# Covid-19 Risk assessment

## Company name: Beer and Bird Assessment carried out by: Tom Hanson (Owner)

## Date of next review: 17.03.2022 Date assessment was carried out: 17.03.2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Spread of Covid-19 in the kitchen area.** | Kitchen Staff could spread the virus between themselves and also pass the virus onto customers by contaminating food and/or plates etc… | General hygiene practises including regular hand washing and sanitising of all surfaces with appropriate agents.  All Kitchen staff sign a daily health declaration to say they have no symptoms of the virus.  PPE is available to staff who choose to wear them including masks and disposable gloves. Not currently mandatory in back of house environment where staff do not come into contact with customers.  Menu has been simplified to allow less staff to be on shift at any one time  Hand washing of crockery is avoided where possible; instead plates are passed through dishwasher on high temperature cycle.  Access to walk-in pantries, fridges and freezers is minimised with only one person being able to access these areas at one point in time.  Staff keep 2m apart where possible by designating individual workstations.  Staff work back-to-back where 2m distance is not possible.  Chef whites professionally laundered on a regular basis. | Additional signage to encourage distancing and mask wearing. | Tom Hanson (Partner) | 17/05/2021 | YES TO ALL |
| **Spread of COVID-19 in the bar & restaurant area.** | FOH staff could spread the virus between themselves or onto customers.  Customers could spread the virus between themselves or onto staff. | Regular, systemised hand washing and sanitising of all surfaces including tables, workstations & chairs.  Only card payments accepted.  All FOH staff sign a daily health declaration to say they have no symptoms of the virus.  PPE provided to all employees free of charge. Mask wearing compulsory for all FOH staff.  Staff keep 2m apart where possible and stick to individual workstations/areas where this is not possible.  Table service only – customers have to order and be served at the table.  Payments at table encouraged.  Signs to encourage 2m social distancing.  Restaurant capacity reduced and tables spaced to ensure 2m distancing. Where this is not possible, 1m distancing with mitigation (i.e. screens and/or back to back).  Disposable, single-use menus.  Cutlery and sauces provided on request.  Customers advised on entry regarding Covid-19 regulations including mask-wearing when not seated and 2m distancing.  Contact details taken from one member of each party to help with NHS track and trace. Entry refused to those who decline.  NHS Test and Trace QR code displayed at various locations to allow customers to log-in.  Designated ‘Covid Champion’ allocated to monitor covid procedures and take action if required. | Additional signage to remind staff and customers of their legal obligation to wear face coverings. | Tom Hanson (Owner) | 17/05/2021 | YES TO ALL |
| **Spread of Covid-19 between customers at entry/exit points and in queues.** | Customers could spread the virus when coming into close contact when entering or exiting the building and/or queuing for a table. | One-way system in operation (with accompanying signage) to ensure a steady flow of customers through the premises.  When restaurant is full, customers are encouraged to put their phone number on a waiting list and will be contacted when a table is available. They are not permitted to wait in the premises.  Social distancing signage and hand-sanitizing stations at entry points. | None | N/A | N/A | N/A |
| **Spread of Covid-19 in communal staff areas and on breaks.** | Staff sharing a break period and/or a communal area could spread the virus between themselves. | Breaks are staggered to ensure only 1 person on a break at a time.  Regular sanitizing of communal areas (i.e. desk).  Smoking breaks taken separately with thorough hand-washing after. | None. | N/A | N/A | N/A |
| **Spread of Covid-19 in shared toilet facilities.** | Customers and staff could spread the virus between themselves within the close-confines of the toilet facilities. | Daily cleaning and disinfecting of toilet facilities.  One-in-one-out policy displayed on the entrance to the toilets.  Floor markings outside the toilets to encourage social distancing when queuing.  Regular, systemised disinfection of the toilet facilities throughout the day with visible checklist. | Extra ventilation in toilet areas. (Extractor fans) | Tom Hanson (Owner) | 17/05/2021 | YES |
| **Spread of Covid-19 when receiving deliveries.** | Delivery drivers could spread the virus during the delivery process by touching surfaces or getting too close to staff members. | Delivery drivers instructed to deliver to designated area (middle of stock room).  Contactless delivery requested where possible.  Ensuring delivery drivers do not enter high-risk areas (e.g. kitchen.)  Staff keep 2m from delivery drivers where possible. | None | N/A | N/A | N/A |
| **Risk of infection among staff members deemed ‘high risk’ individuals. Or those sharing a household with high-risk individuals.** | Staff members with pre-existing health conditions deemed ‘high risk’ (or those sharing a household with a high-risk individual) could be seriously affected if they contract the virus.  In such cases it may not be possible for them to return to work while the virus is deemed a significant threat. | Open communication with staff in advance of their return to work. In cases where individuals are deemed ‘high risk’ we discuss the possibility of them remaining on furlough for as long as possible.  Where high-risk staff return to work, we try to find less exposed positions for them within the business. | None. | N/A | N/A | N/A |
| **Risk of an outbreak in the workplace** | In the event of a confirmed case in the workplace there is a risk that others could be infected leading to multiple cases. | Staff and customers told not to come to work or enter the premises if they have any symptoms of COVID-19.  Staff made to sign daily declaration to say they are free of symptoms.  Policy in place for reporting symptoms and/or a positive test to management. | Provide NHS ‘Action Cards’ to senior staff; providing detailed guidance on what to do in the event of an outbreak. | Tom Hanson (Owner) | 17/05/2021 | YES |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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