

Risk assessment- COVID-19 Staff Only

Company name: The Holly Bush, Gorcott Hill

Assessment carried out by: Jon Cotton

Date of next review: August 2020

Date assessment was carried out: 25th June 2020

What are the hazards?	What are you already doing to control the risks?	Done
Before Returning to Work	<p>All employees will be contacted prior to return to discuss their own personal circumstances and whether they are happy to return to work. This is to ensure the safety and wellbeing of them and their families.</p> <p>This pre-return interview will cover:</p> <ul style="list-style-type: none">- Their ability to work (e.g. childcare provisions may have changed)- If they are classed as high risk and have been shielding – or live with someone who is <p>Based on the responses, management will take these into consideration when arranging work rotas.</p> <p>All employees will be provided with details of the contents of this risk assessment, in particular, the elements of how the working environment has changed and how this will impact their role.</p>	
Pre-Arrival	<p>As per current guidelines, if an employee is feeling unwell, they should not turn up to work, but call in advance to make the management team aware. They should then follow government guidelines before attempting to return to work.</p> <p>Travel to work:</p> <p>Employees should aim to travel to work avoiding public transport.</p> <p>Employees should aim for their journey to work be direct from their home (e.g. avoid running errands/supermarket shops between leaving home and arriving at work)</p> <p>All Staff are advised to leave work uniform at work and get changed on arrival, leaving their clothes in the washing basket on exit to be washed at work. All front of house staff will be asked to have their own aprons in which they will keep their own pens, pads, till fobs and hand sanitiser bottles ready for next shift, unless their apron needs washing in which case all items will be placed in a safe place until next shift.</p>	

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<p>Arrival</p>	<p>On arrival, staff should arrive via the kitchen door. If pot washers are at their station, they should ask staff to move out of their way in order to maintain social distancing as much as possible even though the area is not 2m wide. Immediately on arrival, they must wash their hands. Coats and bags must be left in the designated area – each employee will be assigned their own peg where possible and cannot use others. Front of house will be provided with a pen and pad and wait cloth. This must be kept with them at all times and must not be shared! PPE will be made available to staff, any PPE used must be worn correctly at all times and changed regularly if needed. Employees should bring their own filled drinks container to limit trips to the bar for refreshments. Where shifts would typically be commencing at the same time, these will be staggered if necessary.</p>	
<p>Uniform Change/ removal</p>	<p>Staff should not arrive in their uniform but get changed in the staff toilet on arrival. Staff should not leave in their uniform but change before returning home. Staff should leave their workwear on site to get washed so it does not leave the premises.</p> <p>If it is not practical to change on the premises, the advice is to change for work at home immediately prior to leaving to travel to start your shift and change out of your workwear as soon as you get home.</p>	
<p>Moving around the building</p>	<p>There will be a one-way flow throughout the building which should be followed when the pub is open to the public. There will be occasions where this is not practical. When this happens, employees are advised to maintain social distancing where practical.</p> <p>The pub is separated into different areas. At the start of your shift, you will be advised which zones you are permitted in for the duration of your shift, we will ask staff stay in their area at all times when possible.</p> <p>Bar area: where possible, only one person should be behind the bar</p> <p>Cellar: only one person in the cellar at any one time</p>	

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	<p>Kitchen: the kitchen will be split into separate work zones, with the aim that there is only one employee in each area. Where this is not practical, employees should ensure they are washing and cleaning down surfaces every 20 minutes or more often.</p>	
<p>Kitchen Areas</p>	<p>Kitchen staff should aim to remain in their kitchen zone as much as possible. When this is not possible, staff should not loiter in the other zones and return to their workstation as soon as practical.</p> <p>Work surfaces should be cleaned down frequently during the shift.</p> <p>Only one person should be accessing the freezers/fridges at any one time.</p> <p>Handles need to be wiped down frequently.</p>	
<p>Equipment & Machinery</p>	<p>Front of house – FOH staff will be required to keep their own equipment and not share.</p> <p>Tills – only one person should be using the till in any session. The nominated users will be assigned by management. If others do need to use the till, they should wipe down the cover prior to use and wipe down again afterwards.</p> <p>Coffee Machine – one person will be assigned the coffee duties at any one time. When this is not practical other users should wipe the handles down immediately before and after use.</p> <p>Phone – one person will be assigned phone duties at any one time. When this is not practical other used should wipe the phone before answering the call.</p> <p>Kitchen Staff – chefs are recommended to use their own knives where possible. They should avoid the sharing of utensils. Utensils in constant use should be washed on a regular basis.</p>	
<p>Deliveries & Contractors arriving on site</p>	<p>Deliveries – request to all suppliers that where possible, deliveries are made when the pub is closed to the public. Staff are reminded to maintain social distancing when accepting deliveries. Staff must wash hands once a delivery has been accepted and put away.</p>	

