

Covid 19 - Risk Assessment & Safe Systems of Work

The Devonshire, Grassington

Hazard	Who is affected	Control measures	Extra measures required
		<p>The Government’s COVID-19 Secure guidelines are the legal requirements to adhere to make our business COVID-19 safe. These can be found here https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation And https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>The overarching Government guidance for all workplaces can be found here: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>Do not leave home if you or someone you live with has any of the following symptoms:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, sense of smell or taste <p>You will need to self-isolate if you have any of the above symptoms</p>	<p>Coronavirus symptoms link: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>

<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to our pubs • Cleaners • Contractors • Delivery drivers • Vulnerable groups <ul style="list-style-type: none"> - Elderly - Pregnant workers - Those with existing underlying health conditions - Anyone else who physically comes in contact in relation to our business 	<ul style="list-style-type: none"> • Anyone with symptoms must self-isolate for 10 days from when their symptoms started • Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms • You must notify the NHS.uk or call 111 • Then you need to contact your Line Manager and HR <p>Refer to current guidance for what to do next as this is being updated constantly</p> <p>Travel to work</p> <ul style="list-style-type: none"> • You should avoid travelling to work on public transport where possible • Travel to work by walking, cycling or using a car should take place where possible • Avoid travelling in rush hour where possible • If travelling to work on public transport, you must wear a face covering <p>Arrival at Work</p> <ul style="list-style-type: none"> • If arriving by car, park your car in the usual place bringing only what is necessary with you • Stay in your car until 5 minutes before your shift start time, rather than arriving early to go to the staff room etc - this is so we can manage the number of people arriving at site at any one time • Where possible we have staggered the start times so that we can reduce the number of people entering the building at once • Allow plenty of space (2 metres or 1 metre with risk mitigation where 2 metres is not viable) between people waiting to enter site 	<p>Face coverings on public transport link: https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport</p>
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- For your site the nominated staff entrance is the back entrance – the gate code is 1234
- Review of rotas is ongoing including start & finish times/shift patterns to reduce number of workers on site at any one time and encourage partnering/buddying
- On entering work, you will be required to sanitise your hands
- On arrival your manager will ask you some specific Covid 19 questions and take your temperature – this is to ensure you are not exhibiting any Coronavirus symptoms since you last worked and are classed as ‘fit to work’
- The checklist is kept in a file in the office and will record ongoing temperatures to establish a baseline – usually around 37.8c
- Any member of staff exhibiting symptoms will not be allowed to work
- Social greetings such as handshakes, hugs or kisses whilst at work need to be avoided
- You will see that there are many new instruction posters within the pub, please take note of these – these will continue to be updated as per government guidance.

Social Distancing

- Management will meet, greet & seat every customer as far as possible. This may be in person or verbally from the bar or doorway to explain “how” the site will work
- The duty manager will monitor entrances during his/her checks (patrols) to enable social distancing – this may involve changing the number of access points, either increasing to reduce congestion or decreasing to enable monitoring
- Signage relating to social distancing is provided at entrances, in the garden area and in multiple locations throughout the pub

Hand sanitiser link:
<https://www.who.int/gpsc/5may/HowToHandRubPoster.pdf>



Fit to work sign in sheet 290520.docx

Staff to be reminded on a daily basis of the importance of social distancing in the workplace. Management checks as part of their ‘patrol’ to ensure this is adhered to.

