

RISK ASSESSMENT AND SAFE SYSTEM OF WORK

| TASK/AREA/ISSUE BEING ASSESSED | The Basement | | | | | | | | | |
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| COMPANY | Signature Pubs | | | | | | | | | |
| ASSESSOR | Law At Work Ltd/Signature Pubs | | | | | | | | | |
| DATE | 11/09/2020 | | | | | | | | | |
| 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 | | |
| Customers entering the venue | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Staff will be allocated to monitor queue, direct customers. Customers will queue outside observing 2 metre distancing rules Staff will check in guest and ensure lead booker details are collected for track and trace Additional house hold will be advised to use QR code. Max 2 households. Staff will be available to assign tables and monitor the area Tables will be set out to ensure 1m distancing is maintained. Signage will be provided to inform customers that they are entering a 1M area | 2 | 3 | 6 | | |

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| Internal | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> • Signage and floor markings will be in place to direct customers and ensure 1 metre + distancing is maintained • 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. • All customers to be seated in the venue . No vertical drinking • No music • Customer will receive full table service whilst inside the premises • Customers will be greeted at the table in PPE and asked are they happy for orders to be taken by the server. • Dispense staff will be located at order point behind main bar. There is 1m distancing between all customers and the staff working behind the bar, so no additional screens are deemed necessary on the bar area side, however screens will be in place on the bar top at the restaurant side • Staff will work in dedicated teams where a 1 metre distance cannot be maintained behind the bar area. • Drinks will be dispensed by bar staff and brought to tables by waiting staff. The waiting staff will ask the customer if they are happy to leave the drinks at the end of the table . • All transactions will be encouraged to be cashless to avoid handling cash. If staff do handle cash then their hands must be washed after. • Staff will monitor flow of orders/customers to ensure that 1m distancing can be maintained in the bar. | 2 | 3 | 6 | |
| Use of WC's | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> • 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. • Main entry doors to WC's will be held open where this does not compromise privacy • Hand sanitiser station is located at main entrance to WC's • Signage will be provided to direct/instruct customers on social distancing and hand hygiene • 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 taped off. • Staff will be provided to manage and monitor WC's | 2 | 3 | 6 | |

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| 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 1m distancing is maintained. 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. 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. When inside use of the premises is permissible, screens will be erected at fixed seating booths and tables arranged to maintain 1 metre distancing. | 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. 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. | 2 | 3 | 6 | | |
| 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. Staff will be required to stay on-site during working hours. | 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 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 | 2 | 3 | 6 | Choose an item. | |

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| | | | | | <ul style="list-style-type: none"> • 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 | | | | |
| 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 possible. • 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> | 2 | 3 | 6 | Choose an item. |

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| | | | | <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 | | | | |
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| DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW |
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| MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE | DATE | MANAGER'S NAME |
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| | Click or tap to enter a date. | |
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| RISK MATRIX | | | | | | |
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| 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 |