

# Coronavirus Risk Assessment

Coronavirus risk assessment prepared for The Royal Oak, Yattendon, Berks, RG18 0UF

Guidance & recommended risk control measures are sourced directly from Public Health England & the government website wherever possible  
[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

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## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>CHECKS &amp; CONTROLS BEFORE REOPENING</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Checks on building which has been unoccupied	Fires Electrical problems Plumbing problems Equipment not working Building in state of disrepair	Staff, guests, suppliers, contractors	Initial Audit checklist to be completed before re-entry  Empty Building checklist to be completed before re-entry  Reoccupation checklist to be completed before re-entry  COVID 19 poster to be displayed at entrance	5	2	10
Fire Risk Assessment (FRA)	Fires Fire alarm Fire equipment Fire training	Staff, guests, suppliers, contractors	FRA to be reviewed before re-entry  FRA action plan to be completed before re-entry	5	2	10
Plumbing	Legionella build up	Staff, guests, suppliers, contractors	Weekly checks completed during lockdown  Legionella engineer to attend site before re-opening to complete legionella report, bleed all tanks and pipes, record findings  The business not to reopen before receipt of legionella certificate of health  All shower heads to be disinfected  Aircon system to be checked by contractor	5	3	15

Electrical fixed wiring	Electrical fires	Staff, guests, suppliers, contractors	5 year fixed wiring report to be completed by registered electrician before re-opening	5	2	10
First Aid	Have sufficient First Aid materials to administer First Aid  Have sufficient First Aiders to administer First Aid	Staff, guests, suppliers, contractors	First Aid supplies to be reviewed  List of First Aid qualified persons to be reviewed	3	2	6
SFBB	Food safety records not up to date	Staff, guests, suppliers, contractors	SFBB book to be updated with pre COVID close down actions, and actions taken on re-opening	4	3	12

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>VULNERABLE PEOPLE</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Clinically extremely vulnerable people working – those notified by the NHS	Risk to them  Transmission of disease	Staff, guests, suppliers, contractors	Advised to stay at home at all times  Advised to avoid face to face contact  Staff consulted if any of them fall into this category  No existing staff currently fall into this category	5	5	25
Clinically vulnerable people working - those with pre existing conditions	Risk to them  Transmission of disease	Staff, guests, suppliers, contractors	Advised to take extra care observing social distancing guidelines  Helped to work from home, in current or different role  If they cannot work from home, the safety on site jobs to be offered  Staff consulted if any of them fall into this category  No existing staff currently fall into this category	5	5	25
Vulnerable people – old, obese	Risk to them  Transmission of disease	Staff, guests, suppliers, contractors	Advised to take extra care observing social distancing guidelines  Staff consulted if any of them fall into this category  No existing staff currently fall into this category	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>ESTABLISHING A COVID SAFE ENVIRONMENT</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Consultation with staff, establishing Risk Assessment	Contact with persons suffering from coronavirus  Transmission of disease	Staff, guests, suppliers, contractors	Consultation process with management to take place  Risk Assessment to be completed  Risk Assessment action plan to be set up and completed before re-opening	5	5	25
Communicating results of Risk Assessment	Contact with persons suffering from coronavirus  Transmission of disease	Staff, guests, suppliers, contractors	All staff to sign off on CV Risk Assessment, CV Health & Safety policy, Emergency Action Plan, Safe Systems of Work, new cleaning procedures  All staff to have seen the updated Risk Assessment after the June 23 <sup>rd</sup> government update  Staff to attend training day on re-entry to building  All relevant signage, floor markings, government advice posters, social distancing poster, COVID-19 poster to be purchased and displayed where appropriate	5	5	25
Emergencies	Contact with persons suffering from coronavirus  Transmission of disease	Staff, guests, suppliers, contractors	Emergency Action Plan (EAP) to be in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take  EAP to be displayed in visible areas	5	5	25

