass wash are to utilise space & advocate social distancing. Hand wash facilities provided. Hand wash facilities provided. All staff encouraged to wash hands regularly for a period of no less than 20 seconds.		5X1=10	LW	26/06/2020
Kitchen	No restrictions previously in place	Solo working in restricted areas where possible. Maintaining social distancing at all times where reasonable.	Key roles & responsibilities for all team. Working areas marked and reminders for social distancing at all times where reasonable. Main kitchen to remain closed for public service and used as a back up preparation space for Garden Grill to utilise space and advocate social distancing. Hand wash facilities provided. All staff encouraged to wash hands regularly for a period of no less than 20 seconds.		5X1=10	LW	26/06/2020
Ordering & payment units	No restrictions previously in place	All orders in main garden are completed remotely via mobile units & payments with card where possible. Team to sanitise units after every contact with guests upon payment and fully sanitise on handover at end of shift.			5X1=10	LW	26/06/2020
Food & drink delivery to guests / tables	No restrictions previously in place	All orders in main garden are completed remotely via mobile units & payments with card where possible. Team to sanitise units after every contact with guests upon payment and fully sanitise on handover at end of shift. Food delivered to centralised tables for collection by guests to minimise contact.	Disposable cutlery & food boxes are available upon request.		5X1=10	LW	26/06/2020
Team meetings	No restrictions previously in place	Face to face team meetings have been suspended where possible. If team meeting to be held this will be in a large open space to maintain social distancing	Initial team meeting prior to re-opening to be held in garden.		5X1=10	LW	26/06/2020
Shift change overs	No restrictions previously in place	All staff to be briefed in check in area prior to work. Entrance & egress through main building to limit contact with other areas of the business.	Check in and out procedures in place. PPE issued and returned.		5X1=10	LW	26/06/2020
Fire evacuation	No restrictions previously in place	Social distancing to be maintained where possible during exit, at assembly point and when all clear given	Regular evacuation drills carried out & recorded		5X1=10	LW	26/06/2020
Cleaners cupboard / non disposable materials	No restrictions previously in place	Cleaners must also clean and sanitise touch points of their cleaning equipment such as bucket handles, mop/brush handles, vacuum cleaner touch points etc. Wear gloves			5X1=10	LW	26/06/2020
Waste Management	No restrictions previously in place	Sanitise bins as relevant. Wear disposable gloves to handle wheellie bins, open skip lids etc.	Covid consumable pedal bins in place - this is for used masks, disposable gloves etc. These bins will be emptied and segregated for 72hrs and then put to general waste as per guidelines. Person emptying bins will wear disposable gloves and immediately wash or sanitise their hands after the activity.		5X1=10	LW	26/06/2020
Lockers	No restrictions previously in place	Cleaning regime in place to clean locker touch points Social distancing maintained. Access numbers restricted Uniforms to be cleaned by staff on a regular basis			5X1=10	LW	26/06/2020