

# Risk Assessment

## The Derry Pub



**NFU Mutual**  
RISK MANAGEMENT SERVICES

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# Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it Severe (e.g. fatality), Moderate (e.g. major injury or permanent disability including permanent ill health) or Minor (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

| LIKELIHOOD | DESCRIPTION                       |
|------------|-----------------------------------|
| Probable   | Occurs repeatedly / several times |
| Possible   | Could occur sometime              |
| Remote     | Unlikely, though conceivable      |

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

|                 |               |                 |                 |
|-----------------|---------------|-----------------|-----------------|
| <b>Severe</b>   | <b>Medium</b> | <b>High</b>     | <b>High</b>     |
| <b>Moderate</b> | <b>Low</b>    | <b>Medium</b>   | <b>High</b>     |
| <b>Minor</b>    | <b>Low</b>    | <b>Low</b>      | <b>Medium</b>   |
|                 | <b>Remote</b> | <b>Possible</b> | <b>Probable</b> |

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

## Important Information:

These Risk Assessments have been produced as a draft and it is the Client’s responsibility to carefully read these Assessments and amend as necessary so that (a) they accurately reflect the risks of the business (b) the Control Measures stated are currently in place and (c) any Further Actions Required can/will be implemented. These Risk Assessments must be reviewed if (a) circumstances change (b) a significant incident occurs and (c) at regular intervals (annually is considered good practice).

In order to comply with the requirements of current health and safety legislation, you must action the ‘further measures’ that have been identified below. It is recommended that you address the recommendations in order of risk priority i.e. High first, followed by Medium, then Low.

Please note these may not be all the hazards and risks requiring attention and you should examine all work activities to assess risks and ensure that adequate control measures are in place.

**Addendum 2020**

Addendum 2020: Due to Covid-19 the information gathered for this service was conducted over the phone/ via email and therefore certain assumptions have been made by the Consultant to determine the arrangements and effectiveness of the management of health and safety on the premises.

Governmental guidance relating to the Coronavirus pandemic is updated frequently and different approaches may be taken in England, Scotland, Wales and Northern Ireland which may impact on the accuracy and validity of this guidance. We therefore do not give any warranty, whether express or implied, as to the accuracy and validity of this guidance. You are solely responsible for keeping up to date with developments relating to the Coronavirus pandemic. To keep up to date, please read the information that your Government is sharing with the public which can be found at [www.gov.uk](http://www.gov.uk), [www.gov.wales](http://www.gov.wales) (for Wales), [www.gov.scot](http://www.gov.scot) (for Scotland) and [www.nidirect.gov.uk](http://www.nidirect.gov.uk) (for Northern Ireland) and consult the NHS websites for health advice.

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# Risk Assessments

|   |  |   |
|---|--|---|
| Business name:  | The Derry Pub                                | Date of assessment: 13 <sup>th</sup> October 2020   |
| Area being assessed:  | Management of Coronavirus (COVID-19) at work | Assessor's name(s): Chris Driver, in conjunction with NFU Mutual Risk Management Services |
| <p>Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. COVID-19 is the name of the virus of which we are currently experiencing a pandemic around the world.</p> <p>Common symptoms of COVID-19 include fever, cough and shortness of breath and a change or loss of sense of smell and/or taste, although many other symptoms may be experienced alongside these. Some people will suffer from mild illness and recover easily, whilst in other cases infection can progress to pneumonia. Reports suggest that the elderly and those that are classed as “clinically extremely vulnerable” or “clinically vulnerable” e.g. those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Generally, pregnant women do not appear to be more likely to be seriously unwell than other healthy adults if they develop Coronavirus. However, as a precaution, they are classed as vulnerable.</p> |  |   |

| Nº | What are the hazards / tasks / activity?        | Who could be harmed and how?  | What are the control measures?   | Risk Rating | What further measures are required?   | Target completion date/ Comments / progress |
|----|---|---|--|-------------|---|---|
| 1. | <b>Coronavirus (Management of) (COVID – 19)</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Ongoing monitoring of Government Guidance through all media streams and Government websites.</li> <li>▪ High standards of personal hygiene are implemented as per Government guidelines (20 seconds frequent hand washing / application of alcohol sanitiser or approved virucide).</li> <li>▪ Hand hygiene posters are displayed by each hand washing facility.</li> <li>▪ Vulnerable staff are risk assessed on a case by case basis.</li> <li>▪ Heavily used areas /multiple user areas are cleaned more frequently (i.e. door handles, bathroom fixtures and fittings, hand rails, light switches, touch screens, till points etc).</li> <li>▪ Staff are aware how to reduce the spread of germs when they cough or sneeze and are asked to practice respiratory hygiene. Bins are provided for disposal of tissues.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Hold the latest Government advice regarding COVID-19 measures somewhere centrally where all staff are aware and telephone numbers of key contacts should a staff member or patron become ill.</li> <li>▪ Provide guidance to staff as to how they should regularly communicate guidance to patrons to ensure consistent messaging and responses.</li> <li>▪ Continue ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>▪ Download, complete and display the “Staying Covid 19 secure in 2020” UK Government* poster (England only)</li> <li>▪ If you employ more than 50 employees, publish this risk assessment on your website.</li> </ul> |   |

