

# Risk Assessment

Activity Assessed: Regular operation during COVID-19

Rev 1 initial Assessment Date:30/06/2020

Assessment Reference: RA COVID-19 OPERATING FORESTERS ARMS FAIRWARP

Name of Assessor: Charlotte Barrett

Review Date : 11/07/2020

NB - This assessment must be used in conjunction with other existing workplace assessments.

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Close proximity to other persons in the main bar area	Employees, customers, suppliers and delivery personnel. Spread of virus through close proximity – cough, sneezing, surface contact. Symptoms of COVID-19. Infection of others with or without showing of symptoms.	<p>Good personal hygiene practice, regular hand washing with soap and water for at least 20 seconds.</p> <p>Front of house employees will maintain a 2m distance from customers as much as possible. Where this is not possible they will utilise the face screens provided.</p> <p>Use hand sanitiser when moving around the premises to other locations. Hand sanitiser is not a replacement for hand washing Hand sanitiser usage and signage are positioned frequently throughout the premises.</p> <p>Cough or sneeze in to a tissue</p>	3	3	9	LOW	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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			<p>and dispose of this in bins immediately, do not leave on surfaces.</p> <p>Where possible you should try to keep 2m from any others persons. Where this is not possible it should ideally be more than 1m. For instances when close work is unavoidable the close proximity work should be limited to 15 minutes. Additionally where practicable face shields for employees can be utilised and where possible persons should try to face away from each other if it is safe to do so. If more distance is practicable then this should be done.</p> <p>Where possible do not share equipment such as stationery. If equipment must be shared it should be sanitised when given out and when received back.</p> <p>Employees to arrive, leave and take breaks in a staggered timeframe. Utilise the space available – takes breaks outside or your vehicle where possible.</p>								

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			<p>Do not gather in groups where possible, if you must then at least 1-2m must kept apart.</p> <p>PPE such as gloves and disposable masks if used must be disposed of immediately following their use. Do not leave on any surfaces prior to disposal.</p> <p>Reusable face shields are available for employees to use. These are not a replacement for social distancing or for good hygiene. If masks are used they must follow these guidelines – Wash hands or use sanitizer before donning mask.</p> <ul style="list-style-type: none"> <li>• Don the mask properly by placing it over your entire face.</li> <li>• Once in place, do not raise or lower the shield to speak.</li> <li>• Do not touch the shield and then touch your face or eyes.</li> <li>• Wash or sanitize your hands before</li> </ul>								

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			<p>removing the shield.</p> <ul style="list-style-type: none"> <li>Remove the mask carefully by the straps, pulling it away from your face.</li> <li>Clean the shield immediately upon removal using disinfectant and wash your hands before touching your face or eyes.</li> </ul> <p>Ensure regular cleaning of equipment, fixtures and fittings using sanitising wipes or disinfectant.</p> <p>Where 2 persons are required to work in close proximity there should be a regular pairing to avoid the possible spread of infection.</p> <p>Surfaces must be wiped down regularly.</p> <p>Tables are to be waited on by one server for the duration of the customers visit to limit contact with multiple persons.</p> <p>The pub will run on a table service basis. An online ordering application from the customers phone or tablet can also be used, no customers will be served from</p>								

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			<p>the bar directly.</p> <p>A maximum of 6 persons per table will be permitted from 2 households. Customers will be asked to confirm this upon arrival.</p> <p>Disposable paper menus will be provided to those customers wishing to eat, these will be single use and disposed of immediately following the customer leaving the table.</p> <p>Single serving sachets of condiments such as sauces and seasonings will be available for customer use.</p> <p>Plates, glasses, cutlery and bottles will be collected by employees using caddies and trays, these will be cleaned utilising the glass washers and sanitiser units immediately so as not to build up.</p> <p>Employees sanitise their hands between orders and serving/removing plates, cutlery, glasses and other eating or drinking implements.</p> <p>Plastic screens are in place around the bar to protect staff and customers.</p>								

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			<p>Tables are well spaced to allow social distancing for those sitting at them and for employees and customers to move around them.</p> <p>A one way system is in place utilising the existing doors. Each door is designated as entry or exit only with signage in place to promote this.</p> <p>Signage covering control measures to be observed is placed around the premises.</p> <p>Floor markings/arrows are in place to show 2m intervals and highlight the one way system through the pub internally.</p> <p>When possible windows will be kept open to allow a fresh air supply.</p> <p>All employees are trained and are competent in this risk assessment and control measures.</p> <p>All customers will be informed by employees of what they need to do to ensure they are complying with the control measures outlined. A copy of this assessment will be made</p>								

