# Risk assessment template

## Company name: Hooked on the rocks Assessment carried out by: George Morgan

## Date of next review: Ongoing review as Covid-19 restrictions change

## Date assessment was carried out: 01.07.20

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Member of staff shows symptoms of Covid-19** | The individual member of staff. Covid may be transmitted by an infected person to any of the team that they come into contact with or anyone that they come into contact with who enters the building. e.g. customers / delivery drivers. | Staff will be informed of new Covid protocol before re-opening the restaurant, where it will specify that anyone showing symptoms must not attend work and request a test immediately. They will need to remain in close contact with the business to inform of test results. As we are a small business, any Covid within the team will result in the business being shut for the required isolation period. | Staff will be asked to wear masks during service.  Staff temperature will be taken at the beginning of every shift. | george to inform all returning staff of the new Covid protocol before they start work. | Before opening and before each member of staff returns to work |  |
| **Covid transmission via hands (Including A-symptomatic individuals who do not know they are carrying the virus)** | Any individual that a person carrying the virus physically comes into contact with may be infected with the virus. | Staff will wash hands at the start of their shift and regularly throughout their working day. An egg timer will be provided to ensure that staff are washing their hands for the required amount of time.  Extra antibacterial handwash will be placed in high traffic areas around the buiding, such as behind the bar.  A sanitation station will be created for when customers arrive and leave which they will be encouraged to use.  High contact areas will be sanitised regularly throughout the day e.g. door handles. | Limiting the number of times staff & customers touch the same things through the use of PPE. The staff will have their own pack of items to use at work which are not to be shared, including hand sanitiser. Disposable hand towels are to be provided in the toilets. Contact at the table during service will be reduced and unnecessary items on the tables will be removed.  Posters will also be included in the toilets and near to the staff handwashing facilities that remind people of the correct way to wash their hands. | George needs to source and purchase PPE, hand sanitisers etc to be put in place before the Restaurant opens. | Before opening and every day that the restaurant is operating. |  |
| Lack of social distancing | Staff and anyone who enters the premises, including customers and delivery drivers. Government guidelines suggest a 2m distance where possible, or a 1m distance with mitigations to lower the risk of covid transmission. | Taking bookings only to ensure that we are aware of numbers of customers on the premises and we don’t exceed the maximum. Using a staggered approach to booking tables and limiting numbers at certain times.  Implementing a one way system for staff to move around the restaurant including the kitchen. The kitchen staff will not go into the FOH. area and vice versa. Offer a takeaway service and a cook at home service as another option for people to dine with us. | Use empty tables as dividers from customers, allowing food to be served onto the empty table so the server doesn’t need to get too close.  Limiting table size to a maximum of 6 people and re-configuring seating to avoid face to face dining where possible.  Reminding those that may dine with children that they are responsible for ensuring that social distancing is adhered to by said children. | Front of house to communicate to potential customers via social media / mail chimp the requirement to book.  FOH to manage maximum table numbers. | Before opening and every day that the restaurant is operating. |  |
| **Too many staff in the building at any one time.** | Too many staff may result in social distancing measures not being adhered to and therefore increasing the risk of Covid transmission. | Not bringing staff back all at once. Allowing time for more restrictions to be lifted before bringing more staff back. Working within smaller ‘bubble’ teams. | Admin to now be completed at home to have even less staff in the building. | George to make decisions on staff return dates based on the needs of the business within Covid restrictions. | When the restaurant opens and ongoing. |  |
| **Covid-19 being picked up from various surfaces throughout the premises.** | Staff and anyone entering the premises, including customers and delivery drivers may contract the virus via surface contact. | Reducing the contact between people and surfaces via different methods including, taking card payments only to reduce the need for cash handling; paper menus that can be disposed of after each customer; contact points around the building, including tables and chairs being sanitised regularly. | Limiting the number of times staff & customers touch the same things through the use of PPE, giving the staff their own pack of items to use at work which are not to be shared, disposable hand towels to be provided in the toilets, reducing contact at the table during service, removing unnecessary items on the tables. Increased sanitation measures in all the toilets with a visible cleaning schedule. |  |  |  |
| **External covid transmission in the wider community.** | Possibility that a visitor to the premises unwittingly brings Covid into the restaurant resulting in staff and other customers becoming infected. | Requesting that anyone with symptoms refrains from visiting us for 14 days and stressing this during the booking process and reiterated on the website. | Following the government guidelines on collating customer information for the track and trace system. | FOH managing this during the bookings process. | as soon as bookings start being taken. |  |
| Customers not wishing to abide by the new Covid restrictions. | The staff in the building at the time, plus other customers or visitors to the premises. | Verbal communication at point of booking informing customers of the current way in which we are trading. | Increased communication via social media.  Post the Covid risk assessment on the website.  Put up posters in public areas to remind patrons of the current restrictions.  Ongoing staff training. | FOH to communicate at point of booking.  FOH source posters and monitor. | When the Restaurant opens. |  |

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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