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|    |  |                              | <ul style="list-style-type: none"> <li>▪ Staff are aware of social distancing measures and to exercise social distancing at work as far as possible. This is monitored by managers.</li> <li>▪ Only essential contractors / delivery drivers etc are permitted on site. Access is declined for all others.</li> <li>▪ Staff are required to follow self-isolation and testing guidelines when requested to do so by public health.</li> <li>▪ Staff are reminded to raise concerns with their line manager about health and safety provisions.</li> <li>▪ Regular communication is maintained with all staff on work site, home workers and furloughed staff.</li> <li>▪ Staff training is maintained for new working procedures and practices and this training is recorded.</li> <li>▪ Staff are required to notify their line manager if they are planning to travel abroad for personal reasons.</li> <li>▪ Unless travelling from or through a country that is exempt, staff re-entering the UK from abroad must not return to work, but instead self-isolate for 14 days.</li> <li>▪ Test and Trace government guideline followed by keeping a temporary record of your staff shift patterns, customers and visitors for up to 4 weeks, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed.</li> <li>▪ The current Government Guidance for working safely during the pandemic for this sector is implemented.</li> <li>▪ Steps are taken to avoid people needing to unduly raise their voices to each other.</li> <li>▪ Procedure in place to manage suspected COVID-19 cases at work.</li> </ul> |             | <ul style="list-style-type: none"> <li>▪ Ensure a specific expectant mother risk assessment is conducted for any expectant mother and follow the latest advice from their medical team.</li> <li>▪ Continue to monitor staff who may be at higher risk and implement alternative working arrangements where possible following government guidance.</li> <li>▪ Continue to conduct safety critical training, ensuring social distancing measures are complied with.</li> <li>▪ Monitor compliance with the arrangements you implement.</li> </ul> |   |

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|    |   |   | <ul style="list-style-type: none"> <li>▪ Government guidance followed on cleaning food preparation and food service areas</li> <li>▪ Current food hygiene qualifications, risk assessment, HACCPs and control measures in place.</li> <li>▪ All Coronavirus prevention measures are communicated to new, temporary and existing employees and formally record that you have done so.</li> <li>▪ Staff are reminded that if they show Coronavirus symptoms they must not come to work (excluding home working) and self-isolate in accordance with Government guidance.</li> <li>▪ All work areas well ventilated, even when this causes some thermal discomfort. Review the need for warm clothing if it gets too cold.</li> <li>▪ Staff reminded to wash their hands when arriving and leaving work and regularly during the day. Display simple posters.</li> <li>▪ Face coverings are mandatory for all staff whilst working on front of house.</li> <li>▪ Face coverings are mandatory for all customers until they sit at a table.</li> </ul> |             |  |   |
| 2. | <b>Bar Service incl. indoor and outdoor seating</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. The risk may be ever present but unseen</p> | <ul style="list-style-type: none"> <li>▪ Indoor and outdoor table plans have been formulated based on Government social distancing guidelines.</li> <li>▪ The number of patrons on site is managed by using online/telephone reservation system where possible.</li> <li>▪ Patrons are verbally made of current limits on groups and gatherings.</li> <li>▪ The need for queuing indoors is reduced by making use of outdoor space where available.</li> <li>▪ Designated staff members monitor queues and seating areas.</li> <li>▪ Adequate distancing between tables is ensured.</li> </ul>   | Medium      | <ul style="list-style-type: none"> <li>▪ Avoids groups forming, including smoking/vaping areas by including within patrols. Ensure social distancing can be maintained and is clearly marked out in any smoking areas.</li> <li>▪ Display the indoor and outdoor table plan at the entrance.</li> <li>▪ Follow Government Guidance on managing security risks.</li> <li>▪ Disinfect contact surfaces in between customers – including backs of chairs and tables. Staff members must wash hands afterwards.</li> </ul> |   |



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|    |  |                              | <ul style="list-style-type: none"> <li>▪ Table service only. Payment machine are brought to patrons to limit the movement of customers through the premises.</li> <li>▪ No patrons at the bar.</li> <li>▪ Menus are not left on tables. Use of QR codes to get menus.</li> <li>▪ Additional signage is provided to ask patrons not to enter the building if they have COVID-19 symptoms.</li> <li>▪ Empty glasses are collected from tables by staff, customers are asked not to return empty glasses to the bar.</li> <li>▪ Signage has been posted to remind customers of Covid-19.</li> <li>▪ Regular patrol of beer gardens/outside areas have been introduced to avoid groups forming beyond what is permitted.</li> <li>▪ Adequate ventilation indoors and outdoors is ensured.</li> <li>▪ Restrictions have been introduced for children's play areas and will be included within patrols they are permitted to reopen.</li> <li>▪ Regular announcements are made to remind customers to follow social distancing advice and clean their hands regularly.</li> <li>▪ Live music/entertainment is not currently permitted. Recorded music is played but will be maintained at a suitable volume to avoid customers having to raise their voice.</li> <li>▪ Communal dancing will not be permitted at present.</li> <li>▪ Supervision has been increased to monitor behaviour of customers, to avoid shouting/chanting etc.</li> <li>▪ The names and contact details of customers are recorded in case they have to be contacted as part of the Test and Trace / Protect programme, through online bookings or manually.</li> </ul> |             |                                     |   |

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|    |  |   | <ul style="list-style-type: none"> <li>▪ The maximum number of patrons that can reasonably follow social distancing within the premises has been calculated.</li> <li>▪ Signage is displayed at the entrance outlining social distancing rules and limits on indoor and outdoor gatherings.</li> <li>▪ Safe procedures are in place for people involved in the provision of assistance to others particularly with regards to sanitation measures immediately afterwards, including the need to wash hands.</li> </ul>   |             |   |   |
| 3. | <p><b>Cleaning</b></p>                   | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> <p>The infection risk from Coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p> | <ul style="list-style-type: none"> <li>▪ Cleaning regimes are in line with Government Guidance.</li> <li>▪ Disposable gloves are worn when cleaning. A disposable apron is also worn for when cleaning an area where a person with suspected or confirmed Coronavirus is or has been.</li> <li>▪ Only provide disposable condiments or cleaning non-disposable condiment containers after each use by patrons.</li> <li>▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mops, tissues and disposable PPE) are double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle after cleaning is finished.</li> <li>▪ Hands must be washed with soap and water for 20 seconds after all PPE has been removed</li> <li>▪ Hard surfaces are cleaned using a disposable warm soapy water. Normal disinfectant cleaning products are then used to disinfectant the surfaces.</li> <li>▪ Frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles are identified as high priority clean areas.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Continue with high standards of housekeeping.</li> <li>▪ Clean public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids thoroughly as normal, wearing a minimum of disposable gloves and an apron.</li> <li>▪ If an area has been heavily contaminated, such as with visible bodily fluids from a symptomatic person, or if there is risk of a higher level of virus being present (for example, where symptomatic individuals have slept such as a hotel room), use additional protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>▪ Monitor the cleaning procedures for effectiveness.</li> <li>▪ Check with your suppliers that your cleaning and sanitising chemicals are certified as effective against enveloped viruses such as Coronavirus. Household bleach and other potent oxidisers are also known to kill similar viruses and can be effective for up to 24 hours.</li> <li>▪ Consider providing a cleaning standard tick list in the customer toilets for transparency for your patrons.</li> </ul> |   |

