

RISK ASSESSMENT AND SAFE SYSTEM OF WORK

TASK/ AREA/ ISSUE BEING ASSESSED	The Meadowpark - Take Away Service and Proposed Bar/ Restaurant Re-opening								
COMPANY	Signature Pubs								
ASSESSOR	Law At Work Ltd/Signature Pubs								
DATE	05/06/2020								
REVIEW DATE	Monthly								
APPLICABLE LEGISLATION/ GUIDANCE	Health and Safety at Work etc. Act 1974, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999 & UK Government Coronavirus (COVID-19) guidance and support documents as at 29/05/20								
PEOPLE AFFECTED	<input checked="" type="checkbox"/> EMPLOYEES <input type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input checked="" type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> VISITORS/CUSTOMERS <input type="checkbox"/> NEW/EXPECTANT MOTHERS <input type="checkbox"/> Other (Please Specify)								
ACTIVITY	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N
		L	S	R		L	S	R	
Take Away Service – queue, order and collection	Infection transmission	4	5	20	Outside <ul style="list-style-type: none"> Entrance doors to front of property are designated “IN” with route using rear doors (via garden) then back into the building with side door designated “OUT” . Signage has been erected to direct customers to the queue to place orders. Customers queue outside observing 2 metre distancing rules – floor markings in place Staff are allocated to monitor queue & direct customers. Inside <ul style="list-style-type: none"> Signage and floor markings are in place to direct customers and ensure 2 metre distancing is maintained Signage in place to indicate the one-way system. Where possible doors are held open to eliminate touch points. 	2	3	6	

					<p>Order Point</p> <ul style="list-style-type: none"> • Staff will be located at order point behind main bar. There is 2m distancing between the customer order point and the staff working location behind the bar, so no additional screens are deemed necessary • Customers will be directed to order point one at a time • All transactions will be cashless to avoid handling cash • Once order submitted customer will be directed to waiting area. Staff will monitor flow of orders/customers to ensure that 2m distancing can be maintained in the waiting area. <p>Order Collection</p> <ul style="list-style-type: none"> • Orders are called when ready and placed on the bar at the collection point by staff • Customer is invited to collect order from the bar. • Signage erected to direct customer to designated route to the “OUT” door where customer will exit the property. 				
Bar/ Restaurant & Beer Garden Use	Infection transmission	4	5	20	<p>Internal & External Area Layout</p> <ul style="list-style-type: none"> • Tables will be set out to ensure 2m distancing is maintained from seat backs. • Signage will be provided to inform customers that tables and chairs must not be relocated or put together • Staff will be available to assign tables and monitor the area • Doors that form part of the fire strategy of the building can be held open if connection to automatic release device, e.g. Dorgard. <p>Food Ordering</p> <ul style="list-style-type: none"> • Single use paper menu’s and/ or menu boards will be provided • Use of phone app for food ordering, which will also indicate when food is ready or collection. <p>Food Collection</p> <ul style="list-style-type: none"> • Customer will be alerted with a buzzer/ using app and directed to collection table for collection of food • When ready food will be placed on the collection table. • Staff will be provided with push stick/paddle to prevent overreaching when placing food orders on the collection table. • Location of staff in kitchen behind servery area and customers on the other side of the table will observe 2 metre distancing • Customers collect food order and are directed to the exit. <p>Cutlery/Crockery/Condiments</p>	2	3	6	

					<ul style="list-style-type: none"> • Condiments will be in individual sachets. • Use of disposable plates & cutlery 				
Use of WC's	Infection transmission	4	5	20	<ul style="list-style-type: none"> • One-way system will be established within the premises to enable customers to use the WC's without crossing the path of customers waiting for orders etc. Signage will be provided and barriers put in place where required to direct customers. • Emergency exit door from toilet area can be held open as above. • Main entry doors to WC's can be held open where this does not compromise privacy. Inner doors should be held open. • Hand sanitiser station will be located at main entrance to WC's • Signage will be provided to direct/instruct customers on social distancing and hand hygiene • Ladies toilets to be made 'one-in, one out' system with possible lock on main door or 'vacant/ engaged' signage. WC's in Ladies are all in full height cubicles. Tape-off centre urinal in the Gents. Alternate wash hand basins should be taped off. • Paper towels will be provided for hand drying to prevent customers queueing to use hand dryers • Staff will be provided to manage and monitor WC's 	2	3	6	
Food and Drink Service	Infection transmission	4	5	20	<ul style="list-style-type: none"> • Food menu will be limited to reduce waiting times. • Maximum of three staff will work in the kitchen. Each will have a designated work area that will be set up to enable food preparation and maintain 2m distancing from colleagues • Kitchen staff will develop method of communication with each other to avoid extended contact when placing orders at collection point • In addition to social distancing measures outlined, kitchen staff will work in set teams and every effort will be made to ensure that teams remain the same for duration of coronavirus control measures. 	2	3	6	
Maintaining social distancing - customers	Infection transmission	4	5	20	<ul style="list-style-type: none"> • Sufficient signage and directional materials will be provided to ensure 2m distancing is maintained. The premises are of a size that this is achievable. • Maximum capacity to observe 2 metre distancing has been calculated and numbers will be monitored throughout opening hours to ensure maximum capacity is not breached. • Customers accompanied by children will be advised on arrival that they are responsible for the supervision of the children and for ensuring that they observe 2 metre distancing. There are no children's play areas or equipment in the beer garden • When inside use of the premises is permissible, screen will be erected at fixed seating booths and tables arranged to maintain 2 metre distancing. • Designated 'accessible' tables will be provided for disabled customers 	2	3	6	Choose an item.
Sanitisation	Infection transmission	4	5	20	<ul style="list-style-type: none"> • Additional cleaning duties will be assigned to staff over and above routine cleaning. Focus of additional cleaning will be on touch points, WC's etc. 	2	3	6	