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			<p>available via the website.</p> <p>Contactless payment is the preferred method of payment where possible. If cash must be handled the employee must wash their hands immediately after handling monies.</p>								
			<p>If symptoms of COVID-19 are present the employee must follow the most current government guidelines around isolation and not attend work. They should inform the pub management immediately by phone.</p>								
2	Close proximity to other persons in the kitchen area	<p>Spread of virus through close proximity – cough, sneezing, surface contact. Symptoms of COVID-19. Infection of others with or without showing of symptoms. Sharing of tools and equipment causing the spread of infection. Incoming packages and goods causing surface contact</p>	<p>Only employees required to be in the kitchen will be allowed access, access will be limited.</p> <p>Only one person per shift will enter the fridges and stores to retrieve items required.</p> <p>Excellent personal hygiene practice, regular hand washing with soap and water for at least 20 seconds. Hand washing at the start and finish of breaks, after coughing or sneezing, between handling food and plates and takeaway containers. If you touch your</p>	4	3	12	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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		contamination with couriers/drivers when receiving goods.	<p>face, eyes, nose or mouth you must wash your hand immediately.</p> <p>Use hand sanitiser regularly between hand washing. Hand sanitiser is not a replacement for hand washing</p> <p>Kitchen based employees will limit interaction with front of house employees and customers as much as possible.</p> <p>Cough or sneeze in to a tissue and dispose of this in bins immediately, do not leave on surfaces.</p> <p>Where possible you should try to keep between 2m from any others persons. Where this is not possible it should ideally be more than 1m. For instances when close work is unavoidable the close proximity work should be limited to 15 minutes. Additionally where practicable persons should try to face away from each other if it is safe to do so. If more distance</p>								



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			<p>is practicable then this should be done.</p> <p>Where possible using the space available employees should try to maintain separate work stations.</p> <p>Take breaks in a staggered timeframe and take breaks outside or your vehicle when possible.</p> <p>Do not gather in groups where possible, if you must then at least 1-2m distance from others must be observed.</p> <p>Strict kitchen hygiene is observed at all times.</p>								
			<p>If symptoms of COVID-19 are present the employee must follow the most current government guidelines around isolation and not attend site. Inform line manager or HR.</p>								
3		Spread of virus through close proximity – cough,	Employees will maintain a strict cleaning routine both prior to, during and at the end	3	3	9	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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	Close proximity to other persons in toilets and corridors	sneezing, surface contact. Symptoms of COVID-19. Infection of others with or without show of symptoms.	<p>of operating hours.</p> <p>A limit to the number of persons in and around toilet cubicles and urinals is in place with signage to advise of this.</p> <p>Customers and employees are required to queue at 1-2m distance from others when waiting to use toilet facilities.</p> <p>If someone is approaching you from the opposite direction in the corridor wait for them to pass wherever possible giving 1m to 2m space.</p> <p>Do not hold doors open for other people as this will decrease the amount of space between you.</p>								
4	Close proximity to other persons in the garden and under the marquee	Spread of virus through close proximity – cough, sneezing, surface contact. Symptoms of COVID-19. Infection of others with or without showing of symptoms.	<p>Good personal hygiene practice, regular hand washing with soap and water for at least 20 seconds.</p> <p>Use hand sanitiser when moving around the premises to other locations. Hand sanitiser is not a replacement for hand washing.</p> <p>Front of house employees will</p>	2	3	6	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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			<p>maintain a 2m distance from customers as much as possible. Where this is not possible they will utilise the face screens provided.</p> <p>Use hand sanitiser when moving around the premises to other locations. Hand sanitiser is not a replacement for hand washing Hand sanitiser usage and signage are positioned frequently throughout the premises.</p> <p>Tables are well spaced to allow social distancing for those sitting at them and for employees and customers to move around them.</p> <p>A one way system is in place utilising the existing doors. Each door is designated as entry or exit only with signage in place to promote this.</p> <p>Signage covering control measures to be observed is placed around the premises.</p> <p>Cough or sneeze in to a tissue and dispose of this in bins immediately, do not leave on</p>								