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|    |  | <p>It does depend on the type of surface and the ability to clean it.</p> | <ul style="list-style-type: none"> <li>▪ All hard surfaces, floors, chairs, door handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned immediately with disposable cloths, or paper roll and disposable mop heads with suitable detergent as per Government guidelines, using either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.).</li> <li>▪ Creation of splashes and sprays avoided when cleaning.</li> <li>▪ Cloths and mop heads are thoroughly laundered after use or disposed of (double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle).</li> <li>▪ Laundry items are washed in accordance with the manufacturer's instructions. The warmest water setting is used.</li> <li>▪ Receptacles used to transport laundry are cleaned and disinfected after use.</li> <li>▪ Waste is stored safely and kept away from third parties.</li> <li>▪ Welfare rubbish bins for hand towels are frequently emptied and cleaned.</li> <li>▪ Hand washing of glassware, plates and cutlery is avoided where possible with glassware washed separately from plates and cutlery.</li> <li>▪ Doors are wedged open, where appropriate, to reduce touchpoints. (This does not apply to fire doors.)</li> <li>▪ Disposable condiments are provided where possible and non-disposable condiment containers are cleaned after each use.</li> <li>▪ Enhanced cleaning of toilets.</li> </ul> |             |                                     |   |

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|----|--|---|---|-------------|--|---|
|    |  |   | <ul style="list-style-type: none"> <li>▪ Only disinfectants and sanitisers that are effective against bacteria as well as cold and flu viruses are used.</li> <li>▪ Staff wear appropriate PPE when cleaning vomit. Where absorbent granules are used, these are double bagged and stored with waste for 72 hours before being disposed of</li> <li>▪ Government guidance followed on cleaning food preparation and food service areas.</li> </ul>  |             |  |   |
| 4. | <b>Commercial Kitchen</b>                | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> <p>Current government guidance reports because COVID-19 is a respiratory illness it is not known to be transmitted by exposure to food.</p> | <ul style="list-style-type: none"> <li>▪ Appropriate food hygiene standards and Hazard Analysis and Critical Control Point (HACCP) processes are adhered to at all times.</li> <li>▪ Social distancing requirements adhered to as far as possible. Work stations are kept at a distance in line with social distancing guidelines.</li> <li>▪ Where possible members of staff are allocated to a dedicated area of the kitchen to work in to maximise social distancing. If they need to be shared, they should be shared by the smallest possible number of people.</li> <li>▪ Workers work side by side or back to back if they have to be closer than the required social distance.</li> <li>▪ Regularly touched equipment, objects and surfaces are frequently cleaned and disinfected using the standard food safe cleaning products including all workstations and work areas.</li> <li>▪ Access to the kitchens by staff who are not involved in food preparation is kept to a minimum</li> <li>▪ Interaction between kitchen workers and other workers is minimised – even when on breaks.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Non-essential trips away from workstation are discouraged.</li> </ul> |   |

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|    |   |   | <ul style="list-style-type: none"> <li>▪ Workers wash hands before handling plates and takeaway boxes. Continuing high frequency of hand washing throughout the day.</li> <li>▪ Food packaging is cleaned and handled in line with usual food safety practices and environmental controls set out in the business HACCP.</li> <li>▪ Hand washing of glassware, plates and cutlery is avoided where possible with glassware washed separately from plates and cutlery.</li> <li>▪ Normal cleaning expectations relevant to a food business regarding hygiene are always maintained.</li> <li>▪ Only disinfectants and sanitisers that are effective against bacteria as well as cold and flu viruses are used, as recommended by the current government advice.</li> <li>▪ During rinsing processes of crockery &amp; glass wear, temperatures above 60°C is reached.</li> </ul> |             |  |   |
| 5. | <p><b>Communal Areas/ Welfare areas</b></p> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. The risk may be ever present but unseen</p> | <ul style="list-style-type: none"> <li>▪ Signs are displayed to remind all premises users of social distancing requirement.</li> <li>▪ Stagger break/lunch times and reduce the number of people in staff rooms and toilets.</li> <li>▪ Windows are kept open in all communal areas (regardless of thermal comfort requirements).</li> <li>▪ Where possible, non-safety critical doors are held open to reduce likelihood of infection.</li> <li>▪ Increased cleaning regime is in place with frequently touched areas identified as a high priority.</li> <li>▪ Fire doors are kept closed.</li> <li>▪ Only one person at a time permitted in each toilet facility, toilets monitored closely.</li> <li>▪ Close monitoring of entrances and exits to avoid overcrowding.</li> </ul>  | Low         | <ul style="list-style-type: none"> <li>▪ Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture (review your fire risk assessment if you make any changes).</li> <li>▪ Remind people to close the toilet seat lid prior to flushing. Display simple posters.</li> </ul> |   |