			<p>All members of staff to be instructed to follow government guidance on self-isolating and adhere to advice given</p> <p>Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19</p>			
Being at work in contact with people	<p>Contact with people who may have been exposed to coronavirus</p> <p>Transmission of disease</p>	Staff, guests, suppliers, contractors	<p>Employees who are suspected to have CV to quarantine themselves in accordance with the government guidance</p> <p>Other persons who may have been exposed to CV have been instructed by the government guidance to quarantine themselves</p>	5	5	25
Being at work in contact with people	Returning from abroad - contact with people who may have been exposed to coronavirus	Staff, guests, suppliers, contractors	Employees who have returned from foreign travel to quarantine themselves for 14 days as per government instruction, even if they do not show any symptoms. They should not return to work for 14 days	5	5	25
Monitoring of staff symptoms	Transmission of disease	Staff, guests, suppliers, contractors	<p>All staff to be proactively checked on a daily basis for symptoms</p> <p>Emergency plan to be enacted if anyone found to be symptomatic</p>	5	5	25
Monitoring of controls	Incidents going unreported, controls not monitored, transmission of disease	Staff, guests, suppliers, contractors	<p>New communication channel to be set up to allow for staff feedback on all CV issues</p> <p>New monitoring controls procedures to be set up</p> <p>Regular review of Risk Assessment to take place</p>	5	5	25
Customer awareness of procedures and communication of actions	Transmission of disease	Staff, guests, suppliers, contractors	Actions, guidelines and instructions to be communicated on website, on emails, and displayed via signage at entrance and throughout business	5	5	25

			<p>Website to contain Risk Assessment and COVID 19 poster</p> <p>Floor markings to be clearly marked to indicate directions of travel required</p> <p>Maitre d' to meet and greet at front door to explain functionality</p>			
Maintaining all standard procedures	Transmission of disease	Staff, guests, suppliers, contractors	<p>All staff to maintain and continue to adhere to all standard pre COVID company procedures as per previous training, to include :</p> <p>Food safety Health &amp; safety Fire safety COSHH PPE RIDDOR</p>	5	5	25
Traceability of customers	Being unable to assist in the HMRC contact tracing programme	Staff, guests, suppliers, contractors	Records to be kept for 21 days for anyone who enters pub	5	3	15
Communicating maximum number of people at gatherings	Transmission of disease	Staff, guests, suppliers, contractors	Signage to be displayed throughout the business, on emails, on website, at time of booking, highlighting latest guidelines	5	5	25
Disabled access	Disabled guests unable to access entrances, exits, WC's	Disabled guests	<p>Ensure all routes allow for access for disabled guests access</p> <p>Staff to be trained to look out for disabled guests to assist where necessary</p>	5	3	15
Children running around	Social distancing measures ignored	Staff, guests, suppliers, contractors	<p>Staff to remind parents that it is their responsibility to ensure children follow guidelines</p> <p>Signage displayed accordingly</p>	5	4	20
Adverse weather	Social distancing measures ignored	Staff, guests, suppliers, contractors	Procedure established to deal with sudden change in weather which may result in people coming inside	5	3	20



## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>CLEANING &amp; HYGIENE</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Cleaning	Transmission of disease	Staff, guests, suppliers, contractors	<p>New Safe System of Work to be established for cleaning in all departments</p> <p>New cleaning procedures to be set up for all departments</p> <p>New procedures to be signed off by staff before re-opening</p> <p>Staff to be retrained on procedures on training day before re-opening</p> <p>Deep clean of entire business to take place on re-entry</p> <p>Enhanced and more regular cleaning of all departments to take place throughout the day</p> <p>Regular cleaning of high volume touch points eg door handles, WC's to take place</p> <p>Extra waste facilities provided where necessary</p>	5	5	25
Signage	Transmission of disease	Staff, guests, suppliers, contractors	Signage to be supplied with clear instruction on how to wash hands, the need to wash hands regularly, avoid touching face, catch and bin sneezes	5	5	25

Sanitising sprays	Transmission of disease	Staff, guests, suppliers, contractors	All entry and exit points to have sanitiser station  Sanitiser sprays to be placed in all bedrooms and at foot of each staircase	5	5	25
Ventilation	Transmission of disease	Staff, guests, suppliers, contractors	The business to open windows and doors frequently to encourage ventilation, where possible	5	5	25
Waste disposal of potential CV sufferers	Transmission of disease	Staff, guests, suppliers, contractors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, to be put in a plastic rubbish bag and tied when full  The plastic bag to then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>SOCIAL DISTANCING</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Social distancing	Transmission of disease	Staff, guests, suppliers, contractors	<p>Social distancing guides to be displayed by signage &amp; floor markings throughout the business</p> <p>New table plan to be configured to ensure social distancing guidelines can be adhered to</p> <p>1 way systems to be set up and communicated via signage &amp; floor markings throughout the business</p> <p>1 entry, 1 exit doors to be set up throughout the business</p> <p>All staff, customers, suppliers and contractors to keep a distance of at least 2 metres where possible, or adhere to latest government guidelines, currently 1 metre plus</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission. Further mitigating actions include:</p> <p>Increasing the frequency of handwashing and surface cleaning</p> <p>Keeping the activity time involved as short as possible</p> <p>Using screens or barriers to separate people from each other</p>	5	5	25

