

Risk Assessment

Risk Assessment Details

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Risk Assessment Author	Mike Gosling
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Start Date	4 July 2020
Description	Covid 19 Tearoom

Signatures

	Name	Title	Signature	Date
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Groups Affected

Guests and Visitors
Employees

Hazards and Control Procedures :

Pre-Control			Hazard: Gas	Residual Risk		
P	S	RR	Death or serious injury from fire or explosion	P	S	RR
4	4	16	Control Procedures Boiler & other gas appliances are checked and serviced annually by a Gas Safe registered engineer Staff are required to report defects in appliance operation immediately. Only Gas Safe registered engineers are allowed to carry out repairs on gas appliances and pipework. Senior personnel are aware of the gas supply isolation valve and meter. In the event of gas leaks ventilate the area immediately and prevent any ignition sources. Do not turn lights on or off.	3	4	12

Pre-Control			Hazard: Coronavirus Covid-19 Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
5	3	15	Control Procedures If a worker develops a high temperature or a persistent cough while at work or has a recent loss of, or change, in normal sense of taste or smell (anosmia), they should return home immediately and avoid touching anything. Any coughing or sneezing should be done into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Anyone who has a high temperature or a new persistent cough or has a recent loss of, or change in, your normal sense of taste or smell (anosmia) should NOT come to site & follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come to site & follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come to site & follow the guidance on self-isolation. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature or has a recent loss of, or change in, normal sense of taste or smell (anosmia), they do not need to go home unless they develop symptoms themselves. Current guidance is checked regarding staff and who falls into clinically extremely vulnerable and clinically vulnerable groups. Should any member of staff require to self isolate, we will enable workers to work from home where appropriate.	4	3	12

Pre-Control			Hazard: Burns, Scalds and Cuts	Residual Risk		
P	S	RR		P	S	RR
4	3	12	Control Procedures Minor burns, scalds and cuts regularly occur in kitchens. Less serious injury should be first aid treated on site, using blue plasters if required. For more serious burns, scalds and cuts further hospital treatment may be required. Do not put sharp knives into washing up water unless you are going to clean them.	3	3	9

Pre-Control			Hazard: Knives and sharp items	Residual Risk		
P	S	RR		P	S	RR
4	3	12	Control Procedures	3	3	9
			There are many sharp and dangerous implements available in a kitchen. Staff take great care when using, carrying or washing them			
			Sharp items are always carried with the sharp face pointing to the floor and away from the body, staff do not run when carrying sharp implements.			
			Always replace knives to their specific holders when you have finished with them.			
			Automated cutting equipment must only be used by trained personnel.			

Pre-Control			Hazard: Coronavirus Covid-19 Access & Egress	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	3	3	9
			On site, all non-essential visitors will be stopped.			
			The company will consider introducing staggered start and finish times to reduce congestion and contact.			
			The company will allow plenty of space between people waiting to enter site at site access and egress points.			
			Where possible, the company will use signage reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.			
			The company will remove or disable entry systems that require skin contact (e.g. fingerprint scanners).			
			The company will require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.			
			The Company will regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.			
			The company will reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. possible.			
			Where possible, the company will use signage such as floor markings, to ensure social distancing is maintained between people when queuing.			
			We will work with the local authority or landlord to take into account the impact of our processes, including queues, on public spaces such as high streets and public car parks.			
			Changes to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.			

Pre-Control			Hazard: Coronavirus Covid-19 Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	3	3	9
			The company will remind the workforce of the specific control measures necessary to protect them, their colleagues & families.			
			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.			
			Avoid skin to skin and face to face contact.			

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.	3	3	9
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			
			The company will allow regular breaks to wash hands.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			
			Where PPE is not required, the company will permit employees to voluntarily wear their own face masks to give a level of reassurance to the wearer. These must however be subject to strict cleaning or disposal regimes.			

Pre-Control			Hazard: Coronavirus Covid-19 Visitor and Customer Safety	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	3	3	9
			Site guidance on social distancing and hygiene should be explained to visitors on or before arrival			
			The number of visitors will be limited at any one time			
			Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people			
			A record of all visitors will be maintained			
			Public notices will be visible to help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace			
			The need for customers to queue will be reduced, but where this is unavoidable, discouraging customers from queuing indoors and using outside spaces for queuing where available and safe. For example, using some car parks and existing outdoor services areas.			
			Outside queues will be managed to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems.			
			Staff will direct customers and protect queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.			
			Customers will be encouraged to use hand sanitiser or hand washing facilities as they enter the venue.			
			Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.			
			Contactless payments will be encouraged where possible with adjustment of card readers locations to meet social distancing guidelines.			
			The number of surfaces touched by both staff and customers will be reduced. For example, asking customers to remain at a table where possible, or to not lean on counters when collecting takeaways.			
			The company will ensure all outdoor areas, with particular regard to covered areas, have sufficient ventilation. For example, increasing the open sides of a covered area.			
			The company will adjust processes to prevent customers from congregating at points of service. For example, having only staff collect and return empty glasses to the bar.			
			The company will where necessary, inform customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action.			