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|    |  |   | <ul style="list-style-type: none"> <li>▪ Staggered entry and exit times to premises subject to strict booking procedures only</li> <li>▪ Storage area for staff clothes and bags provided.</li> <li>▪ Staff will change into work uniforms on site using the appropriate facilities that maintain social distancing</li> <li>▪ Cleaning schedule is routinely populated and displayed in toilets.</li> <li>▪ Separate entrance and exit for the business.</li> <li>▪ Hand sanitation facilities at all entry and exit points.</li> </ul>   |             |   |   |
| 6. | <b>Contractors</b>                       | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> <p>There is an additional risk bringing contractors / visitors etc. onto the premises, as it increases the number of people the virus could spread to and those who can bring the virus in from outside the hotel community.</p> | <ul style="list-style-type: none"> <li>▪ Only business critical contractor appointments are scheduled.</li> <li>▪ Contractor health check forms are completed on arrival.</li> <li>▪ Contractors are reminded of hand hygiene and social distancing requirements on arrival. Compliance is monitored.</li> <li>▪ Communication with contractors whilst on site where possible is via phone / emails / apps to limit social interaction.</li> <li>▪ Contractors' work area / equipment is cleaned and disinfected upon completion of work.</li> <li>▪ Contractor use of our equipment is limited to minimise infection risk.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Display business information signs on all entrance doors advising third parties that the business is complying with Government Guidance and not to enter premises if have relevant symptoms.</li> <li>▪ Carry out contractor work after building occupation hours where possible, ensuring adequate ventilation is maintained.</li> <li>▪ Maintain normal contracting management and vetting procedures including obtaining risk assessments and insurance details and enquiring what measures they have to keep themselves and our staff safe from infection.</li> <li>▪ Ask for contractor COVID-19 management policy and risk assessments.</li> </ul> |   |

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| 7. | <b>Customers (Patrons)</b>               | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> <p>There is an additional risk bringing customers onto the premises, as it increases the number of people the virus could spread to and those who can bring the virus in from outside the restaurant community.</p> | <ul style="list-style-type: none"> <li>▪ Signs are displayed to remind all premises users of social distancing requirement.</li> <li>▪ Signs are displayed advising patrons of queueing system in place and what to expect inside.</li> <li>▪ Limited number of persons are allowed on the premises at any one time, which is strictly controlled and monitored.</li> <li>▪ Where possible, non-safety critical doors are held open to reduce likelihood of infection from door handles. Fire doors are to remain closed.</li> <li>▪ Increased cleaning regime is in place with frequently touched areas identified as a high priority.</li> <li>▪ Where till points are in operation, Perspex screens installed to protect staff.</li> <li>▪ There is signage as the patron approaches the bar area of the social distancing guidelines and that only accept cashless payments (contactless, Apple Pay or chip &amp; pin). The patron will have been made aware of this when they entered the premises.</li> <li>▪ Where cash handling takes place, gloves are worn by staff or hands are washed or sanitised immediately after.</li> <li>▪ Patrons must wear face coverings until they sit down.</li> <li>▪ Test and Trace assist by keeping a temporary record of customers for up to 4 weeks, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed.</li> <li>▪ Food and drink orders online only on app</li> <li>▪ Majority of books are undertaken online or telephone.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Display business information signs on all entrance doors advising third parties that the business is complying with Government Guidance and not to enter premises if have relevant symptoms.</li> <li>▪ Inform patrons who are accompanied by children that they are responsible for supervising them at all times.</li> <li>▪ Continue to follow Government guidance to constantly monitor government guidance and update procedures accordingly</li> <li>▪ Monitor customer behaviour and update procedures accordingly.</li> </ul> |   |

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|----|--|--|---|-------------|---|---|
| 8. | <b>Fire</b>                              | <p>Risk to anyone.</p> <p>Risk of death / ill health from smoke inhalation, burns, building collapse etc.</p> <p>Changes in working methods and staff numbers due to safeguarding the risk of the spread of COVID-19 within the workplace may lead to increased risk of fire within the workplace.</p> | <ul style="list-style-type: none"> <li>▪ Informal fire risk assessment completed.</li> <li>▪ A full functional test of the fire detection and alarm system (using multiple call points if applicable) was carried out prior to re-occupation, which has been recorded in the log book.</li> <li>▪ A full discharge test of the emergency lighting system in the premises was carried out prior to re-occupation, which has been recorded in the log book.</li> <li>▪ A visual inspection of all fire extinguishers has been conducted (to ensure that they are correctly located, full and not obviously damaged and that annual servicing is within date) prior to re-occupation, which has been recorded in the log book.</li> <li>▪ Fire escape routes are regularly checked for any obstructions, which is recorded in the log book.</li> <li>▪ Final fire escape doors are checked.</li> <li>▪ Internal fire escape doors are checked, and operational, remedial works immediately addressed.</li> <li>▪ Fire safety professionals and engineers have been given 'key worker' status so these essential works continue as long as they can be carried out safely and within the Government guidelines.</li> <li>▪ Fire assembly pint reviewed to ensure compliance with social distancing measures.</li> <li>▪ Kitchen extract ductwork is cleaned in accordance with guidance from the building engineering services association (BESA) TR/19: Fire Risk Management of Grease Accumulation within Kitchen Extraction Systems.</li> <li>▪ Grease build up in kitchen is monitored and actions taken as and when required.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Formal fire risk assessment should be conducted.</li> <li>▪ Continue to carry out checks on fire safety arrangements, including weekly fire alarm tests, emergency lighting tests, fire drills etc.</li> <li>▪ Review Personal Emergency Evacuation Plans (PEEPS) where relevant.</li> <li>▪ Continue to allow fire safety engineers on site to undertake safety critical works.</li> <li>▪ Continue to review external housekeeping to reduce the likelihood of arson threat.</li> <li>▪ Continue to review build-up of waste and increase the frequency of waste collection where needed. Remember to advise your waste contractor.</li> <li>▪ Remind staff not to prop open fire doors.</li> <li>▪ Consider the use of Dorguard fire door retainer / electromagnetic hold open devices to all high usage areas.</li> <li>▪ Ensure fire action call points are included in the cleaning regime.</li> <li>▪ Immediately action any fire alarm panel warning notifications.</li> </ul> |   |



