

COVID-19 Risk Assessment



Covid-19 is a new disease that can affect your lungs and airways. It is caused by a virus called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). Symptoms can be mild, moderate, severe, or fatal.

To keep up to date with HSENI advice to workplaces in this fast changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-updateo>

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

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	<ul style="list-style-type: none"> Staff Customers Cleaners Contractors Visitors to Premises Vulnerable Groups (Elderly, Pregnant, Existing Health Conditions) Anyone who physically comes into contact with us in relation to the business 	Hand Washing <ul style="list-style-type: none"> Hand wash stations with antibacterial soap and water in place Sanitiser stations in place inside and outside Hand sanitisers on entry to toilets Drying of hands with disposable blue roll or hand dryer, in place at all hand wash stations Regular hand washing during shift by all staff Posters displayed for hand washing guidance and reminder of frequency for customers and staff 	<ul style="list-style-type: none"> Staff training in new procedures, Government guidelines and social distancing Remind staff to hand wash at beginning of shift, change of shift, before and after breaks and regularly throughout the day Contact with another person must then wash hands immediately Remind staff to wash hands immediately if they touch their face, sneeze or blow their nose. 	Manager Manager All staff Manager	01/07/2020 On going On going On going	01/07/2020 NA NA NA
		Symptoms of Covid-19 <ul style="list-style-type: none"> We advise both customers and staff who feel unwell to stay at home and follow latest government guidelines If a member of staff becomes unwell whilst at work they will be sent home and advised to follow the latest government guidelines 	<ul style="list-style-type: none"> Management will maintain regular contact with staff members during this time If someone has come to work with coronavirus, we will follow the government cleaning advice If a member of staff or customer has developed Covid-19 & were recently at our premises the manager will contact Public Health authority to discuss the case, identify staff who have been in contact with them, and take any action advised. We will assist NHS test and trace by taking customers names and numbers and keeping for 21 days Staff rotas to be kept for 21 days to assist NHS test & trace 	Manager Manager Manager Manager	On going On going On going On going	NA NA NA NA

<p>Social Distancing</p> <ul style="list-style-type: none"> • Obey current Government guidance regarding social distancing • One-way systems inside and outside for staff and customers • Floor markings and barriers in place for queuing and one-way systems • Perspex screening in place for when social distancing is not possible i.e. the bar • Layout altered to follow guidelines • Posters and signage in place to inform customers of new procedures • Toilet queuing system in place & limited numbers • Table service only. All drinks & food to be served to the table • No loud music or singers at this time to avoid shouting or making conversation difficult to avoid potential increase risk of aerosol transmission <p>Staff Specific Social Distancing</p> <ul style="list-style-type: none"> • Staff separated into A and B teams to reduce risk of cross contamination • Only kitchen staff permitted in kitchen and washing up areas • Encourage contactless payment • Reduced food & drink menus • Social distancing to be adhered to during breaks. • Keep left on stair ways • Staff to give way in restricted areas so not to pass 	<ul style="list-style-type: none"> • Staff training in the new procedures, Government guidelines & social distancing • Entry & exit points in place for customers & staff • Customers do not enter the site without being advised of our procedures & then being seated • Staff to ensure tables are not moved by customers - staff to inform managers if this happens • Floor markings, barriers and one-way system • Management to hold daily briefings to highlight importance of social distancing and current Government restrictions • No cutlery or condiments to be on tables • All food & drinks to be delivered to tables on trays <ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. • A & B teams to have a staff representative to voice concerns with management. Team members to vote for their representative. 	<p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>01/07/20</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>01/07/20</p>	<p>01/07/20</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>01/07/20</p>
<p>Site Cleaning</p> <ul style="list-style-type: none"> • Frequent cleaning and disinfecting will take place throughout the day of all high use touch points, including door handles, light switches, tills, payment machines, toilet flushes and taps. Gloves must be worn for this. • Antibacterial deep clean before opening and after closing • Checklists and signage in place regarding cleaning practices • Menus to be used once and then discarded. • Staff uniform, tea towels, sponges etc to be washed daily at 60 degrees Celsius 	<ul style="list-style-type: none"> • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. • Management to hold daily briefings to highlight importance of cleaning • Customer seating, tables & chairs to be washed and sanitised after each use 	<p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p>	<p>NA</p> <p>NA</p> <p>NA</p>
<p>PPL</p> <ul style="list-style-type: none"> • Gloves must be worn for all antibacterial cleaning • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	<ul style="list-style-type: none"> • Staff to be reminded that the use of gloves is not a substitute for good hand washing. • PPL stations for staff who choose to use masks, visors, or gloves • In training staff will be shown how to put on & safely fit & remove masks 	<p>Manager</p> <p>Manager</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p>	<p>NA</p> <p>NA</p> <p>NA</p>

		Deliveries <ul style="list-style-type: none"> • Deliveries & post to be managed by Managers & Supervisors only • Deliveries to be wiped down with sanitiser spray & antibacterial wipes where possible • Hands to be washed thoroughly before & after orgloves to be worn. 		Manager Manager Manager	On going On going On going	NA NA NA
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Please Note: In the event of an emergency (ie fire, first aid etc.) Social Distancing measures do not apply