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			<p>surfaces.</p> <p>Furniture, fixtures, fittings and other surfaces are cleaned at regular intervals.</p>								
5	Common surfaces contact e.g. door handles, push plates, cutlery, furniture	<p>Spread of virus through physical contact with surfaces.</p> <p>Symptoms of COVID-19. Infection of others with or without showing of symptoms.</p>	<p>Sanitise work spaces such as the bar, pumps, door handles, equipment, toilet areas at regular intervals. For example at breaks, between customer sittings, when handling used glasses or eating utensils, between handling stock and cash.</p> <p>Ensure you wash your hands regularly with soap and water for at least 20 seconds and use sanitiser in between washes.</p> <p>Sanitiser is placed around the site in wall units and freestanding bottles.</p> <p>Limit what you make contact with, do not lean on surfaces unnecessarily or go to parts of the building that are not essential.</p> <p>Do not leave tissues or discard PPE around, these must be</p>	3	3	9	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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			<p>put in the bin once used immediately.</p> <p>Personal items, PPE, clothing or other items must not be left outside of your work area.</p> <p>Minimise what you bring to site for personal use and ensure you are sanitising what is brought in.</p>								
7	Manual handling ; 2 man lifts or unavoidable tasks within close proximity (less than 2m)	<p>Spread of virus through contact such as equipment, tools, and surfaces as well as close proximity.</p> <p>Infection of others with or without showing of symptoms.</p>	<p>Where possible to keep a 1-2m distance you must do so. If you are unable to keep this distance masks can be used for the task and disposed of immediately after.</p> <p>When performing these types of tasks ensure where possible you are facing away from each other as much as possible. Tasks requiring less than 1- 2m distance must only be performed for periods less than 15 minutes at a time as advised by the Health and Safety Executive. Where possible employees should try to work back to back if practicable.</p> <p>Surfaces that you both have</p>	2	3	9	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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			<p>contact with must be regularly disinfected using the wipes or spray and paper towels provided.</p> <p>Shifts are in place to limit social interaction to small groups where possible.</p> <p>Disposable gloves can be worn where it is possible to carry out the task with these. You should wash your hands before donning gloves and immediately after use. Once gloves are used they must be disposed of immediately following the task. If you believe they have become contaminated during their use they must be disposed of immediately and another pair donned.</p> <p>Do not touch face, eyes, nose or mouth whilst working in close proximity with others.</p> <p>Where 2 persons are required to work in close proximity there should be a regular pairing to avoid the possible spread of infection.</p>								
8	Travel to and from work for employees	Spread of virus through close proximity – cough, sneezing, surface contact. Symptoms	When travelling to and from work avoid public transport where possible. If you do need to use public transport adhere to social distancing	4	3	12	Medium	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	

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		<p>of COVID-19. Infection of others with or without showing of symptoms. Contact with others such as at petrol stations and public transport.</p>	<p>and hygiene advice associated with this.</p> <p>Use the most direct route possible avoiding contact with other persons as much as is reasonable practicable.</p> <p>If purchasing tickets or fuel, try to limit surface contact, maintain social distancing and pay using contactless where you can to avoid handling cash and goods.</p> <p>Wash your hands when arriving at work immediately limiting surface contact prior to doing so.</p> <p>Whilst the business recognises the need for employees to use public transport it should be avoided where possible. Alternatives such as cycling could be considered or lifts from family members and those inside your social bubble.</p> <p>Where public transport is used employees must wear a face covering as directed by the UK Government. This should be removed immediately when arriving at</p>								

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			work and stored safely in your bag where others cannot come in to contact with it.								
9	Confirmed case of COVID-19 linked to the premises	All employees, customers, delivery personnel	<p>Any suspected or confirmed cases of the virus linked to the business will be risk assessed to establish the following ;</p> <ul style="list-style-type: none"> <li>• Where the individual was within the building</li> <li>• Who they may have come in to contact with</li> <li>• What surfaces they may have had contact with</li> <li>• How long they were present on site for and the length of time that has passed since they left the premises</li> </ul>	2	3	6	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	
10	Receipt of goods and deliveries	All employees and delivery personnel. Spread of virus through close proximity – cough, sneezing, surface contact. Symptoms of COVID-19. Infection of others with or without	<p>Where you have a supply, wear disposable gloves when handling incoming goods. If you are able (space permitted and goods are not in urgent demand) create a quarantine for incoming goods and label the area. These items can be left here for 24 hours if not required</p>	3	3	9	Low	Review within 1 week of opening	D Brooker / C Barrett	11/07/2020	



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		showing of symptoms.	<p>immediately.</p> <p>Limit interaction with delivery drivers – social distancing should be at least 1-2 meters, Ask drivers to leave packages on the ground. Do not take them directly from them.</p> <p>Keep packages in well-ventilated area, such as outside initially if possible.</p> <p>Wipe down surfaces of packages if visibly soiled.</p> <p>Slowly remove items and set aside on clean surface</p> <p>Discard original outer container and packaging material.</p> <p>Wipe down surface / table where packages were handled</p> <p>Remove gloves if used and wash your hands at the end of the activity and before you go on break/leave the site.</p> <p>Where 2 persons are required to work in close proximity to un-package goods there should be a regular pairing to avoid the possible spread of infection.</p>								

## Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score:  $L \times S = R$ .

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4'. Using the calculation we multiply  $1 \times 4 = 4$ . This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply  $5 \times 4 = 20$ . This returns a Risk Rating of High on the Risk Rating Key.

### Likelihood and Severity Key:

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

### Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.

<b>11-15</b>	<b>Medium</b>	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
<b>15-20</b>	<b>High</b>	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
<b>20+</b>	<b>Very High</b>	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

**Definitions:**

<b>Risk Assessment</b>	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
<b>Hazard</b>	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
<b>Harm</b>	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
<b>Likelihood</b>	The chance that a hazard realises its potential to cause harm.
<b>Severity</b>	Extent of injury, damage etc.
<b>Risk</b>	The probability of a hazard actually causing harm.
<b>Controls</b>	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.