

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

Updated: 3/10/20

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 ENTRY DOOR FOR CUSTOMERS AND BY CUSTOMER TOILETS. HAND SANTISER THROUGHOUT THE BUILDING FOR USE OF STAFF. HAND WASHING SINK FOR KITCHEN AND FRONT OF HOUSE STAFF.	REGULAR TOPPING UP OF SANITISERS	MANAGER	04/07/20	
TRANSFER THROUGH HANDS	EVERYONE	ENCOURAGE ALL IN STAFF & CUSTOMERS IN	-KEEP ALL SINKS CLEAN	MANAGER	04/07/20	

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		THE BUILDING TO WASH HANDS REGUARLY. ALL CUSTOMERS AND STAFF TO SANITISE UPON ENTRY TO THE BUILDING.	-CLEANING SCHEDULE TO BE PUT IN PLACE.			
TRANSFER THROUGH TABLES	EVERYONE	USE PAPER PLACEMATS FOR CUSTOMERS. THESE ARE TO BE DISPOSED OF ONCE USED. TABLES, CHAIRS AND SALT AND PEPPERS TO BE CLEANED USING ANTIBACTIAL AND VIRAL SPRAY AFTER EVERY USE BEFORE NEXT CUSTOMER IS TO BE SEATED. SIGNS TO BE PUT ON TABLES THAT HAVE NOT BEEN CLEANED SO IT IS	-STAFF TO WASH OR SANITISE THEIR HANDS AFTER CLEARING A TABLE. THEY SHOULD ENSURE THEY DO THIS BEFORE TOUCHING ANYTHING ELSE.	MANAGER	04/07/20	

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		<p>CLEAR TO STAFF AND CUSTOMERS. CUSTOMERS TO WAIT TO BE SEATED AT ENTRY DOOR IN ORDER TO ENSURE CUSTOMERS ARE SAT AT SANITISED TABLES.</p>				
<p>TRANSFER THROUGH CUTLERY</p>	<p>EVERYONE</p>	<ul style="list-style-type: none"> • WASH OR SANITISE HANDS PRE-HANDLING • ALL CUTLERY BOIL CLEANED IN HOBART • SET AFTER CUSTOMERS ORDERED • ALL CUTLERY TO BE WRAPPED IN A NAPKIN OR PLACED IN GLASS WITH 	<p>STAFF TO WASH R SANITISE THEIR HANDS BEFORE TOUCHING CULTERY. -SANITISER TO BE PLACED ON CENTRE UNIT BY CULTERY.</p>	<p>MANAGER</p>	<p>04/07/20</p>	

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		<p>NAPKIN TO AVOID STAFF TOUCHING.</p>				
<p>TRANSFER THROUGH GLASS/ CROCKERY/MENUS</p>	<p>EVERYONE</p>	<ul style="list-style-type: none"> • WASH HANDS PRE HANDLING • ALL GLASSES THAT HAVE BEEN TOUCHED BY A CUSTOMER ARE TO BE WASHED IN GLASS WASHER AT 60 DEGREES TO KILL ANY GERMS. • ALL MENUS TO BE PLACED IN PLASTIC SLEEVES. PLASTIC SLEEVES TO BE WIPED WITH ANTIBACTIAL AND VIRIAL 	<p>STAFF TO WASH HANDS OR SANITISE BEFORE HANDLING CLEAN GLASSES.</p>	<p>MANAGER</p>	<p>04/07/20</p>	

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		SPRAY AFTER BEING PLACED ON THE TABLE.				
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 THROUGHOUT THEIR SHIFT	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 & 	ENSURE SIGNAGE OF OUR POLICY ARE DISPLAYED CLEARLY FOR CUSTOMERS TO SEE AND FOLLOW. ENSURE STAFF MEMEBERS ARE	MANAGER	04/07/20	

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		EXIT- ONE WAY SYSTEM <ul style="list-style-type: none"> • 2 METERE DISTANCED QUEUE • ONE ADULT PER GROUP IN TAKE AWAY QUEUE OUTSIDE ON SIDE ENTRANCE • HAND WASH SIGNS AT INTERVALS 	CLEAR AND INFORM CUSTOMERS OF OUR POLICY.			
TOILETS	EVERYONE	<ul style="list-style-type: none"> • REGULAR CLEANING • CUTOmers REMINDED OF HAND WASHING • BINS EMPTIED REGUARLY • ONLY OPEN TO DINING CUSTOMERS 	MANAGER ON DOOR TO ENSURE ONLY CUSTOMER ENTERS THE TOILET AREA.	MANAGER	04/07/20	

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		<ul style="list-style-type: none"> SANTISER AVAILABLE FOR CUSTOMERS TO USE 				
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 BY STAFF AT HOME IF FEELING UNWELL DO NOT COME IN AND SEEK A TEST. 	ENSURE STAFF ARE AWARE OF THE PROCEDURES.	MANAGER	04/07/20	TWO MEMEBERS OF STAFF TESTED AND BOTH NEGATIVE. 1 MEMBER-30.9.20 1 MEMBER-27.9.20

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TILL ECT	STAFF	<ul style="list-style-type: none"> • REGULAR SANTISING • SANITISE CHIP AND PIN AFTER CUSTOMER TOUCHES IT • SANITISE TILL SCREEN BETWEEN STAFF • SANTISER PLACED BY TILLS 	PROVIDE ALL STAFF WITH INSTRUCTIONS TO FOLLOW AT THE BEGINNING, DURING AND END OF THEIR SHIFT.	MANAGER	04/07/20	
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/