Pre-Control			Hazard: Coronavirus Covid-19 Work In Hospitality	Residual Risk		
P	S	RR		P	S	RR
			Serious ill health/death			
4	3	12	Control Procedures The company will calculate the maximum number of customers that can reasonably follow social distancing guidelines at the venue. Taking into account total indoor and outdoor space, specific venue characteristics such as furniture as well as likely pinch points and busy areas.	3	3	9
			The company will reconfigure indoor and outdoor seating and tables to maintain social distancing guidelines between customers. For example, increasing the distance between tables.			
			The entry of customers will be managed, and the number of customers at a venue, so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating or standing room			
			We will making customers aware of, and encouraging compliance with, limits on gatherings. . Indoor gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.			
			Contact between front of house workers and customers at points of service will be minimised where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines			
			Social distancing as per government guidelines will be maintained from customers when taking orders from customers.			

Pre-Control			Hazard: Hazardous Substances	Residual Risk		
P	S	RR		P	S	RR
			Chemical burns or dermatitis as a result of contact with cleaning chemicals			
4	4	16	Control Procedures All hazardous products have been identified and COSHH Assessed. CA sheets issued specifying all aspects of safe use and PPE necessary when handling the chemicals.	2	4	8
			Chemicals used will be reviewed with reps/supplier every six months to see if safer alternatives are available			
			Staff have been informed about skin care at induction covering washing glasses and pottery, handling dishwasher chemicals etc.			
			Chemicals always kept in original labelled containers, any containers for decanted chemicals will be clearly marked			
			All cleaning chemicals have been COSHH Assessed. All personnel have been made aware of the COSHH Assessment hazards and controls in place to ensure safe use.			

Pre-Control			Hazard: Hot Fats and oils	Residual Risk		
P	S	RR		P	S	RR
4	3	12	Control Procedures	2	3	6
			Wear suitable gloves and whites when using equipment which contains hot fats.			
			Do not carry containers or vessels which contain hot fats, wait for them to cool before moving			
			Replace lids and covers when you have finished using fryers			
			Monitor Thermostat and Overtemp control during frying process to ensure oil does not ignite.			

Pre-Control			Hazard: Coronavirus Covid-19 First Aid and Emergency Service Response	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.			
			The company will give consideration to potential delays in emergency services response, due to the pressure on resources and plan accordingly.			
			The company will consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.			

Pre-Control			Hazard: Coronavirus Covid-19 PPE and Face Coverings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Should operatives choose to wear face coverings staff should ensure to Wash hands before and after wearing one whilst avoiding touching your face or face covering, as you could contaminate them with germs from your hands, Such Coverings should be changed should they become damp or be touched.			
			The company will not use RPE for Coronavirus (COVID 19) where the social distancing guidelines are being met on construction sites			
			Where it is not possible to maintain social distancing during construction works, each activity will be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) will be the last resort in the hierarchy.			

Pre-Control			Hazard: Coronavirus Covid-19 Travelling To & Driving At Work	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	2	3	6
			Wherever possible workers should travel to site alone using their own transport.			
			The company will consider additional parking arrangements for cars and bicycles.			
			The company will consider the use of hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.			
			If workers have no option but to share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time.			
			If workers have no option but to share transport, Good ventilation should be used (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.			
			If workers have no option but to share transport, vehicles will be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.			
			Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport.			
			Where public transport is the only option for workers, the company will consider avoiding using public transport during peak times (05:45 â 7:30 and 16:00 â 17:30).			

Pre-Control			Hazard: Pressurised Equipment	Residual Risk		
P	S	RR	Risk of explosion from over-pressurised beer pump systems or faulty / damaged cylinders leading to serious injury or death	P	S	RR
4	4	16	Control Procedures	1	4	4
			Pressurised systems will be designed, installed and maintained in line with current BBPA Code of Practice.			
			Only staff who have undergone training will be permitted to use the system			
			Gas cylinders are only obtained from reputable suppliers and will be stored correctly in a secure, dry, well ventilated place			

Pre-Control			Hazard: Handling Hot Food	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures	2	1	2
			Use tongs or other suitable kitchen tools to remove hot food from hot pans, griddles or trays. Do not use your bare hands.			
			Plates and items which have been on hot plates, ovens or in warmers will be hot, use an oven mitt as a minimum to protect your hands whilst handling hot items			
			Hot food straight out of the microwave may be liable to blow up, allow suitable time for microwave cooking to cease. Handle food and containers with extreme care			
			Give way to people carrying hot items.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE

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