

# RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK/ AREA/ ISSUE BEING ASSESSED</b>	<b>The Meadowpark - Proposed Bar/ Restaurant Re-opening</b>								
<b>COMPANY</b>	Signature Pubs								
<b>ASSESSOR</b>	Law At Work Ltd/Signature Pubs								
<b>DATE</b>	22/04/2021								
<b>REVIEW DATE</b>	Monthly								
<b>APPLICABLE LEGISLATION/ GUIDANCE</b>	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								
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> <b>EMPLOYEES</b> <input type="checkbox"/> <b>MEMBERS OF THE PUBLIC</b> <input type="checkbox"/> <b>ADJACENT WORKERS</b> <input checked="" type="checkbox"/> <b>CHILDREN/YOUNG PEOPLE</b> <input checked="" type="checkbox"/> <b>CONTRACTORS</b> <input checked="" type="checkbox"/> <b>VISITORS/CUSTOMERS</b> <input type="checkbox"/> <b>NEW/EXPECTANT MOTHERS</b> <input type="checkbox"/> <b>Other (Please Specify)</b>								
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	
<b>Playing of music</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>A decibel meter has been used to ascertain a safe music level</li> <li>The volume must not go past 3 on the volume control in any area</li> <li>At a volume of 3 the level of decibels does not surpass 65 which is the same as the ambient noise of guests talking</li> <li>Music levels can only be adjusted by the senior manager on duty</li> <li>The style of music is always to be background and is not the predominant source of noise in the area</li> <li>The ceilings are reasonably high allowing even distribution of sound</li> </ul>	2	3	6	
<b>Bar/ Restaurant &amp;</b>	Infection transmission	4	5	20	<b>Internal &amp; External Area Layout</b> <ul style="list-style-type: none"> <li>Every customer will be asked to complete “track and trace” once at their table. QR code available for this.</li> </ul>	2	3	6	

<b>Beer Garden Use</b>					<ul style="list-style-type: none"> <li>• Tables will be set out to ensure 1m distancing is maintained from seat backs.</li> <li>• Signage will be provided to inform customers that tables and chairs must not be relocated or put together</li> <li>• Staff will be available to assign tables and monitor the area</li> <li>• Doors that form part of the fire strategy of the building can be held open if connection to automatic release device, e.g. Dorgard.</li> </ul> <p><b>Food Ordering</b></p> <ul style="list-style-type: none"> <li>• Single use menus will be used and menu boards are provided through out venue</li> <li>• QR code will also be on every table to view the menu</li> </ul> <p><b>Food Collection</b></p> <ul style="list-style-type: none"> <li>• Full table service is in place. Customers encouraged not to approach bar. Orders will be taken from table.</li> <li>• Customer asked if they want to pick up drinks from tray or left on table and server will return for tray. Same for food delivery.</li> <li>• Location of staff in kitchen behind servery area and customers on the other side of the table will observe 1 metre distancing</li> </ul> <p><b>Cutlery/Crockery/Condiments</b></p> <ul style="list-style-type: none"> <li>• Once order placed, cutlery and condiments will be delivered to table</li> </ul>				
<b>Use of WC's</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>• One-way system will be established within the premises to enable customers to use the WC's without crossing the path of customers. Signage will be provided and barriers put in place where required to direct customers.</li> <li>• Emergency exit door from toilet area can be held open as above.</li> <li>• Main entry doors to WC's can be held open where this does not compromise privacy. Inner doors should be held open.</li> <li>• Hand sanitiser station are located in exit corridor from WC's</li> <li>• Signage will be provided to direct/instruct customers on social distancing and hand hygiene</li> <li>• WC's in Ladies are all in full height cubicles. Tape-off centre urinal in the Gents</li> <li>• Paper towels will be provided for hand drying to prevent customers queueing to use hand dryers</li> <li>• Staff will be provided to manage and monitor WC's</li> </ul>	2	3	6	
<b>Food and Drink Service</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>• Food menu will be limited to reduce waiting times.</li> </ul>	2	3	6	