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| 9. | <b>First Aid Safety</b>                  | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people.</p> <p>Changes in working methods due to safeguarding the risk of the spread of COVID-19 within the workplace may require changes in first aid procedures.</p> <p>Risk of cross contamination from casualty especially when you may have to get close to the casualty to assess what is wrong or to check their breathing.</p> | <ul style="list-style-type: none"> <li>▪ Workers who deal with a first aid incident are aware not to cough or sneeze over a casualty when they are applying treatment.</li> <li>▪ First aid box are located in the kitchen.</li> </ul> | High        | <ul style="list-style-type: none"> <li>▪ The business should consider first aiders.</li> <li>▪ Review the first aid needs assessment and implement the required actions.</li> <li>▪ Workers who deal with a first aid incident should wash hands for 20 seconds or apply alcohol sanitiser or approved virucide before and after treating casualty.</li> <li>▪ Workers who deal with a first aid incident should be instructed where possible to assist at a safe distance from the casualty and to minimise the time spent in shared breathing zone. Casualties are directed to do things for the first aider where possible.</li> <li>▪ Provide a face visor, disposable apron surgical mask and disposable gloves to all first aiders and where possible ensure the casualty also wears a mask or face covering.</li> <li>▪ Review staffing levels to ensure sufficient first aid cover is available. If needed stop undertaking higher-risk activities.</li> <li>▪ Continue to regularly check contents of first aid box(es).</li> <li>▪ Ensure any area where first aid treatment has been given a symptomatic person is immediately cleaned and sanitised.</li> <li>▪ Ensure disposable items are safely disposed of and reusable ones cleaned thoroughly.</li> </ul> |   |

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| 10. | <b>Food Service</b>                      | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. The risk may be ever present but unseen</p> <p>Current government guidance reports because COVID-19 is a respiratory illness it is not known to be transmitted by exposure to food or food packaging.</p> | <ul style="list-style-type: none"> <li>▪ Condiment bottles have been removed from use by customers and replaced with individually wrapped condiments which are offered on request. These will be provided with the plated food, not left on tables.</li> <li>▪ Buffets /all you can eat will not be offered</li> <li>▪ Cutlery is brought to the customer with the food and condiments.</li> <li>▪ Menus are through app using QR code on table.</li> <li>▪ Drinks are ordered with meals to avoid standing at the bar.</li> <li>▪ Workers wash their hands before handling plates.</li> <li>▪ Face covering are worn by all front of house employees, unless exempt under the government guidelines.</li> <li>▪ contact surfaces are disinfected in between customers sittings. Staff members must wash hands afterwards.</li> <li>▪ Any baby high chairs provided are sanitised in between customers.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Display the indoor and outdoor table plan at the entrance.</li> </ul>  |   |
| 11. | <b>Hand Hygiene</b>                      | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p>  | <ul style="list-style-type: none"> <li>▪ Staff follow Government guidance for hand washing (frequent handwashing 20 seconds or apply alcohol sanitiser or approved virucide).</li> <li>▪ Staff are reminded not to touch their face.</li> <li>▪ Public Health hand hygiene posters are displayed.</li> <li>▪ Staff wash their hands upon arrival and on leaving work.</li> <li>▪ Hand dryers will be continued to be used where provided. Where paper towels provided these are disposed of in waste receptacles - non-disposable towels have been removed from premises to prevent use.</li> <li>▪ Government advice on How to wash your hands communicated to all staff</li> </ul>   | Low         | <ul style="list-style-type: none"> <li>▪ Display How to Wash Your Hands and How to apply alcohol hand wash posters.</li> <li>▪ Continue to supply alcohol hand sanitiser or approved virucide to staff assuming supplies can be purchased and distributed.</li> </ul> |   |

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|     |  |  | <ul style="list-style-type: none"> <li>▪ Sharing of equipment is limited. Any equipment that is shared is cleaned and disinfected prior to another person using it.</li> <li>▪ Frequently touched areas are routinely cleaned.</li> <li>▪ Cash payments are avoided where possible. Where cash is handled gloves are worn and hands washed immediately after handling.</li> <li>▪ All packages / post is cleaned prior to opening.</li> <li>▪ Contact is minimised at “handover” points with other staff, such as when presenting documents, food and packages etc. to delivery drivers.</li> <li>▪ Hand sanitation facilities at all entry and exit points.</li> </ul> |             |   |   |
| 12. | <b>Legionella</b>                        | <p>Risk to employees and anyone else in the area</p> <p>Risk of death / ill health from inhalation of small droplets of contaminated water containing Legionella. Legionnaires' disease is a potentially fatal form of pneumonia.</p> <p>Those who have chronic health conditions, weakened immune system and other underlying illnesses hold a higher susceptibility to legionellosis and are at higher risk of developing significant infection.</p> | <ul style="list-style-type: none"> <li>▪ Outlets on hot and cold-water systems are flushed at least once a week (during unoccupied periods) to maintain a degree of water flow and to minimise the chances of stagnation.</li> <li>▪ Routine in house maintenance tasks continue to be undertaken.</li> </ul>   | Low         | <ul style="list-style-type: none"> <li>▪ Ongoing management.</li> </ul> |   |

