


# Coronavirus (Covid-19) Risk Assessment

Managing the risk of Covid-19 exposure whilst undertaking all work activities

Created: 18.05.20

Latest Update: 25.6.20

Hazard		Who might be harmed and how?			
<b>Covid-19</b> (someone infected entering the workplace)	<b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)				
Control Measures					
<ul style="list-style-type: none"> <li>• An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry point.</li> <li>• Symptomatic individuals will not be allowed entry, this will be stated on sign to entrance.</li> <li>• COVID-19 information is placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>• Best practice hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration.</li> <li>• No handshaking, hugging etc between employees.</li> <li>• All employees have undertaken Covid-19 training.</li> <li>• Every table to be disinfected when customer leaves. This will be then marked as cleaned on our booking system so host knows that table is safe and ready to be used again.</li> <li>• All touch points sanitised every half hour.</li> <li>• Menus are single use disposable to avoid virus being passed on.</li> <li>• Hotel room contactless check in procedure in place.</li> </ul>					
What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature
Sign for entrance made as well as various signs throughout building	L	15.6.20	Kevin		

Staff trained in new health and safety procedures and risk assessments explained	<b>M</b>	Each staff member trained on first day back to work	Kevin/Alex		
Social distancing/one way system put in place throughout pub	<b>M</b>	1.7.20	Kevin/Alex/ Carmel	✓	
Bar/Restaurant/garden table layout amended to allow social distancing	<b>L</b>	1.7.20	Kevin	✓	
Contactless ordering app implemented to minimise contact between customers and staff	<b>L</b>	15.6.20	Kevin	✓	
Hotel contactless check in procedure implemented	<b>L</b>	1.7.20	Kevin/Alex		

<b>Hazard</b>		<b>Who might be harmed and how?</b>
<p><b>Covid-19</b> (someone becomes ill in the workplace)</p>	<p><b>Employees &amp; Visitors</b> (Contract Covid-19 in the workplace)</p>	
<b>Control Measures</b>		

<b>Hazard</b>	<b>Who might be harmed and how?</b>
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- UK Government guidance to be followed
- A designated safe area has been identified away from other staff (in back yard behind kitchen). Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online.
- If the person is a visitor/contractor their organisation will be informed.
- The workplace will be decontaminated following governmental guidance.
- Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.
- Retrictions on numbers of customers using the toilets at any one time - limited to 2 in gents, 2 in ladies and 1 in disabled.
- Disposal Face masks provided by the Crown for those employees who wish to wear.
- This information has been passed onto all employees.

What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature
Staff Induction training to be updated to include best practice hygiene requirements including extensive hand washing, wearing and changing of gloves and sanitiser usage	<b>L</b>	1.7.20	Kevin		

<b>Hazard</b>	<b>Who might be harmed and how?</b>
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**Covid-19**  
(contaminated workplace)

**Employees & Visitors**  
(Contract Covid-19 in the workplace)

<b>Control Measures</b>
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**Hazard****Who might be harmed and how?**

- UK [Government guidance](#) is being followed.
- Hand sanitisers have been placed in the workplace and employees are also encouraged to carry their own sanitiser.
- Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.
- Employees are encouraged to implement increased cleaning regime. Touch points such as keyboards, work surfaces etc. to be disinfected every 30 minutes.
- This information has been passed onto all employees.


<b>What further action is necessary?</b>	<b>Risk</b>	<b>Action by when</b>	<b>Action by whom</b>	<b>Done</b>	<b>Signature</b>
Automatic hand sanitisers and refills to be ordered from easybreathinguk	<b>L</b>	20.5.20	Kevin	✓	
Sanitisers placed around building for easy access including one at the entrance to building and one in kitchen	<b>M</b>	15.6.20	Andy Richmond to install	✓	
Extra D10 bottles purchased from Nisbets to have in multiple places throughout pub including bar, kitchen, restaurant and garden	<b>M</b>	25.5.20	Kevin	✓	


