

# Risk assessment - Coronavirus / Highly transmittable disease

Company name: **Royal Oak Ramsden Ltd**

Date of risk assessment: **23/06/2020**

Action	How the virus/highly transmittable disease can be passed on	What are you already doing?	Additional steps & information	Action by who?	Action by when?	Done
Receiving deliveries Food items	Social distancing when receiving food goods Contamination through shared use of items such as pens Contamination of packaging	No deliveries are to be signed for, visual confirmation only, driver will sign on before. Record information via smartphone cameras. Goods to be delivered to safe spot, rear right shed. Wearing gloves, staff should dispose of incoming packaging directly into external bins and store food in our own containers as much as possible	Increase vigilance and training  IT IS HIGHLY UNLIKELY THAT THE VIRUS CAN BE SPREAD VIA PACKAGING OR FOOD. HOWEVER, IT IS POSSIBLE THAT IT CAN SURVIVE UP TO 6 DAYS ON PACKAGING.	All staff, supervisor to Manager	From now on  23/06/2020	
Delivering to private households	Social distancing rules broken Exposure to new people	All payments to be taken over the phone, Strictly no cash to change hands (includes tips) Under no circumstances enter the house. If medical attention is needed, call 999 and follow instruction. If on numerous deliveries, check in with pub after each one. A whatsapp group is active for this to be quick and efficient. If on numerous deliveries, an agenda is issued to driver and kept with pub staff	Deliver steps; 1. Pre delivery call to advise the food is on its way. 2. Food in packaged bags are left on door step or safe place. 3. Door is knocked / bell rung, staff member moves a safe distance (2m) until answered. 4. Ensure guest is well and needs no further support and that food is received	All staff, supervisor to Manager	23/06/2020	
Working environment Staff in proximity	Social distancing rules broken Easy to cross contaminate	Correct staffing levels are essential, kept to an acceptable minimum Staff not to meet/crowd in small spaces and to obey social distancing rules at all times Safe working zones created.	One person one till.	All staff, supervisor to Manager	23/06/2020	

Working environment Contamination of surface	Easy to spread contamination	All surfaces to be sanitised immediately after use. No general public allowed into site during 'lockdown' General sanitization to be carried out at regular intervals Gloves should be worn when using utensils, and those utensils sent to dishwasher after use.	Safe working zones created	All staff, supervisor to Manager	23/06/2020	
Shared equipment Coffee machines / Laptops / tills	Easy to spread contamination	Staff to be assigned a station and are solely responsible for designated equipment. It should be sanitised regularly and at the end of the shift.	Sanitise before use as well	All staff, supervisor to Manager		
<b>Limited opening. External areas only</b>	Breaking the '2metre rule' during serving. Contamination of glassware or other items handled by guests/staff	SOP 1. Online booking system available. 2. Please wait to be seated sign at front door. Sanitizer at front. Information to remain 2 metres apart along pub patio if a queue forms. 3. Host at front door managing numbers, table allocation and toilet use (see below) 4. Guests shown to table where information cards are present. Sanitizer on each table. 5. Drinks brought to the table on a tray, tray left on table. 6. Card payment only, preferred contactless 7. Table cleaned and sanitised after use. Staff must wear gloves and masks in this process	Staff health check checklists on a daily basis. Strict hand washing procedure. Review of SOP basics before every shift Staff instructed to keep interactions to a minimum. Strict policy for guests to remain at their allocated tables.	All staff, supervisor to Manager		
Guest & Staff toilet use	Cross contamination in the toilets.	SOP 1. One person to use the guest toilet at a time. (Unless a child is required to be accompanied by an adult) 2. Access permitted by host. 3. Personnel hygiene notices displayed clearly, with instructions on how to maintain toilets. 4. Sani-wipes & sanitizer provided.	Disabled toilet designated for staff use only Sanitised after use. Available to disabled guests on request	All staff, supervisor to Manager		

<b>Opening during Transmittable disease (such as Covid 19) level 2 or 3</b>	Breaking the '1metre plus' during serving. Contamination of glassware or other items handled by guests/staff	SOP 1. Online booking in place and encouraged to manage occupancy levels. 2. No dining in front sections. Drinking zones only. Bookable. 3. Reduced covers in Restaurant & bar to allow for '1 metre plus rule' 4. One member of staff manages restaurant and has sole use of restaurant till. 'Safe working zones policy'	Guest Rules <ul style="list-style-type: none"> <li>• To remain at their seat, request toilet use</li> <li>• Children to remain seated strictly enforced</li> <li>• No standing at the bar</li> <li>• One-way operation in place             <ul style="list-style-type: none"> <li>• Entry by the main door</li> <li>• 2 Exits, via the garden and the toilets, both leading to the car park</li> </ul> </li> <li>• See toilet use above</li> <li>• Clear message to stay home if symptoms arise</li> </ul> Safe working zones created. Minimal staff to attend each table.	All staff		
<b>Staff health</b>	Risk of staff bring the virus onto the premises	Staff temperature checked and recorded at the beginning of every shift. If symptoms show, staff must stay home	The staff team is our 'bubble'.	All staff		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

## How to avoid catching and spreading coronavirus (social distancing)

Everyone should do what they can to stop coronavirus spreading.

### Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- avoid close contact with people who have symptoms of coronavirus
- only travel on public transport if you need to
- work from home, if you can
- avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- avoid events with large groups of people
- use phone, [online services](#), or apps to contact your GP surgery or other NHS services

### Don't

- do not touch your eyes, nose or mouth if your hands are not clean
- do not have visitors to your home, including friends and family