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|     |  | Changes in working methods and staff numbers due to the implementation of COVID-19 controls could result in inadequate control of hot and cold-water systems.                      |  |             |  |   |
| 13. | <b>Mental Health</b>                     | Risk to anyone.<br><br>Risk of death / ill health due to mental health issues (i.e. suicide / depression / feeling of isolation.   | <ul style="list-style-type: none"> <li>▪ Staff are fully briefed and appropriately supported during this time.</li> <li>▪ Regular communication is taking place with all staff at work, working from home, self-isolating, furloughed, via various communication facilities.</li> <li>▪ Business encourages an open and collaborative approach with staff / managers where any issues can be openly discussed and addressed.</li> <li>▪</li> </ul>   | Medium      | <ul style="list-style-type: none"> <li>▪ Continue to monitor staff who may be considered at higher risk and implement alternative working arrangements where possible.</li> <li>▪ Provide managers with training for managing remote teams and staff mental wellbeing.</li> <li>▪ Communicate various mental health online resources to staff.</li> </ul>  |   |
| 14. | <b>Outdoor Play Areas</b>                | Risk to anyone.<br><br>Risk of death / ill health (COVID-19):<br><br>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | <ul style="list-style-type: none"> <li>▪ These will only be opened when permitted in accordance with Government guidelines.</li> <li>▪ A cleaning regime has been implemented for frequently touched areas, entry and exit points such as gates, seating areas such as benches and picnic tables and waste bins.</li> <li>▪ Adequate spacing between play structures.</li> <li>▪ Children must be supervised whilst using the equipment; information signs displayed.</li> <li>▪ No dogs permitted in play area.</li> <li>▪ It is not permitted to consume food or drink in the play area.</li> <li>▪ Clear expectations to parents set on how children should behave when using the playground, through signage.</li> </ul> | High        | <ul style="list-style-type: none"> <li>▪ Display signs to remind users for adherence to social distancing in accordance with Government guidelines.</li> <li>▪ It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting. This will mean that other ways of minimising transmission risk should also be considered and communicated to the parents, guardians and carers, who should remain aware of the residual risk. Potential measures to facilitate social distancing include: <ul style="list-style-type: none"> <li>- In an enclosed outdoor area, identify an advisory limit on the maximum number of users able to use a play area at any one time and use signs to communicate this</li> <li>- Request those using the play area to only have 1 family member accompanying a child.</li> </ul> </li> </ul> |   |

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|    |  |                              |                                |             | <ul style="list-style-type: none"> <li>- Where practicable, consider implementing a booking system so that users can book a slot to use the play area.</li> <li>- Set a time limit and using signs to communicate this to users, parents, guardians or carers.</li> <li>- Use adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities.</li> <li>- Promote cleaning of equipment by users, parents, guardians and carers,</li> <li>- Encouraging parents to bring hand sanitiser to clean their children's hands.</li> <li>- Position hand sanitiser on entrance to play areas – these should be positioned at child height and adult height. Display signage warning sanitiser must not be drunk / consumed / ingested.</li> <li>- Encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play.</li> <li>- Advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available.</li> <li>- Remind adults and children not to put their mouths on equipment or their hands in their mouths.</li> <li>- Promote and remind users, parents,</li> </ul> |   |

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|     |   |  |  |             | <p>guardians and carers of the need for social distancing in the play area.</p> <ul style="list-style-type: none"> <li>- Parents should be reminded that wearing a face covering in a play area setting could pose an additional safety risk and should use their judgement on whether their children wear a face covering.</li> <li>▪ Reviewed permitted numbers in area in accordance with social distancing guidelines.</li> </ul>   |   |
| 15. | <p><b>Personal Protective Equipment (PPE)</b></p> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Routine (business as usual) PPE continues to be worn as required, in accordance with the existing food hygiene, health and safety risk assessments and method statements.</li> <li>▪ Staff trained in the use / wearing of PPE appropriate to activity.</li> <li>▪ Re-usable PPE is thoroughly cleaned after use.</li> <li>▪ Single use PPE is disposed of in waste receptacles to ensure it cannot be reused.</li> <li>▪ Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet.</li> <li>▪ If a risk assessment has identified that a FFP 2 or FFP 3 mask is required to safeguard the health and safety of staff and protect them from hazardous substances it is not permitted to use a homemade or surgical mask.</li> <li>▪ Individuals are provided with a stock of their own PPE to prevent other inadvertently touching PPE that others will use.</li> <li>▪ Sharing of Personal Protection Equipment (PPE) and Respiratory Protection Equipment (RPE) is not permitted.</li> </ul> | High        | <ul style="list-style-type: none"> <li>▪ Implement stock conservation protocol: <ul style="list-style-type: none"> <li>○ Only providing PPE to workers who need it</li> <li>○ Issuing PPE specific to the level of risk e.g. only use FFP2 masks where the risk assessment has identified that FFP2 is required</li> <li>○ Maximising the use life of PPE by following manufacturer user checks, cleaning and storage instructions</li> <li>○ Reminding staff of the reasons why PPE is used, the need to use PPE appropriately and the need to treat equipment that is in short supply with respect.</li> </ul> </li> <li>▪ Suitable systems should be put in place to keep the PPE clean and free of contamination. Suitable storage facilities must be provided.</li> <li>▪ Ensure all staff are trained in the use of PPE, including gloves, respirators, surgical masks and/or face coverings to ensure its correct use, as incorrect use can increase the risk to workers (for example, unwashed gloves are worse than regularly washed hands).</li> <li>▪ Ensure that all staff understand that any use of PPE is not a substitute for social distancing practices, which must be maintained wherever possible.</li> </ul> |   |

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|     |  |   | <ul style="list-style-type: none"> <li>▪ PPE brought from a reputable supplier and only buy equipment which is CE marked.</li> <li>▪</li> </ul>   |             | <ul style="list-style-type: none"> <li>▪ Even if PPE is being used for work activities, disinfecting surfaces and adequate ventilation must also be maintained.</li> <li>▪ KN95 must not be used as PPE at work as their effectiveness cannot be assured reference HSE safety alert notice June 2020.</li> </ul>   |   |
| 16. | <b>Queue Management</b>                  | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> <p>Risk of pedestrian / staff / vehicle collision</p> | <ul style="list-style-type: none"> <li>▪ Outside areas are used for queuing, where available and safe to do so (i.e. car park).</li> <li>▪ Patrons must 'book' seating to reduce need for queues forming.</li> <li>▪ Staff direct patrons to enter the premises when ready.</li> </ul>  | Low         | <ul style="list-style-type: none"> <li>▪ Monitor how people queue or walk through the premises to identify congestion and contact points between patrons.</li> </ul>   |   |
| 17. | <b>Refusal to return to Work</b>         | <p>Risk to colleagues</p> <p>Risk of ill health from stress, increased work capacity in addition to Coronavirus infection</p>   | <ul style="list-style-type: none"> <li>▪ Staff are fully briefed and appropriately supported during this time.</li> <li>▪ The Coronavirus management policy is reviewed when changes to guidance becomes available.</li> <li>▪ Returning staff receive health and safety training prior to starting work, which is formally documented.</li> <li>▪ All staff receive training on hand / respiratory hygiene, social distancing, how to raise concerns about health and safety on site and who to alert if a colleague starts showing coronavirus symptoms.</li> <li>▪ Public Health hand hygiene posters are displayed around the premises.</li> <li>▪ Safe working practices are reviewed and communicated to all staff.</li> <li>▪ Managers / Supervisors constantly monitor compliance.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ It is important that you discuss the concerns with the individual staff member to identify where the main causes for their concern lie. They should have sight of your reviewed risk assessments and the associated additional controls that you may have implemented to protect your staff. You could ask them what additional measures may put their mind at ease and determine whether this is possible. If their concerns are not alleviated following your discussions, you may wish to refer the matter to a HR professional or contact ACAS for further advice.</li> </ul> |   |