Hazard	Who might be harmed and how?
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<b>Covid-19</b> (proximity, workplace gatherings)	<b>Employees &amp; Visitors</b> (A person catches COVID-19 due to working closely with an infected person)
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**Control Measures**

- UK [Government guidance](#) to be followed.
  - A new social distancing policy has been implemented:
    - Only business critical face to face meetings to be undertaken on agreement with all involved.
    - Customer meetings to be undertaken remotely by phone where possible.
    - No attendance at large meetings.
  - Unfortunately working from home is not an option in the hospitality industry so the following guidelines apply
    - Each employee has their temperature checked on arrival to work
    - Employees must keep 2m apart whenever possible
    - In situations where this is not possible back-to-back or side-to-side working (rather than face-to-face working) in place
    - Reduce the number of people each person has contact with by using 'fixed teams' or 'partnering' and keeping to assigned sections
    - Each person works with only a few others so limited number of staff on site/employed at the same time
    - Increase the frequency of hand washing - all employees must thoroughly wash their hands every 30 minutes
- This information has been passed onto all employees.

What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature
Staff trained in new social distancing policies and risk assessments explained	M	Each staff member trained on first day back to work	Kevin		
Infrared probe purchased from nisbets to take staff temperatures	L	15.6.20	Kevin		

Hazard		Who might be harmed and how?			
<b>Covid-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (A person catches COVID-19 due to working closely with an infected person)				
Control Measures					
<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days – there have been no instances of either of these to date.</li> <li>Any vulnerable employees are required to work from home if at all possible.</li> <li>Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> </ul> <p>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</p>					
What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature
Any staff member that falls into vulnerable bracket above to have policy explained	<b>M</b>	15.06.20	Kevin		

Hazard	Who might be harmed and how?
<p><b>Covid-19</b> (Employees who have contracted COVID-19)</p>	<p><b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)</p>
<p><b>Control Measures</b></p>	
<ul style="list-style-type: none"> <li>• If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>• The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> </ul> <p>This information has been passed onto all employees.</p>	

Hazard	Who might be harmed and how?
<p><b>Covid-19</b> (Symptomatic or exposed employees remaining in workplace.)</p>	<p><b>Employees, visitors, members of the public, family members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)</p>

Hazard	Who might be harmed and how?
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**Control Measures**

- UK [Government guidance](#) to be followed
- Employees are advised to follow [NHS Guidance online](#).
- Temperature of employees checked on arrival to work.
- Symptomatic employees will be instructed to go home.
- Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact [NHS Guidance online](#).
- As a last resort, if we may be required to suspend an employee. Such a suspension will not be considered a medical suspension.

What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature



Hazard	Who might be harmed and how?
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<p><b>Covid-19</b> (Travelling abroad)</p>	<p><b>Employees &amp; visitors</b> (A person catches COVID-19 due to travelling abroad)</p>
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**Control Measures**

- UK [Government guidance](#) to be followed
- FCO provides [Foreign Travel advice](#) for travellers
- CIPD provides advice for [travellers returning to work from affected areas](#).
- We do not insist on employees travelling to work to an area with a higher risk of COVID-19

Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.

What further action is necessary?	Risk	Action by when	Action by whom	Done	Signature
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<b>Hazard</b>	<b>Who might be harmed and how?</b>
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<p><b>Covid-19</b> (Information failure)</p>	<p><b>Employees &amp; visitors</b> (Escalation/de-escalation of Pandemic)</p>
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**Control Measures**

•The company has a designated COVID-19 Appointed Person whose responsibilities include;

- Signing up to relevant websites to receive timely updates

Monitoring relevant websites & news outlets

Kevin has been designated as the appointed person

<b>What further action is necessary?</b>	<b>Risk</b>	<b>Action by when</b>	<b>Action by whom</b>	<b>Done</b>	<b>Signature</b>
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Weekly monitoring of relevant websites & news outlets	<b>L</b>	Ongoing	Kevin	Ongoing	
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