

HAZARD	WHO MIGHT BE HARMED AND HOW?	Risk without controls in place		Residual Risk	Control Measures	Risk controls in place		Residual Risk	ACTION BY WHO	ACTION BY WHEN
		Severity	Likelihood			Severity	Likelihood			
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff in the 'clinically extremely vulnerable' group may be harmed by virus transmission	5	4	20	All staff members in the clinically extremely vulnerable group or clinically vulnerable group (including new or expectant mothers) are not permitted to come into work.	5	1	5		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff in the 'clinically extremely vulnerable household' and 'clinically vulnerable' groups may be harmed by virus transmission	4	4	16	Any staff member in the clinically extremely vulnerable household group is permitted to come into work, however they must only perform tasks where they are separate from others e.g. taking orders on the other side of a protective screen. This group of individuals must also follow all other control measures identified in this risk assessment around maintaining social distancing & personal hygiene. Note: Expectant mothers are classed as being at higher risk and are included in the 'clinically vulnerable' group, therefore it is important management are made aware of staff's change in circumstances so modifications to duties can be made.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff may be harmed by virus transmission when travelling to work.	4	4	16	Staff travelling for work are advised to travel alone in their own private vehicle unless with another member of the same household and avoid using public transport wherever possible. Where staff do use public transport they are advised to follow the government's COVID-19 guidelines and wear a face covering and maintain social distancing as far as possible including avoiding sitting face-to-face, keep the vehicle well ventilated by opening window(s) and wash their hands at the earliest opportunity after disembarking.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff may be harmed by virus transmission from other Staff members.	4	4	16	All Staff to receive COVID-Secure training on how to manage the risk at work, based on the contents of this risk assessment. All staff members are required to take their temperature before arriving to work, with anyone having a temperature of >37.8 Deg or showing any other covid-19 symptom are to stay at home to self isolate in accordance with the latest government guidance.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff may be harmed by virus transmission by surface contact, through inadequate hygiene.	4	4	16	Staff are required to wash their hands immediately upon arrival at work and then frequently throughout the day using good handwashing techniques. All staff are to wash their hands before & after eating, drinking, taking their breaks or using the toilet. Staff are to use their designated entrance (separate for kitchen & front of house staff) Staff are to wear freshly laundered workwear each day and to change into their work clothes in the garage area of the premises. No dicky bows to be worn at present. Start & finish times have been staggered to ensure social distancing can be maintained whilst changing and hand sanitiser is available where staff members change their clothes. Staff to store their work / home clothes on their designated storage shelf. Staff should avoid touching their face and cough or sneeze into a tissue which must be binned safely or into their arm if a tissue is not available.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff and customers may be harmed by virus transmission upon arrival & placing orders.	4	4	16	Staff are required to wear face coverings at all times (except during their during breaks) & are required to maintain social distancing at all times. When wearing face coverings staff are required to: Wash their hands thoroughly with soap & water for 20 seconds or use hand sanitiser before putting a face covering on & after removing it. When wearing a face covering, avoid touching your face or face covering Change their face covering if it becomes damp or if they have touched it Continue to wash their hands regularly Change & wash their face covering daily If the face covering is washable, wash in line with manufacturers instructions. If not washable to dispose it in a suitable waste bin. Face coverings are provided by company (or staff can use their own), however replacement disposable masks are available.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff and customers may be harmed by virus transmission upon arrival & placing orders.	4	4	16	A one way queuing system in place to segregate customers placing food orders (on premise or takeaway) or waiting to be seated, using fixed barriers, signage & floor markings to maintain social distancing - also allowing for disabled customers to safely access & egress the premises. Orders must be taken from behind a fixed screen & only one person permitted to approach the counter to place their order at a time (takeaway) Fro Thursday 24th June - table service only Staff are to disinfect all hard surfaces at regular intervals, using disposable blue roll (not cloths) and an anti-viral disinfectant e.g. door handles, tables, coffee machine, fridge doors, kitchen equipment etc), with all surfaces thoroughly cleaned again at the end of each day Hand sanitiser is available at the order counter (for both staff & customers) for customers paying by cash. Customers in social 'bubbles' are not permitted more than one 'bubble' at a time in the courtyard. Rule of 6 is in place Customers are seat by a member of staff to ensure social distancing is maintained. Customers to wear face masks at all times apart from when seated at their table. Take away customers collect their food from a separate designated location away from seated customers and has been configured to maintain social distancing, with signage & floor markings in place. Customers are informed (through signage) not enter the premises if anyone in their household is either showing COVID-19 symptoms or has been near anyone with symptoms in the last 2 weeks.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff, customers, service engineers & delivery drivers may be harmed, when maintaining the premises & delivering goods.	4	4	16	All maintenance works & deliveries are to be performed out of hours (where possible) Ongoing outside maintenance work is barriered off from staff & customers. Maintenance personnel (e.g. builders, service engineers, etc.) are not permitted to use toilet facilities, tables, etc. Delivery drivers & maintenance personnel must maintain social distancing & wear face coverings if close proximity working is required. All delivery drivers & service engineers are required to take their temperature upon arrival, with anyone having a temperature of >37.8 Deg or showing any other covid-19 symptom are to leave the premises immediately & return home to self isolate in accordance with the latest government guidance.	4	2	8		
Covid-19 - Risk of infection by airborne transmission of large or small virus contaminated water droplets or through direct surface contact.	Staff may be harmed by virus transmission whilst working on the premises.	4	4	16	Staff to work at the same work station as much as possible and clean down their work station after use Fixed teams (same staff members) are to be used whenever possible. Where possible staff are to work apart by working in different rooms / areas, with signage in place to remind staff to maintain social distancing at all times. Staff break times are to be staggered & must only be taken in the outside designated areas. Where PPE is provided for the task - such as rubber gloves, aprons, etc. They must only be worn by the individual to whom they have been issued. PPE must be stored & disposed of safely & not shared with others.	4	2	8		