			<p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p>			
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## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>STAFF AT WORK</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Working from home	Transmission of disease	Staff, guests, suppliers, contractors	Staff that can work from home, and how often, to be identified and allowed to do so where appropriate	5	5	25
Staff arriving at work	Contact with people  Transmission of disease	Staff, guests, suppliers, contractors	Separate entry and exit doors provided for staff  Sanitiser sprays positioned at each entry and exit point  Separate changing areas provided	5	5	25
Staff breaks, eating and changing areas	Transmission of disease	Staff, guests, suppliers, contractors	Breaks to be taken outside if possible  A separate dining area set aside where possible  Staff to take staggered breaks where possible  More coat hooks to be supplied to keep clothes apart  Only 1 person in changing area at any 1 time  Staff changing area to be cleaned more regularly as part of KP cleaning duties  Where possible staff to arrive already in uniform to reduce time spent in changing room	5	5	25

			<p>Staff informed to wash hands at the beginning and end of every break and on arrival/leaving the premises via training day and signage</p> <p>Areas of the premises not normally used turned into makeshift rest areas</p>			
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## Coronavirus Risk Assessment Form

<b>ACTIVITY:</b>	<b>PPE</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
PPE	<p>Having sufficient PPE for CV</p> <p>Transmission of disease</p>	Staff, guests, suppliers, contractors	<p>The business to follow the latest government guidelines at all times</p> <p>Current PPE requirements discussed during consultation and purchased accordingly</p> <p>The business to support those wishing to use PPE, however the disease is best managed by good hygiene practise and following government guidelines :</p> <p>Stay at home if you have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 38C (100.4F) or notice a loss or change to your sense of smell or taste</p> <p>Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands)</p> <p>Wash your hands often with soap and water for at least 20 seconds or use a 60% alcohol-based hand sanitiser</p> <p>Routinely disinfect any frequently-touched surfaces, such as workstations, countertops and doorknobs</p> <p>Increase cleaning of common areas using standard cleaning agents</p>	5	3	15

			<p>If using face coverings, staff to adhere to following guidelines :</p> <p>Avoid touching face or face covering, as it could contaminate them with germs</p> <p>Change face covering if it becomes damp or if has been touched</p> <p>Continue to wash hands regularly</p> <p>Change and wash face coverings daily</p> <p>If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully</p>			
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## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>SHARING EQUIPMENT</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Sharing of work equipment	Transmission of disease	Staff, guests, suppliers, contractors	<p>Wipes, sprays and bins to be stationed next to every till, telephone, PDQ machine, PC, mouse and keyboard</p> <p>Where possible, staff to use their own designated equipment</p> <p>Where it is not possible to use their own equipment, all equipment will be sanitised and wiped down after each use</p> <p>All shared equipment to be sanitised at start and end of each day and service</p>	5	5	25
Pens and writing pads	Transmission of disease	Staff, guests, suppliers, contractors	<p>All staff to bring own pen to work</p> <p>Designated waiter pads to be handed out</p>	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>DELIVERIES &amp; CONTRACTORS</b>		
<b>Location/dept. : ALL AREAS</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Deliveries	Up to 8 deliveries per day, often at same time  Transmission of disease	Staff, guests, suppliers, contractors	All food deliveries to be left outside at designated delivery drop off point  Staff to receive goods outside where possible  No food delivery men to enter building where possible  Head chef to communicate procedures to suppliers  Where suppliers do have to enter building, they must follow social distancing guidelines  Chefs and managers to order more, less often where possible to reduce deliveries	5	4	20
Contractors	Transmission of disease	Staff, guests, suppliers, contractors	All contractors to read Gubb Inns Risk Assessment before working  Gubb Inns to be confident that contractors have taken requisite measures to reduce risk of transmission  Allow any work to be carried out at night if possible, or at times when less people are in building	5	4	20