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	<p>Contractors – where a contractor is required on the premises, they will be asked where possible, to visit when the pub is closed to the public. They will be asked to wash their hands upon arrival and staff will maintain social distances for the duration of their visit.</p>	
<p>Other areas to consider with specific controls</p>	<p>Garden - No additional risks are identified specifically for the garden area</p>	
<p>Interactions with Customers</p>	<p>Taking orders at tables: orders must be taken at tables and from a distance of 1 metre. Employees must not loiter and engage in further conversation with customers</p> <p>Delivering food and drinks to tables:</p> <p>For drink orders,</p> <p>Drinks will be delivered on trays. Wait staff will place the tray of drinks on the table and step back, asking the customers to remove the glasses. Customers will be asked to remove the items from the trays themselves while the wait staff step back. This means wait staff will not have touched the glassware. Once the tray is empty, the wait staff will collect and remove, wiping it down or washing it before returning to the tray stack.</p> <p>For food orders- these will be placed promptly by the wait staff, using cloths and the wait staff will step back promptly.</p> <p>Clearing tables: wait staff will where possible/practical, ask customers to place their empty crockery/glasses to the end of the table for its safe removal.</p> <p>Returning glasses: these will be placed at the side of the bar. The bar staff will drain and stack them into the dishwasher</p> <p>Returning plates: these will be placed inside the kitchen. Wait staff are encouraged to wash their hands after collection of plates.</p>	

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	<p>Returning glasses: these will be placed in the glass wash area; staff are encouraged to use the sanitiser station or their own sanitiser once they have touched the glasses. We also advice staff not to hold the glasses where customers lips may have been. Lip stick remover will be washed and replaced at the end of every shift.</p>	
<p>Interaction with colleagues</p>	<p>Interaction with colleagues cannot be avoided. Where possible, handovers should be undertaken standing side by side and not face to face, 1 metre apart where possible.</p> <p>Where staff are part of the same household then the social distancing measure do not apply, and staff can work closer together. However, if one member of the household shows symptoms, then all members of the household must isolate. The person showing symptoms for 7 days and rest of the household for 14 days.</p>	
<p>Use of office space</p>	<p>Unless part of their role or requested, employees should not be in the office. Before using any equipment, hands must be cleaned. Any equipment / surfaces used must be wiped down before and after use, e.g. phone, laptop, printer, drawer handles.</p>	
<p>Leaving work</p>	<p>Employees are requested to wash their hands before leaving the workplace and are recommended to shower/ wash immediately upon returning home.</p>	
<p>When a member of staff or their household feel unwell</p>	<p>Staff should follow the existing process if they become to feel unwell at work. Alert the shift manager who will arrange for the employee to be isolated and arrange for them to return home. Staff have been advised to ensure they are aware of the current symptoms of covid-19.</p> <p>If a member of staff has symptoms of Covid-19 then the following actions will be carried out:</p> <ul style="list-style-type: none"> • Separate the ill person from others by at least 2m • Dial 111 or use 111 online to obtain the correct advice if necessary 	

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	<ul style="list-style-type: none">• If possible, the ill person should wear a face covering. <p>If the staff member does need to self-isolate, ensure that this takes place and they do not return to the workplace until it is safe to do so ensuring no one of their household has symptoms etc.</p> <p>Advise staff to be tested where appropriate.</p>	

I _____ have been briefed on the risk assessment above and feel confident that all health and safety have been taken into consideration. I will aim to always abide by the steps set out above and raise awareness to any further hazards that may not have been covered and lightly considered in the staff risk assessment. I understand a copy of this risk assessment will be photocopied or supplied to me if I require a copy to take home.

Signed:

Dated:

Signature of trainer: