

# RISK ASSESSMENT AND SAFE SYSTEM OF WORK

	<b>RISK ASSESSMENT AND SAFE SYSTEM OF WORK</b>									
<b>TASK/AREA/ISSUE BEING ASSESSED</b>	The Queens Arms									
<b>COMPANY</b>	Signature Pubs									
<b>ASSESSOR</b>	Steven Simpson & Evan									
<b>DATE</b>	15/08/2020									
<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>Outside area Service – queue, order and collection</b>	Infection transmission	4	5	20	<b>Outside</b> <ul style="list-style-type: none"> <li>Staff will be allocated to monitor queue, direct customers.</li> <li>Customers will queue outside observing 1 metre distancing rules.</li> <li>Staff will be available to assign tables and monitor the area on the street.</li> <li>Tables will be set out to ensure 1m distancing is maintained.</li> <li>Signage will be provided to inform customers that tables and chairs must not be relocated or put together.</li> <li>Single use paper menu's will be provided.</li> <li>Entrance door to front of property will be designated "IN" and "OUT", whilst operating a one-way system inside.</li> <li>Signage will be erected to direct customers to the queue to place orders.</li> </ul>	2	3	6		

					<p><b>Inside</b></p> <ul style="list-style-type: none"> <li>• Signage and floor markings will be in place to direct customers and ensure 1 metre distancing is maintained</li> <li>• There will be barriers/separation in the bar area between the “IN” door and the “OUT” door</li> <li>• Where possible doors will be held open to eliminate touch points. Doors that form part of the fire strategy of the building will only be held open if connected to automatic release devices.</li> </ul> <p><b>Bar Area</b></p> <ul style="list-style-type: none"> <li>• Staff will be located at order point behind main bar. There is 1m distancing between the customer order point and the staff working location behind the bar, so no additional screens are deemed necessary - As the service style is table service all TM’s will be ordering for guests and delivering to their allocated table.</li> <li>• Staff will work in dedicated teams where s 1 metre distance cannot be maintained behind the bar area.</li> <li>• All transactions will be cashless to avoid handling cash</li> </ul> <p><b>Cutlery/Crockery/Condiments</b></p> <ul style="list-style-type: none"> <li>• All food orders will be provided on plates, cutlery will be individually wrapped and condiments will be in individual sachets.</li> <li>• All used items will be disposed of in bins that will be provided in the outside area.</li> </ul>				
<b>Use of WC’s</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>• A monitoring system will be established within the premises to manage customer numbers using the WC’s in order to reduce the likelihood of queues etc. Signage will be provided and barriers put in place where required to direct customers.</li> <li>• Main entry doors to WC’s will be held open where this does not compromise privacy</li> <li>• Hand sanitiser station will be located at main entrance to WC’s</li> <li>• Signage will be provided to direct/instruct customers on social distancing and hand hygiene</li> <li>• Capacity of WC’s will be reduced to half available to maintain social distancing. WC’s are all in full height cubicles. Alternate wash hand basins will be marked as do not use.</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> <li>• All patrons will be asked to wear face coverings when going to the toilet – they will be available for patrons free of charge.</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> <li>Kitchen staff will be kept to a minimum. Each will have a designated work area that will be set up to enable food preparation and maintain 1m distancing from colleagues where possible.</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 outlines, 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>	2	3	6	
<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.</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.</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 outside area.</li> <li>When inside use of the premises is permissible, screens will be erected at fixed seating booths and 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 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.</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 be consulted on the arrangements for re-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 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>	2	3	6	

<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>• Delivery drivers will notify manager on arrival and deliver items to designated area.</li> <li>• Staff will maintain 2m 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> <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>	2	3	6	
<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>	2	3	6	Choose an item.

				<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>				
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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.	
	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