					<ul style="list-style-type: none"> <li>Maximum of four staff will work in the kitchen. Each will have a designated work area that will be set up to enable food preparation and maintain 1m distancing from colleagues</li> <li>Kitchen staff will develop method of communication with each other to avoid extended contact when placing orders at collection point</li> <li>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.</li> </ul>				
<b>Maintaining social distancing - customers</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Sufficient signage and directional materials will be provided to ensure 1m distancing is maintained whilst seated. 1m distancing whilst moving about. All customers asked to wear face masks when not seated. Masks available for all customers at front door. The premises are of a size that this is achievable.</li> <li>Maximum capacity to observe 1 metre distancing has been calculated and numbers will be monitored throughout opening hours to ensure maximum capacity is not breached. Booking system altered to police bookings and therefore capacity.</li> <li>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 1 metre distancing. There are no children's play areas or equipment in the beer garden</li> <li>Tables arranged to maintain 1 metre distancing.</li> <li>Designated 'accessible' tables will be provided for disabled customers</li> </ul>	2	3	6	Choose an item.
<b>Sanitisation</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	2	3	6	
<b>Using Welfare facilities</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Staff break times will be staggered to reduce pressure on break rooms or places to eat.</li> <li>Staff will be asked to arrive at work in personal clothes and change in to uniform and then 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.</li> <li>Staff will be required to stay on-site during working hours.</li> <li>Staff only WC is available and will be subject to regular cleaning including touch points. Hand sanitisation station will be provided</li> </ul>	2	3	6	
<b>Employee Health and wellbeing</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>All staff will have temperature taken at beginning of shift and a record of this will be held. Any staff recording "Hi" will be sent home.</li> <li>Medical masks to be worn as standard – Cold Town Lager are not to be worn in the workplace</li> <li>Medical masks to be changed every 4 hours maximum, or when it gets dirty, wet, is touched inside it or damaged</li> </ul>	2	3	6	

					<ul style="list-style-type: none"> <li>Staff on arrival at their place of work should take a fresh face mask and pocket their own mask</li> <li>All staff will be consulted on the arrangements for opening and the control measures that will be in place</li> <li>Staff who are shielding or have health issues that place them in the vulnerable category will not be asked to work</li> <li>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.</li> <li>Support will be provided to staff who experience stress, anxiety or distress.</li> </ul>				
<b>Home Life</b>	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"> <li>Regular hand washing</li> <li>Sanitising contact surfaces at home including bathrooms, food preparation surfaces</li> <li>Coughing and sneezing protection actions</li> <li>Home isolation where practicable</li> </ul> <p>Avoid contact with vulnerable groups:</p> <ul style="list-style-type: none"> <li>Cancer patients</li> <li>Organ transplant patients</li> <li>People with certain genetic diseases</li> <li>People with serious respiratory conditions such as cystic fibrosis and severe chronic bronchitis</li> <li>People receiving certain drug treatments which suppress the immune system</li> <li>Pregnant women</li> <li>People with heart disease</li> </ul>	2	3	6	Choose an item.
<b>Travel to site</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Staff are asked to avoid using public transport to travel to work and will be encouraged to walk, cycle, or drive to work.</li> <li>Where public transport cannot be avoided staff are advised to wear a face mask and clean hands before entering the premises.</li> <li>Used face masks will be disposed of in the bins provided.</li> </ul>	2	3	6	Choose an item.
<b>Deliveries</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Deliveries will be pre-arranged with approximate arrival time provided.</li> <li>All deliveries and tradesman will be ask to “track and Trace” before being allowed to enter premises.</li> <li>Delivery drivers will notify manager on arrival and deliver items to designated area.</li> <li>Staff will maintain 1m distancing during delivery.</li> <li>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.</li> </ul>	2	3	6	

					<ul style="list-style-type: none"> <li>• Single use disposable non latex gloves will be available for use. Hands will require to be cleaned/sanitised after removal and disposal of gloves</li> <li>• Suitable waste bags will be available for disposal of gloves and paper towel waste</li> </ul>				
<b>Contracting Corona Virus</b>	Infection transmission	4	5	20	<p>All employees will be reminded of the Corona Virus symptoms: -</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• 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)</li> <li>• Loss of taste/smell</li> </ul> <p>Staff who are experiencing symptoms <b>MUST NOT ATTEND WORK.</b></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"> <li>• leave their home for any reason</li> <li>• 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</li> <li>• have visitors, such as friends and family, in their home</li> </ul>	2	3	6	Choose an item.

DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW
Increased ventilation will be in place at all times. Doors and windows open.

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.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	

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