

Covid-19 Risk Assessment

Company name: The Swan Foodhouse & Bar

Assessment carried out by: David Jones

Date assessment was carried out: 03/07/2020

Updated on: 24/09/2020

What are the hazards?	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)	Action carried out by:	Done
Spread of Coronavirus Covid-19	<p>Maintaining Social Distancing Measures:</p> <ol style="list-style-type: none"> 1. Keeping <u>minimum</u> of 1 metre (2 metres where possible) apart wherever possible. 2. Social distancing measures enforced. Posters and signage across the pub premises to reinforce this message. 3. One way systems in place directed by signage and floor markings to control flow of customers throughout the pub. 4. Rear outdoor eating & drinking area (beer garden) controlled by staff member for customer entry and exit procedures, Track & Trace information collection point, and capacity control. (Warm weather policy) 5. If staff are working within 1 metre of each other, work side to side or back to back, 	2	4	8	David Jones	Yes

	<p>avoiding skin to skin contact and carrying out activity for as little time as possible.</p> <ol style="list-style-type: none"> 6. Staff break times to be staggered to ensure that Social Distancing can be maintained. 7. Wherever possible, training and instruction to be carried out in open air spaces. 8. A record of visitors attending the pub will be captured by asking visitors to fill out a Track & Trace form which will be kept on record for no longer than 21 days in line with Data Protection regulations. 9. Customers are required to scan the NHS Test & Trace QR code. 10. Customers must remain seated at all times. Staff will provide table service only. Mask will be required to move from tables to facilities. 					
Spread of Coronavirus Covid-19	<p>Handwashing</p> <ol style="list-style-type: none"> 1. Handwashing facilities and hand sanitiser stations in place throughout the pub, the garden and welfare facilities. 2. Encouraging thorough and regular hand washing. 3. Handwashing guidance promoted by posters within the pub and all public areas. 	2	4	8	David Jones	Yes

	4. Public to dry hands with hand dryers and disposable towels where provided.					
Spread of Coronavirus Covid-19	<p>Cleaning</p> <ol style="list-style-type: none"> 1. Pub must be kept clean, clear and tidy at all times. 2. Welfare facilities will be cleaned regularly with careful consideration of surfaces and high contact areas such as light switches and door handles. 3. Employees will be encouraged to wipe down surfaces in welfare facilities, as well as cleaning handles on doors, dishwashers, fridges and ice machine 4. Sanitise all areas, fridges, preparation stations, serving areas. 5. Deep sanitisation of toilets and working bar area will be done every 5 days (lasting for 7) using specialised disinfectant mist bombs. Toilets checked hourly. 	2	4	8	David Jones	Yes
Spread of Coronavirus Covid-19	<p>Personal Protective Equipment</p> <ol style="list-style-type: none"> 1. The usual PPE required to undertake tasks should be used in all instances and without exception. 2. Employees may feel more comfortable wearing face coverings or masks and 	2	4	8	David Jones	Yes

	<p>gloves when enclosed in small spaces where Social Distancing cannot be maintained – these are readily available if required.</p> <ol style="list-style-type: none"> 3. A clean face mask and new gloves should be used and either disposed of after use or washed in line with manufacturer’s instructions if re-usable. 4. Perspex screens installed on the bar to protect both staff and customers. 5. Front of house staff to wear face coverings at all times. 6. Customers to wear face masks upon entering & exiting the pub, and while travelling through the pub. 					
<p>Spread of Coronavirus Covid-19</p>	<p>Disposal of Waste</p> <ol style="list-style-type: none"> 1. All bins inside the building will be emptied at least twice daily and before they are full to avoid overflowing waste. 2. Waste will be double bagged before going into outside bins by appropriate means. 3. Discarded PPE will be disposed of in separate bags and double bagged. 	2	4	8	David Jones	Yes

RISK RANKING

	LIKELIHOOD		SEVERITY		PRIORITY
1	Highly unlikely	1	Trivial	1	Very Low Priority – No Action Required (Risk No. 1)
2	Unlikely	2	Minor Injury	2	Low Priority (Risk No. 2-4)
3	Possible	3	Over 3-day Injury	3	Medium Priority (Risk No. 5-9)
4	Probable	4	Major Injury	4	High Priority (Risk No. 10-14)
5	Certain	5	Incapacity or Death	5	Urgent Action (Risk No. 15-25)