

## Risk assessment – Bar Service Operation

**Company name: Tillingham Estate Ltd**

**Assessment carried out by: Tom Wade**

**Date of next review: 01-02-2021**

**Date assessment was carried out: 01-07-2020**

Risk assessment carried out using current government guidelines as of 23<sup>rd</sup> June 2020, they are based on the principle of 2M social distancing and use the 5 steps to working safely ( <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> ) Risk factors assessed on the basis of the following notes- all published by [www.gov.uk](http://www.gov.uk)

- “*The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.*” [www.gov.uk](http://www.gov.uk)
- Incubation time is between 1-14 days (Ave 5 days), people infected with Covid19 are considered to be infectious from 1-2 days prior to showing symptoms and for the following 7 days (not confirmed at present)
- Virus lives for varying amount of time on surfaces- on plastic it remains viable for up to 72 hours on Stainless steel for 48 hours

Covid19 is considered a highly infectious disease and whilst for most people will involve mild symptoms can in a small number of cases involve hospitalisation, long recuperation time or in worse cases death. It is a risk we take seriously and wish to ensure staff have a safe working environment. This risk assessment does not replace any existing risk assessments, it works in conjunction with it. The following risk assessment sets out the controls we have put in place as a company, however they are only effective if ALL staff and Managers follow these steps. Once in place they do come under Health and safety legislation and as with all health and safety procedures failure to follow them can be classed as gross misconduct.

For the purposes of this document we have assumed the level of risk without taking any mitigating factors to be Moderate to high due to the worst possible outcome being death- however by taking the actions laid out in the risk assessment below and following the SOP's that accompany this the risk factor is reduced to low.

What are the hazards?	Who might be harmed and how?	What are we 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
<p><b>Spread of Covid 19 between staff &amp; Customers</b></p>	<p>Staff &amp; Customers</p>	<ul style="list-style-type: none"> <li>• Social distancing – min 1m spacing between tables and 1m markings at counter</li> <li>• All staff to wear face coverings at all times whilst in customer facing areas</li> <li>• Customers to wear face covering at all times traveling through communal areas, however they can remove face covering when seated at their reserved table.</li> <li>• Table service to be provided at all times to minimise cross party interaction.</li> <li>• Hand washing – regular hand washing using anti-bacterial hand wash by all staff.</li> <li>• 1 way system clearly marked throughout bar area</li> <li>• Customers asked to avoid touching any product unless they intend to purchase the item</li> </ul>	<ul style="list-style-type: none"> <li>• Complete plan of bar area showing flow of customers and positioning of staff within the area</li> <li>• Review government guidance on COVID 19 as and when it is released</li> </ul>	<p>Tom/Ben</p>	<p>As and when further information is released by government</p>	

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		<ul style="list-style-type: none"> <li>• Staff advised to wash work clothes at 60 degrees or leave for 72 hours before washing should there be any incident of suspected contagion</li> <li>• Staff to deposit used glasses placed in the dishwasher on a 130 to 170 degree sanitising wash</li> <li>• No groups larger than 6 and no groups from more than 2 households/support bubbles</li> <li>• All walk in customers to leave a contact name and email address to be kept for 21 days in line with government guidelines</li> <li>• No cash to be taken, contactless/card payments only</li> <li>• Regular cleaning rota in place for all public areas including sanitizing of PDQ after each use</li> <li>• Staff to have access to PPE including gloves, masks and hand sanitizer – make staff aware that if</li> </ul>				

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		<p>they wish to use PPE they should have their own personal set and it should not be shared or stored with other peoples</p> <ul style="list-style-type: none"> <li>• Hand sanitizer to be available around the bar and marked with appropriate signage - with particular focus on ordering and till points.</li> <li>• Customers asked not to congregate at the bar but to take a seat at available tables and advised of table service</li> </ul>				
<p><b>Spread of Covid between Staff</b></p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Any staff showing symptoms of Covid 19 or who live in a household where someone is showing symptoms to inform Tom/Ben. Self-isolate and apply for a test in line with government advice</li> <li>• Staff to work in their own “bubbles” – anyone in a bubble with someone</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to follow government advice as it is updated and adjusted</li> </ul>	<p>Tom/Ben</p>	<p>As required</p>	

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		<p>who must self-isolate also has to self-isolate</p> <ul style="list-style-type: none"> <li>• Social distancing – stay 1m apart where possible. When working, face away from each other/forward and not towards each other.</li> <li>• All staff to follow guidelines on regular hand washing – frequently and thoroughly using running water</li> </ul>				
<p><b>Spread of Covid between Staff and Delivery Personnel</b></p>	<p>Staff &amp; Delivery Personnel</p>	<ul style="list-style-type: none"> <li>• All deliveries to be contactless where possible and to follow social distancing rules</li> <li>• All deliveries to be left for 72 hours where possible or thoroughly sanitized when this is not possible</li> <li>• If a delivery is to be signed for then use your own pen/pencil and thoroughly wash/sanitize hands afterwards</li> </ul>		<p>Tom/Ben</p>	<p>As required</p>	

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<b>Heavy lifting</b>	Staff may injure themselves by lifting heavy boxes (of wine)	<ul style="list-style-type: none"> <li>• Wherever possible minimise the weight being lifted. If heavy lifting is required then staff must be trained in heavy lifting.</li> </ul>	Train new staff in heavy lifting procedure as needed	Tom/Ben	As required	
<b>Slips, trips and falls</b>  Hazards include, but are not limited to: <ul style="list-style-type: none"> <li>• Liquid Spills</li> <li>• Glass Breakage</li> <li>• Debris or boxes left untidy/out of place</li> </ul>	Customers & Staff	<ul style="list-style-type: none"> <li>• Ensure any spillages are clearly signed then quickly cleared using appropriate cleaning products</li> <li>• All breakages cleaned up in a timely manner</li> <li>• Boxes and packaging are broken down and disposed of in a timely fashion</li> <li>• Any deliveries are stored neatly, tidily and in a sensible place until they can be put away</li> </ul>	Continue to assess the risk of slip/trip/fall whenever changes are made to the layout of the shop	Tom/Ben	As required	
<b>Chemical hazard</b>	Staff	<ul style="list-style-type: none"> <li>• COSHH procedures followed at all times and only people trained in the</li> </ul>	Update COSHH procedures for any new	Tom/Ben	As required	

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		relevant COSHH procedures should handle those products.	products that require them			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)