RISK ASSESSMENT AND SAFE SYSTEM OF WORK

TASK/AREA/ISSUE BEING ASSESSED	**The Raven**
COMPANY	**Signature Pubs**
ASSESSOR	**Stuart Harrison**
DATE	**18/12/2021**
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) & (Omnicron) guidance and support documents as at 16/12/21**
PEOPLE AFFECTED	**☒ EMPLOYEES ☒ MEMBERS OF THE PUBLIC ☐ ADJACENT WORKERS ☒ CHILDREN/YOUNG PEOPLE ☒ CONTRACTORS** **☒ VISITORS/CUSTOMERS ☐ NEW/EXPECTANT MOTHERS ☐ 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	
Outside area Service – queue, order and collection	Infection transmission	4	5	20	**Outside** • A host will be allocated to monitor queue, direct customers. • Staff will be available to assign tables and monitor the area on the street. • Single use paper menu's will be provided as well as QR codes **Inside** • All guests will be asked to check in via test and Protect when seated inside • 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. This is to increase natural ventilation - fresh air comes in through open windows, doors or air vents. This is also known as 'passive air flow'	2	3	6	

					• Face coverings must be worn indoors at all times. Exemptions to this rule are 1. Customers with health conditions or respiratory problems & for children under the age of 12 - Customers may also remove their mask for the purposes of eating or drinking. • Customers need to be seated to eat or drink. • Customers and staff will have to provide documentation to show case there are exempt from wearing a face covering – failure to do so will result in no entry to the venue or sent home from their shift. • The regulations also provide an exemption for exercise which would include dancing. Unless eating, drinking, dancing or being seated at a table. Therefore, when moving around, queuing at the bar, entering/ leaving the premises, going to the toilet etc. A face covering must be worn. This is a legal requirement. • All FOH areas will be looked after via table service. This is to reduce the amount of guests mingling. Guests will not be able to order/ be seated at the bar. No standing guests. **Bar Area** • As the service style is table service all TM's will be ordering for guests and delivering to their allocated table. • All transactions will try to be cashless to avoid transmission when handling cash however cash payments are acceptable **Cutlery/Crockery/Condiments** • All food orders will be provided on plates. • Condiments will be in individual ramekins upon request. • All used items will be disposed of in bins that will be provided in the outside area. • All cutlery will be served from cutlery pots or on plates to reduce the amount of contact.				
Use of WC's	Infection transmission	4	5	20	• Hand sanitiser station will be located at main entrance to WC's • Signage will be provided to direct/instruct customers on social distancing and hand hygiene • Paper towels will be provided for hand drying to prevent customers queueing to use hand dryers • Staff will be provided to manage and monitor WC's • All patrons will be asked to wear face coverings when going to the toilet – they will be available for patrons free of charge.	2	3	6	
Food and Drink Service	Infection transmission	4	5	20	• Kitchen staff will develop method of communication with each other to avoid extended contact when placing orders at collection point	2	3	6	

Maintaining social distancing - customers	Infection transmission	4	5	20	• Venue capacity will be monitored throughout opening hours to ensure maximum capacity is not breached. This will be displayed within the venue • A host and Host stand will ensure customers log in to test and protect before they are seated. Host to seat customers to prevent unnecessary walking around the venue. • Customers accompanied by children will be advised on arrival that they are responsible for the supervision of the children – There are no children's play equipment or play area in the venue. • Designated 'accessible' tables will be provided for disabled customers • Sufficient signage and directional materials will be provided to ensure social distancing is maintained.	2	3	6	Choose an item.
Sanitisation	Infection transmission	4	5	20	• 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 Sanitiser will be located on each table and cleaned after guests leave. • We will allow extra times between bookings to sanitise tables • 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	• 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 asked to ensure hygiene standards are maintained whilst on their break. • Staff WC (customer bathroom) is available and will be subject to regular cleaning including touch points. Hand sanitisation station will be provided.	2	3	6	
Employee Health and wellbeing	Infection transmission	4	5	20	• 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. • All staff will be asked to do a lateral flow test before the beginning of each shift – this will be documented by their line manager. • Support will be provided to staff who experience stress, anxiety or distress. This will be done via Coffee chats and the use of our staff welfare app. • Staff will be required to wear medical grade face covering and must change face covering every 4 hours. • All staff must sign declaration stating they have read and understood the new guidelines and have also been trained on the new RA	2	3	6	
Home Life	Infection transmission	4	5	20	Family members should recognise the increased risk due to persons at work and practice: • Regular hand washing • Sanitising contact surfaces at home including bathrooms, food preparation surfaces • Coughing and sneezing protection actions • Home isolation where practicable	2	3	6	Choose an item.

					Avoid contact with vulnerable groups: • Cancer patients • Organ transplant patients • 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	• Staff are advised to wear a face mask whilst travelling and must 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	• 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	All employees will be reminded of the Corona Virus symptoms: - • 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 Staff who are experiencing symptoms **MUST NOT ATTEND WORK**. Staff who have live with someone who has contracted Covid 19, will also self isolate.	2	3	6	Choose an item.

					Any staff who develop symptoms while at work will be sent home and instructed to contact NHS 24 and follow the advice provided. Staff who have been tested and confirmed positive will inform their manager as soon as possible after receiving positive diagnosis. National test and protect processes will be implemented, and close contact will be contacted by the NHS and given advice on self-isolation requirement and/or testing arrangements. Staff who are self-isolating, you must not: - • 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				

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
Y	17/12/2021	
	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.	
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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 ▶ / ▼ Likelihood		**1**	**2**	**3**	**4**	**5**
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**