		<ul style="list-style-type: none">• Social Distancing – bar/dining tables have been placed to comply with the distance ruling both internally and in garden areas. Screens are provided in areas where this is more difficult• Doors will be marked as entrance and/or exit only to create a one way flow where possible• The maximum occupancy for this site is 99 customers• Pinch points identified for the site are:<ul style="list-style-type: none">- Kitchen pass- Toilets & corridor access to toilets- Front entry door as rear access not suitable for everyone due to uneven surfaces.- Cellar steps- Coffee area- Walk in fridge- Outside prep kitchen• Social distancing will be in place in all areas, including pot wash, kitchen, cellar, toilets and bar• Social distancing also to be adhered to in all staff areas inc. smoking area• Signage is in place to indicate customer entrances & exits• The main entrance is on Main Street and will be monitored• Customers will not be permitted to stand and drink or sit at the bar – social distancing must be adhered to and customers to remain seated – this will also control the number of people permitted as the maximum occupancy.• Table service must be done at all times inside the building• One member from each outside table may approach the bar and order. It is unsafe for a member of staff to take the order at the tables due to the proximity to the road.• Fixed partnering/buddying is in place where possible	
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		<p>Track and Trace</p> <ul style="list-style-type: none">• All guests will be asked to sign in either via the ipad at the door (ensuring GDPR) as all data goes to a dedicated email address.• All staff sign in by day and time so their whereabouts on each day is known• Grassington Lodge guests are known by their dates of breakfast. Otherwise they sign in as normal.• Hotel guests at The Devonshire sign in on check in and are included up to and including their date of check out. <p>Hand Washing</p> <ul style="list-style-type: none">• Staff reminded to wash their hands on arrival at work, at the start of their shift and when re-entering the building having been outside• Hand washing facilities with soap and water are in place in toilets• Hand washing should take place every 20 minutes• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin• Hand sanitiser is available at multiple points - including the bar, inside the toilets, back and front entrances, entrance to the hotel floor & the coffee area• Our hand sanitiser gel has 70% alcohol content• Drying hands with disposable paper towels is encouraged, hand dryers are turned off to reduce aerosol effect• Staff encouraged to protect the skin by applying emollient cream regularly• Contactless payment is the preferred payment method although cash will be accepted• Staff to take plates to a customer's table then wash hand, and wash their hands immediately after collecting table items and before moving to another customer	<p>Washing your hands link: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Emollients link: https://www.nhs.uk/conditions/emollients/</p>
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		<p>carried out using Virucidal spray and disposable blue roll before you leave the office</p> <ul style="list-style-type: none">• Help to keep the office area as clear as possible - all personal items are to be boxed away to allow for more effective cleaning <p>Uniforms</p> <ul style="list-style-type: none">• It is advised that staff change into their work clothes on arrival at work and store their belongings in a safe, designated place• For your site this is CCTV cupboard for FOH and outside store for kitchen• Where uniforms are worn, these should be washed daily at temperatures above 60°C or a laundry sanitising agent used if the fabrics can't be washed at such a temperature• A wash bag can be provided for each member of staff to take their uniform home <p>On Site Facilities & Breaks</p> <ul style="list-style-type: none">• All breaks will be staggered within each department to reduce the numbers using the facilities at the same time• Your pub has a designated table for staff to take their breaks – table 7• Staff should stay on site once they have clocked on and not use local shops in their breaks if possible – face masks must be worn as per current guidelines• Use your dedicated rest area to take breaks/consume food, to reduce food waste and contamination• Hand sanitiser is available in the coffee area and should be used by employees when entering and leaving the area• Where possible staff should bring refillable drinking bottles / lidded coffee cups from home• Staff must sit 2 metres apart from each other whilst eating and avoid contact• Drinking water is provided	
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- All rubbish must be put straight in the bin and not left for someone else to clear up
- Suitable and sufficient rubbish bins are provided
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles

Cellar

- Cellar maintenance is carried out by designated staff, maintaining social distancing
- Staff should wash their hands before entering the cellar
- Hand sanitiser is provided in coffee area prior to entry to cask cellar, and by the keg cellar

Kitchen

- A simplified menu has been developed for your site, including at breakfast removing the buffet table as it has been
- Do not pass equipment eg. knives, between chefs
- Kitchen staff should work back to back or side by side where possible
- Once food has been placed on the pass, the chef should step back to allow waiting staff to collect the food
- The area for waiting staff is in front of the pass from the doorway until the tubs containing jugs – no further
- Gloves do not have to be worn for food handling, instead kitchen staff should practice regular handwashing
- Sanitiser is provided in the kitchen
- Used kitchen cloths should be stored in a designated container and washed on a hot wash - 90°C or above
- Maintain social distancing in walk in fridges, freezers, dry goods store rooms, pot wash

		<p>Hotel Rooms</p> <ul style="list-style-type: none">• All rooms to be thoroughly deep cleaned upon checkout paying close attention to all contact points.• All linen provided to be replaced even if not used.• Bed runners and cushions removed temporarily• Keys sanitised after every guest• Upon check in, every guest asked if they wish to have their room serviced is on a multi night stay• Social distancing must be adhered to when passing in corridors. If distancing cannot be maintained, staff must turn to face the wall away from the guest• Sanitiser is provided on the landing before the entrance to the hotel requesting use upon entry and exit of the floor <p>Deliveries</p> <ul style="list-style-type: none">• A nominated member of staff will accept all deliveries where possible• The delivery driver will be instructed where to place the order, will then be asked to step back adhering to social distancing while the delivery is checked off. The outer packaging of all food deliveries should be wiped with Virucidal spray and blue roll prior to storage• Delivery drivers must sanitise their hands using the product provided before unloading goods and materials <p>Outside Area / Beer Garden</p> <ul style="list-style-type: none">• Regular checks (patrols) will be carried out by the duty manager to ensure social distancing is being maintained and no groups are forming• Tables are positioned to comply with social distancing guidelines• Doors should be wedged wherever possible to increase natural ventilation	<p>Communicate with companies we accept deliveries from to ensure there are aware of our procedures should one of their drivers need to use our welfare facilities.</p>
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		<p>BAME Employees</p> <ul style="list-style-type: none">• We have considered the risks to Black and Minority Ethnic groups as part of this risk assessment and any member of staff in this category that has specific concerns should in the first instance raise their concerns with their line manager <p>Mental Health</p> <ul style="list-style-type: none">• We appreciate that the current events and the level of change that everyone is having to adapt to can be difficult and stressful and everyone deals with stress in different ways. If you are experiencing any difficulties, please speak to your Line Manager in the first instance <p>Finishing Work</p> <p>At the end of your shift please ensure you:</p> <ul style="list-style-type: none">• have removed all personal food and drink items• take home any personal clothing, nothing personal should left be on-site• sanitise yours hands at the exit• clock off allowing for 2-metre distancing if someone else is already there• make sure that before leaving you bring any issues of service or changes that can be made to the attention of the duty manager to continue our due diligence and be reactive.	<p>Regular communication of mental health information and ‘open door’ policy for those who need additional support.</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>
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