					<ul style="list-style-type: none"> Hand sanitisation stations will be provided at entry and exit points and at key locations around the building, e.g. entry to WC's, food collection point etc. 				
Using Welfare facilities	Infection transmission	4	5	20	<ul style="list-style-type: none"> Staff break times will be staggered to reduce pressure on break rooms or places to eat. Staff will be asked to attend work in uniform and take uniform away at end of shift for cleaning in advance of next shift. Use of staff lockers for storing uniforms and other work items will be prohibited during the period of the corona virus controls. Staff will be required to stay on-site during working hours. Staff only WC is available and will be subject to regular cleaning including touch points. Hand sanitisation station will be provided 	2	3	6	
Employee Health and wellbeing	Infection transmission	4	5	20	<ul style="list-style-type: none"> All staff will be consulted on the arrangements for re-opening and the control measures that will be in place Staff who are shielding or have health issues that place them in the vulnerable category will not be asked to work PPE (face masks/ visors and disposable gloves) will be provided for staff use if that is their preference. Every effort will be made by Signature Pubs to ensure that staff can always work safely observing social distancing and hand and respiratory hygiene. Support will be provided to staff who experience stress, anxiety or distress. 	2	3	6	
Home Life	Infection transmission	4	5	20	<p>Family members should recognise the increased risk due to persons at work and practice:</p> <ul style="list-style-type: none"> Regular hand washing Sanitising contact surfaces at home including bathrooms, food preparation surfaces Coughing and sneezing protection actions Home isolation where practicable <p>Avoid contact with vulnerable groups:</p> <ul style="list-style-type: none"> Cancer patients Organ transplant patients People with certain genetic diseases People with serious respiratory conditions such as cystic fibrosis and severe chronic bronchitis People receiving certain drug treatments which suppress the immune system Pregnant women People with heart disease 	2	3	6	Choose an item.
Travel to site	Infection transmission	4	5	20	<ul style="list-style-type: none"> Staff are asked to avoid using public transport to travel to work and will be encouraged to walk, cycle, or drive to work. Where public transport cannot be avoided staff are advised to wear a face mask and clean hands before entering the premises. Used face masks will be disposed of in the bins provided. 	2	3	6	Choose an item.

Deliveries	Infection transmission	4	5	20	<ul style="list-style-type: none"> Deliveries will be pre-arranged with approximate arrival time provided. Delivery drivers will notify manager on arrival and deliver items to designated area. Staff will maintain 2m distancing during delivery. All staff handling deliveries will clean hands before and after handling the delivery by either washing with soap and water for a minimum of 20 seconds or using hand sanitiser. Single use disposable non latex gloves will be available for use. Hands will require to be cleaned/sanitised after removal and disposal of gloves Suitable waste bags will be available for disposal of gloves and paper towel waste 	2	3	6	
Contracting Corona Virus	Infection transmission	4	5	20	<p>All employees will be reminded of the Corona Virus symptoms: -</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) Loss of taste/smell <p>Staff who are experiencing symptoms MUST NOT ATTEND WORK.</p> <p>Any staff who develop symptoms while at work will be sent home and instructed to contact NHS 24 and follow the advice provided.</p> <p>Staff who have been tested and confirmed positive will inform their manager as soon as possible after receiving positive diagnosis.</p> <p>National track and trace processes will be implemented, and close contact will be contacted by the NHS and given advice on self-isolation requirement and/or testing arrangements.</p> <p>Staff who are self-isolating, you must not: -</p> <ul style="list-style-type: none"> leave their home for any reason go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home have visitors, such as friends and family, in their home 	2	3	6	Choose an item.

DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW

MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE	DATE	MANAGER'S NAME
	Click or tap to enter a date.	
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RISK MATRIX						
Injury to personnel		No or minimum injury	First aid treatment on site	First aid treatment off site	Major injury or hospitalisation	Fatality
Damage to property or equipment		No or major damage	Moderate damage	Significant damage	Major damage	Catastrophic damage
Severity		1	2	3	4	5
Likelihood						
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some time	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	MEDIUM RISK
Possible but unlikely	2	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	LOW RISK	LOW RISK