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| 18. | <b>Return to Work following COVID-19 recovery</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>Risk of ill health from stress, increased work capacity in addition to Coronavirus infection</p>                     | <ul style="list-style-type: none"> <li>▪ Return to work health forms are completed by all returning staff, which is reviewed by managers. Initial interview conducted over telephone to assess fitness to work.</li> <li>▪ Training and support needs are identified on return to work and implemented accordingly.</li> </ul>   | Medium      | <ul style="list-style-type: none"> <li>▪ Ensure daily health check forms are completed.</li> <li>▪ Take the individual through the changes in the workplace and how it may affect them (e.g. social distancing rules, screens, cashless payments etc), check if they need additional training.</li> <li>▪ Provide a personal disposable rubbish bag for tissues disposal – store security for 72 hours prior to placing in waste receptacle.</li> <li>▪ Consider staggered the working day start and finish times.</li> <li>▪ Consider staggered break times e.g. coffee breaks, lunches to minimise social contact.</li> <li>▪ Closely monitor the wellbeing of staff members returning to work and those around them for signs of stress or anxiety.</li> <li>▪ Monitor ongoing work levels for returning staff.</li> </ul> |   |
| 19. | <b>Social Distancing - Staff</b>                  | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Staff are reminded at the start of every working day / shift and in the appropriate languages of the basic rules around hygiene and social distancing.</li> <li>▪ Staff are aware of social distancing measures that have been implemented.</li> <li>▪ The number of people using welfare facilities is restricted at any one time and signage used.</li> <li>▪ Work schedules have been reviewed and updated to prevent mass gatherings at the same time (i.e. starting / finishing work, changeover of shift, use of locker rooms / canteens, smoking shelters).</li> <li>▪ Business critical contractors / visitors are given specific arrival time appointments.</li> <li>▪ Signage to ensure the required social distance is maintained have been applied.</li> <li>▪ Meetings held in open areas where possible.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Ensure you monitor compliance.</li> <li>▪ Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture.</li> </ul>  |   |



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|     |  |   | <ul style="list-style-type: none"> <li>▪ Workers only attend physical meetings if absolutely necessary, with social distancing compliance and in a well-ventilated room or outside.</li> <li>▪ Groups of workers that have to work closer than the required social distance are kept in the same group / teams.</li> <li>▪ Standard processes are spread out to enable only 1 team in an area to complete a task at a given time.</li> <li>▪ Staggered breaks introduced for cohorts to minimise the amount of people using rest areas and canteens at the same time.</li> <li>▪ As far as possible, social distancing will be maintained where two staff members have to work in the cellar at the same time. If not practicable, social distancing compliance to 1 metre + precautions (i.e. face covering, keeping interaction brief).</li> </ul> |             |   |   |
| 20. | <b>Staffing Levels (Reduced)</b>               | <p>Risk to colleagues</p> <p>Risk of ill health from stress, increased work capacity in addition to Coronavirus infection.</p>                                | <ul style="list-style-type: none"> <li>▪ Safety critical tasks are risk assessed to identify safest way of working with reduced availability of staff.</li> <li>▪ Tasks are not undertaken if there are safety concerns.</li> <li>▪ First aid needs assessment is reviewed.</li> <li>▪ Fire marshal's duty rota is reviewed.</li> <li>▪ Regular rest breaks are scheduled.</li> </ul>  | Low         | <ul style="list-style-type: none"> <li>▪ Continue to monitor staff who may be considered higher risk and implement alternative working arrangements where possible.</li> <li>▪ Adjust business operating hours depending on availability of staff.</li> </ul>   |   |
| 21. | <b>Statutory Inspections of Work Equipment</b> | <p>Risk to operator, other persons within close proximity.</p> <p>Risk of death or ill health through failure to maintain safety critical testing regime.</p> | <ul style="list-style-type: none"> <li>▪ Equipment is maintained in accordance with manufacturer's instructions.</li> <li>▪ Safety critical inspections / examinations programme implemented, undertaken by competent contractors.</li> <li>▪ Documents are retained.</li> <li>▪ Daily equipment checklist are carried out and formally recorded.</li> <li>▪ Compliance with social distancing measures.</li> <li>▪ Vehicles statutory testing is conducted as far as possible and will only be driven if safe to drive. Daily vehicle checks maintained.</li> </ul>   | Low         | <ul style="list-style-type: none"> <li>▪ Continue to schedule statutory inspections (ensuring social distancing measures are complied with). However, if there are problems in undertaking scheduled thorough examinations (e.g. can't access inspection services), adopt a risk-based process to determine whether there are steps that can be taken to safely continue to use equipment that has not had its scheduled thorough examination and testing (TE&amp;T), or decide to stop using the equipment.</li> </ul> |   |