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>GUEST ORDERING PROCESS – BAR, FLOOR, GARDEN, BREAKFAST, TAKEAWAYS</b>		
<b>Location/dept. : FOH</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Drinking at bar	Transmission of disease	Staff, guests, suppliers, contractors	No drinking to be allowed at bar  Bar stools to be removed	5	4	20
Buying a drink outside	Transmission of disease	Staff, guests, suppliers, contractors	Ordering, payments & delivery points established and clearly indicated  1 way systems & WC access indicated	5	4	20
Buying a drink inside	Transmission of disease	Staff, guests, suppliers, contractors	Plastic shield erected at bar to minimise contact  Only 1 guest to be at bar at any one time  Payments to be by contactless only  1 way system to be set up	5	4	20
The booking system	Large amount of walk ins	Staff, guests, suppliers, contractors	New table plan to be configured  Bookings only and communicated on website, emails, in-house  Minimal walk ins to be catered for but assigned to waiting area if required  Contact details to be taken of all walk ins	5	4	20

Ordering food	Transmission of disease	Staff, guests, suppliers, contractors	<p>Waiter to explain ordering system to guests on arrival</p> <p>Paper menus &amp; pencils to already be on tables</p> <p>Waiter to ask guests if they would like to mark on the menu themselves or if they would like waiter to take order</p> <p>Waiter to explain that salt &amp; peppers have been sanitised for each table before and after every use</p> <p>Separate sachets of salt &amp; pepper to be available if required</p> <p>Condiments cleaned after every use</p> <p>Cutlery to be wrapped within napkin</p> <p>Extra cutlery to be delivered in baskets and discreetly left on edge of table for guests to help themselves</p> <p>Waiter to explain that cutlery has been washed thoroughly through the machine after each use &amp; polished again before service</p>	5	4	20
Breakfast service	Transmission of disease	Staff, guests, suppliers, contractors	<p>Buffet to be removed altogether and reduced menu offered</p> <p>Chefs to cook to order to minimise contact</p>	5	4	20
Ordering take aways	Transmission of disease	Staff, guests, suppliers, contractors	<p>Payments to be made over the phone when ordering</p> <p>Pick up times to be staggered to reduce contact</p> <p>Drivers to be encouraged to wait in car where possible for delivery to car</p> <p>Designated waiting area to be set up and clearly indicated</p>	5	4	20

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>WORKING ON BAR</b>		
<b>Location/dept. : FOH</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Serving customers at bar	Transmission of disease	Staff, guests, suppliers, contractors	Plastic shield to be placed on bar to reduce contact with guests  Card payments only – contactless payments where possible  PDQ machine left on bar for ease of access	5	4	20
Delivering drinks to tables	Transmission of disease	Staff, guests, suppliers, contractors	Trays to be used at all times  Staff to ask the guest if they would like to remove the drinks themselves or if they would like the staff to do it as normal  Staff to remove tray  Sanitiser to be used after each table visit	5	4	20

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>WORKING ON FLOOR</b>		
<b>Location/dept. : FOH</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Working on the floor	Transmission of disease	Staff, guests, suppliers, contractors	<p>Teams to work in pairs where possible to reduce contact with other staff</p> <p>Teams to work in sections where possible. Where not possible, social distancing guidelines to be adhered to</p>	5	4	20
Serving food & coffee to tables	Transmission of disease	Staff, guests, suppliers, contractors	<p>White cloths to be used for all food deliveries to tables</p> <p>Guests to be asked if they would prefer to take the plate themselves to reduce contact or if they would like the staff to serve as normal</p> <p>Person at pass to stand back whilst waiting for food to reduce contact with chefs</p> <p>If more than 1 person at pass, social distancing guidelines to be adhered to</p> <p>Sanitiser to be used after each table visit</p> <p>Sugar sachets to be used instead of loose sugar</p> <p>Staff to sanitise after each use of coffee machine</p>	5	4	20

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>CHECK INS</b>		
<b>Location/dept. : FOH</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Check ins	Transmission of disease	Staff, guests, suppliers, contractors	<p>Staff to highlight changes, procedures &amp; safety measures at check in</p> <p>Staff not to follow guests to rooms, and to point out the route required, the position of sanitisers, and that a welcome note is in rooms which explains guidelines</p> <p>Staff not to enter rooms where at all possible</p> <p>Staff to deliver milk to door and leave outside</p> <p>Sanitiser spray to be placed in each room</p>	5	4	20

