

Risk assessment COVID 19

Company name: The BoathouseEllesmere

Assessment carried out by: Kate Taylor

Date of next review:

Date assessment was carried out: 28/06/2020

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 INFECTION	EVERYONE	SANITISING STATONS AT ALL DOORS AND AT INTERVALS THROUGHOUT THE BUILDING	REGULAR TOPPING UP OF SANITISERS	MANAGER	04/07/20	
TRANSFER THROUGH HANDS	EVERYONE	ENCOURAGE ALL IN STAFF & CUSTOMERS IN THE BUILDING TO WASH HANDS REGUARLY	-KEEP ALL SINKS CLEAN -CLEANING SCHEDULE TO BE PUT IN PLACE.	MANAGER	04/07/20	
TRANSFER THROUGH TABLES	EVERYONE	USE PAPER TABLECLOTHS ON TABLES. CHANGE AFTER EACH CUSTOMER.	-STAFF TO WEAR GLOVES WHEN REMOVING TABLECLOTH. TABLECLOTHS TO	MANAGER	04/07/20	

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			THEN BE DISPOSED OF. STAFF TO THEN WASH HANDS AND PLACE NEW TABLECOTH ON TABLE.			
TRANSFER THROUGH CUTLERY	EVERYONE	<ul style="list-style-type: none"> • WASH HANDS PRE-HANDLING • ALL CUTLERY BOIL CLEANED IN HOBART • SET AFTER CUSTOMERS ORDERED • WOODEN SINGLE USE DISPOSABLE CUTLERY OFFERED TO CUSTOMERS 	STAFF TO WEAR GLOVES	MANAGER	04/07/20	
TRANSFER THROUGH GLASS/ CROCKERY	EVERYONE	<ul style="list-style-type: none"> • WASH HANDS PRE HANDLING • DISPOSABLES 	STAFF TO WEAR GLOVES	MANAGER	04/07/20	

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		USED				
UNIFORMS	EVERYONE	ALL UNIFORMS TO BE CLEAN ON ARRIVAL. STAFF TO CHANGE INTO UNIFORM ON SITE. ALL UNIFORM TO BE WASHED IN A 60 DEGREE PLUS WASH AFTER EVERY SHIFT. (INCLUDING MASKS)	STAFF TO WEAR MASK OR PPE SHIELDS	MANAGER	04/07/20	
DOOR HANDLES	EVERYONE	ALL DOORS TO BE CLEANED AND SANITISED REGULARLY	CLEANING SCHEDULE TO BE PUT IN PLACE	MANAGER	04/07/20	
INFECTION	EVERYONE	<ul style="list-style-type: none"> • ENSURE CUSTOMERS ARE AWARE OF OUR POLICY • QUEUE SYSTEM • DIFFERENT ENTRANCE & EXIT- ONE WAY SYSTEM 	ENSURE SIGNAGE OF OUR POLICY ARE DISPLAYED CLEARLY FOR CUSTOMERS TO SEE AND FOLLOW.	MANAGER	04/07/20	

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		<ul style="list-style-type: none"> • 2 METERE DISTANCED QUEUE • ONE ADULT PER GROUP IN TAKE AWAY QUEUE • HAND WASH SIGNS AT INTERVALS 				
TOILETS	EVERYONE	<ul style="list-style-type: none"> • JUST ONE OPEN WITH QUEUE SYSTEM • REGULAR CLEANING • CUTOMERS REMINDED OF HAND WASHING • BINS EMPTIED REGUARLY • ONLY OPEN TO DINING CUSTOMERS 	MANAGER ON DOOR TO ENSURE ONLY ONE CUSTOMER ENTERS THE TOILET AREA AT ONE TIME. MANAGER TO ALSO ENSURE TOILETS ARE ONLY BEING USED BY CUSTOMERS DINING ON THE DECK & NOT GENERAL PUBLIC.	MANAGER	04/07/20	

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STAFF CHANGING	STAFF	<ul style="list-style-type: none"> • KEPT CLEAR AND CLEAN • SIGNS TO ENSURE HAND WASHING • TOILET CLEANED AFTER USE • 	PROVIDE ALL STAFF WITH INSTRUCTIONS TO FOLLOW AT THE BEGINNING, DURING AND END OF THEIR SHIFT.	MANAGER	04/07/20	
TEMPERATURE	STAFF	<ul style="list-style-type: none"> • TEMPERATURE TAKEN AT START OF SHIFT • IF FEELING UNWELL DO NOT COME IN 	MANAGER TO TAKE TEMPS ON ARRIVAL	MANAGER	04/07/20	
TILL ECT	STAFF	<ul style="list-style-type: none"> • REGULAR SANTISING • SANITISE CHIP AND PIN AFTER CUSTOMER TOUCHES IT • SANITISE TILL SCREEN 	PROVIDE ALL STAFF WITH INSTRUCTIONS TO FOLLOW AT THE BEGINNING, DURING AND END OF THEIR SHIFT.	MANAGER	04/07/20	

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		<ul style="list-style-type: none"> BETWEEN STAFF 				
MONEY	EVERYONE	<ul style="list-style-type: none"> USE OF TAP AND GO APPLE PAY CARD PAYMENTS ONLY CONTACTLESS PAYMENT ENCOURAGED 	PROVIDE ALL STAFF WITH INSTRUCTIONS TO FOLLOW AT THE BEGINNING, DURING AND END OF THEIR SHIFT.	MANAGER	04/07/20	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/