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|     |   |  |  |             | <ul style="list-style-type: none"> <li>▪ Equipment should only be used outside of its statutory examination regime if you can demonstrate that it is critical for essential work and that it can still be operated safely. You must be able to demonstrate that you have made all reasonable attempts to have the TE&amp;T carried out, made a thorough assessment of the increased risk and taken appropriate action to manage it.</li> </ul> |   |
| 22. | <p><b>Supplier Deliveries to site</b></p> | <p>Risk to anyone.<br/>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.<br/>Delivery / collection drivers bringing the virus onto the premises.</p> <p>Drivers will have stopped at services / petrol stations etc. which are a likely hotspot for virus contamination.<br/>Trucks or goods may have come from abroad and hot spot areas with drivers who have contact with external areas.<br/>Contaminated paperwork.</p> | <ul style="list-style-type: none"> <li>▪ When accepting deliveries gloves are worn and/or hands are washed or sanitised with alcohol sanitiser or approved virucide afterwards.</li> <li>▪ Remind all visiting drivers to observe the required social distancing guidelines.</li> <li>▪ Regularly clean and sanitise pump trucks and trolleys etc. – avoid sharing but if used by more than one person to be sanitised between use or wear gloves and wash hands.</li> <li>▪ There is limited use of paperwork that requires signing.</li> <li>▪ Visiting drivers are permitted to use the toilet facilities but are required to wash hands and socially distance.</li> <li>▪ Non-essential people should not be permitted in delivery area or stores.</li> <li>▪ Storage areas are clearly marked with “No public access”.</li> <li>▪ Gloves are worn throughout the process of unloading deliveries and taking product to the storage area.</li> <li>▪ Hand sanitiser or approved virucide is provided.</li> <li>▪ Close contact remain at a minimum and limited to less than 15 minutes at a time.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ All visiting drivers should wait outside and not enter the premises whenever possible while waiting for unloading.</li> </ul>   |   |

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| 23. | <b>Suspected or confirmed case of COVID-19 (customers)</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):<br/>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Where customers present themselves with COVID-19 symptoms, staff will advise the customer to leave the premises and return home to self-isolate.</li> <li>▪ The customer is asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus.</li> <li>▪ In the case that the individual is displaying severe symptoms, emergency services are contacted.</li> <li>▪ The customer's occupancy is traced through the premises and relevant areas will be deep cleaned, as outlined in other parts of this risk assessment.</li> <li>▪ The relevant area of the restaurant will be closed down until the deep clean has taken place.</li> <li>▪ Staff wear appropriate PPE when cleaning vomit. Where absorbent granules are used, these are double bagged and stored with waste for 72 hours before being disposed of.</li> <li>▪ Any suspected or confirmed case of COVID19 in the workplace including customers is to be documented.</li> <li>▪ The Track and Trace / Protect requirements will be followed. Keep monitoring the government response page for the latest details.</li> <li>▪ If there is more than one connected case of COVID-19 within the premises, the local health protection team is contacted to report the suspected outbreak.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Hold the latest Government advice regarding COVID-19 measures at Reception and telephone numbers of key contacts should a staff member or customer become ill.</li> </ul> |   |

| Nº  | What are the hazards / tasks / activity?                                   | Who could be harmed and how?   | What are the control measures?  | Risk Rating | What further measures are required?  | Target completion date/ Comments / progress |
|-----|--|--|---|-------------|--|---|
| 24. | <b>Suspected or confirmed case of COVID-19 in the workplace (employee)</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health (COVID-19):</p> <p>There is the potential to contract coronavirus from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Staff are informed regarding self- isolation and NHS reporting procedures.</li> <li>▪ Where a staff member becomes unwell on site and is displaying COVID-19 symptoms, they are asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus.</li> <li>▪ Staff are then asked to leave the premises immediately using a route that exposes them to as few other people as possible.</li> <li>▪ In the case that the individual is displaying severe symptoms, emergency services are contacted.</li> <li>▪ The individual's previous occupancy is traced, and any enclosed areas are placed off limits for at least 72 hours, if possible. Alternatively, the affected area is cleaned in line with the UK Government's guidelines.</li> <li>▪ Staff members who may have been in contact with the infected individual are notified, there is no need to send staff home if it is only a suspected case.</li> <li>▪ Any suspected or confirmed case of COVID-19 in the workplace is documented.</li> <li>▪ The Track and Trace / Protect process is followed. Keep monitoring the government response page for the latest details.</li> <li>▪ Staff are advised to use NHS on line tool if their symptoms worsen.</li> <li>▪ If there is more than one case of COVID-19 associated with a workplace, the business will contact their local health protection team to report the suspected outbreak.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Hold the latest Government advice regarding COVID-19 measures at Reception and telephone numbers of key contacts should a staff member of guest become ill.</li> <li>▪ Refer to HSE website regarding Reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR) requirements.</li> </ul> |   |

| N°  | What are the hazards / tasks / activity? | Who could be harmed and how?  | What are the control measures?   | Risk Rating | What further measures are required?  | Target completion date/ Comments / progress |
|-----|--|---|--|-------------|--|---|
| 25. | <b>Work Equipment</b>                    | <p>Risk to operator, other persons within close proximity.</p> <p>Risk of death or ill health through failure to maintain work equipment in accordance with manufactures instructions</p> | <ul style="list-style-type: none"> <li>▪ Operators are competent and experienced.</li> <li>▪ Frequent cleaning of machinery controls and equipment takes place throughout each shift.</li> <li>▪ Equipment is serviced and maintained in accordance with manufacturer's instructions.</li> <li>▪ Equipment test runs take place prior to it being brought back into operation, faults are immediately rectified. Where this is not possible, equipment is taken out of service until repairs have been completed.</li> <li>▪ Emergency stops tests are conducted and formally documented.</li> <li>▪ Cleaning of equipment between use.</li> </ul> | Low         | <ul style="list-style-type: none"> <li>▪ Verify the continued availability of critical spares/ safety equipment and personal protective equipment.</li> <li>▪ Check continued support from critical third-party suppliers and contractors.</li> <li>▪ Continue to monitor HSE guidance.</li> </ul> |   |

Signed: .....

Name: .....

Position: .....

Date: .....



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