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>WORKING IN KITCHEN</b>		
<b>Location/dept. : KIT</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Working in kitchen	Transmission of disease	Staff, guests, suppliers, contractors	<p>Staff to carry out extra hand washing / sanitising on top of normal procedures</p> <p>Hands to be washed / sanitised after each table served</p> <p>Number of people in kitchen at any 1 time to be kept to minimum to assist social distancing</p> <p>Staff to work in pairs where possible to reduce contact</p> <p>Staff to work in sections where possible</p> <p>Designated areas for prep created</p> <p>Menu to be reduced as much as possible to reduce number of people in kitchen, and to reduce crossover of chefs</p>	5	5	25
Contaminated food	Transmission of disease	Staff, guests, suppliers, contractors	On top of normal procedures, extra cleaning to be carried out of any washable food stuffs eg fruit and veg	5	5	25



## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>KITCHEN PORTER AREA</b>		
<b>Location/dept. : KIT</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Working in the kitchen porter area	Transmission of disease	Staff, guests, suppliers, contractors	1 way system to be set up to reduce contact  1 in, 1 out system to be set up for FOH staff	5	5	25
Plate washing	Transmission of disease	Staff, guests, suppliers, contractors	KP's to ensure water is always piping hot via regular sink changes  KP's to ensure dishwash temperature is at required temperature at all times via regular checks  KP's to regularly empty & re-fill machine	5	5	25
Rubbish areas	Transmission of disease	Staff, guests, suppliers, contractors	Rubbish areas to be cleaned more regularly as part of updated KP cleaning duties  Extra bin collections to be established where necessary	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY:</b>	<b>WC'S</b>		
<b>Location/dept. : HSKP</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Maintaining cleanliness in WC's	Transmission of disease	Staff, guests, suppliers, contractors	<p>Signage to be displayed outside &amp; inside WC's advising guests of guidelines</p> <p>Guests to be asked via signage to sanitise taps, toilet seat, door handles after each use</p> <p>Paper towels to be provided and extra bins</p> <p>WC area to be cleaned regularly throughout the day</p> <p>Cleaning rota to be displayed outside WC's with cleaning times marked</p> <p>1 in, 1 out system to be set up</p> <p>1 way system in corridor to be set up</p> <p>Keep WC's ventilated where possible</p>	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>HOUSEKEEPING &amp; BEDROOMS</b>		
<b>Location/dept. : HSKP</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
New procedures for bedrooms	Transmission of disease	Staff, guests, suppliers, contractors	<p>Review to take place of handling procedures of laundry supplier to prevent contamination of surfaces, rising dust or dispersing the virus</p> <p>All rooms to be ventilated whenever possible</p> <p>Sanitiser spray to be placed at foot of all stairs and in all bedrooms</p> <p>Remote controls to be placed in plastic bag and changed after each use</p> <p>Bedrooms to be rotated to maximise time between each use</p> <p>Cleaning rotas to be displayed in each room</p> <p>All unnecessary materials to be taken out to reduce contact points – magazines, ornaments</p> <p>All pillow &amp; mattress protectors to be washed on reopening</p>	5	5	25

## Coronavirus Risk Assessment Form

<b>ACTIVITY :</b>	<b>WORKING IN OFFICE</b>		
<b>Location/dept. : OFFICE</b>	<b>Assessed by : RM</b>	<b>Date assessed : 05.06.20</b>	<b>Review date : 01.08.20</b>

Activity	Hazard / risk	People at risk	Controls in place	Severity 1-5	Likelihood 1-5	Risk rating
Working in office	Transmission of disease	Staff, guests, suppliers, contractors	Sanitiser sprays & bins to be provided at each PC, mouse, keyboard, telephone, PDQ, machine  Staff to sanitise after each use  Staff to use own PC where possible  Staff not to work face to face but side to side  Staff to adhere to social distancing guidelines	5	5	25
Meetings	Transmission of disease	Staff, guests, suppliers, contractors	Only essential face to face meetings to be held  All meetings to observe 2 metre social distancing rule  All materials to be wiped down after use  Zoom / telephone meetings to be held where possible  Meetings to be held outside if possible  Hand sanitiser to be placed in rooms  Rooms to be well ventilated	5	5	25