

Mardal Ltd Trading as the Adamson

RISK ASSESSMENT

Subject of Assessment	Coronavirus (COVID-19)	RA No.	Covid-01
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities.		
Assessor	Ken Dalton	Location of Assessment	127 South street St Andrews

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Ref	Hazards	Who is at risk?	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected entering the workplace)	Employees & Visitors (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> Employees asked to complete a wellbeing questionnaire for submission on arrival Employees with suspected symptoms or who share a household with a person with symptom must not present for work and contact their manager. An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry to the venue. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. Hand sanitising stations located around the venue for both visitors and employees. Visitor's details will be taken upon entry (Name and contact number or email address and stored securely to support NHS Test, Trace & Isolate programme. Contractors are assessed and approved before being allowed to work inside the premise. Contractors must provide a copy of a Covid -19 risk assessment. The manager will provide contractors with verbal instruction on safety measures in place before work is allowed to commence. 	L	M	L	Yes
2	COVID-19 (Staff Hygiene)	Visitors and Employees (Employees not complying with Government hygiene guidelines could pass the virus onto visitors or other employees)	<ul style="list-style-type: none"> Employees have been instructed to wash their hands frequently for at least 20 seconds duration. Anti-bacterial hand gel stations are available throughout the premise. Handwashing guidance posters are displayed all hand wash basins. No handshaking is permitted and staff must maintain social distancing where possible. Staff must wear fresh clean clothing for each shift. <ul style="list-style-type: none"> Aprons and chef whites must be washed a temperature of 60 degrees C +. 	L	M	L	Yes

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3	COVID-19 (Entry/Exit Points)	Visitors and Employees (Visitors or Employees passing each other at the door and on the stair cases)	<ul style="list-style-type: none"> All customers will be temperature checked on entry to the premises there will be no contact t from this equipment. Individuals with an abnormal temperature will not be permitted in the building Customers must keep their own coats etc with them at their table. (No coat storage arrangements will be offered. All staff belongings will be stored in the staff room Hand sanitiser in place at door. All persons entering must sanitise their hands. 	L	M	L	Yes
4	COVID-19 (Crowd Control/Security)	Visitors and Employees (Visitors or Employees passing each other at the door and on the stair cases)	<ul style="list-style-type: none"> Notice stating, those leaving the building give priority to those entering to enforce social distancing. Visitors not following Covid-19 safety measures will be asked to leave the premises. Covid-19 safety arrangements will be enforced by staff. Customer service to tables will be brought in trays and be taken by the customer The new capacity of the venue following government guidelines is: 68 covers Customers at tables must maintain social distancing at all times are and not permitted to join other tables/parties. 	L	M	L	Yes
5	COVID-19 (Corridors & Open areas)	Visitors and Employees (Visitors/Employees coming in close proximity to each other)	<ul style="list-style-type: none"> Hand contact surfaces will be cleaned in accordance with cleaning method at least every 2 hours and when required. Refer to risk assessment notes for cleaning methods. 	L	M	L	Yes

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6	COVID-19 (Bar Area)	Visitors and Employees (Visitors/employees coming in close proximity to each other)	<ul style="list-style-type: none"> Employees will be socially distanced behind the bar where possible and supplied with face coverings / visors Bar surface and key points (card machines, tills, fridge doors and soda guns etc) will be being cleaned regularly (at least every 2 hours). Refer to risk assessment notes. Hand sanitiser gel will be available behind the bar for staff. 	L	M	L	Yes

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7	COVID-19 (Table service)	Visitors and Employees (Visitors/Employees coming in close proximity to each other)	<ul style="list-style-type: none"> Waiting staff are designated serving areas to reduce visitor/employee contact. All front of house staff will wear face coverings as supplied by the company or purchased themselves. Face coverings must always be cleaned for each shift Food will be taken to customers on trays where the employee will set the tray down on the table and step back so the visitors can take their food. Contactless payments will be encouraged and the card machine sanitised after each use. (Refer to risk assessment notes) Cash payments will be discouraged but will require the employee to wash/sanitise their hands after handling cash. After table use, table surfaces and salts and peppers will be disinfected. (Refer to risk assessment notes) Alternatively sachets of salt and pepper could be provided on request. Sauces will be provided on request using individual ramekins. Customers can order via a QR code at the table for food and drink Cutlery and glasses will be presented to customers following the receipt orders. (Not already on tables) All cutlery, glasses and crockery will be chemically and thermally disinfected in commercial glass washer. (No hand washing) 	L	M	L	Yes

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8	COVID-19 (Cellar)	Employees (Employees coming in close proximity to each other)	<ul style="list-style-type: none"> One-in-one-out policy will be in place. Gloves will be mandatory to handle stock/barrels. Door handle and key points will be being cleaned regularly by a designated member of staff (at least every 2 hours). 	L	M	L	Yes

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9	COVID-19 (Kitchen)	Visitors and Employees (Visitors/employees coming in close proximity to each other)	<ul style="list-style-type: none"> 4 number of staff working in the kitchen at any one time. Wash hand basin located in kitchen. Hand sanitiser gel located in kitchen. Cleaning schedule developed and implemented. Kitchen staff allocated stations /area to minimise cross over Service staff not permitted into kitchen- orders placed at collection point 	L	M	L	Yes
10	COVID-19 (Cubicle Toilets)	Visitors and Employees (Visitors coming in close proximity to each other)	<ul style="list-style-type: none"> The only toilets in use will be separate for male / female and disabled and will be individual cubicles Social distancing markers on the floor outside of toilets to remind visitors to keep apart (this will be policed by Employees) Hand Sanitiser available outside of toilet door to allow customers to sanitise hands. Hand washing guidance poster displayed at wash hand basin. Dyson hand driers with no touch capability provided to dry hands Toilets will be closed every hour for 10 mins to allow for adequate cleaning and restocking. 	L	M	L	Yes
11	COVID-19 (Staff Breaks)	Employees (Employees coming in close proximity to each other)	<ul style="list-style-type: none"> Staff must sanitise hand before entering and on exit Staggered breaks will be implemented to adhere to social distancing. 	L	M	L	Yes

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12	COVID-19 (Office)	Employees (Employees coming in close proximity to each other)	<ul style="list-style-type: none"> One-in-one-out policy will be in place. Staff must sanitise hand before entering and on leaving the office. 	L	M	L	Yes
13	COVID-19 (Cleaning and House Keeping)	Visitors and Employees (Visitors and Employees coming into contact with contaminated surfaces)	<ul style="list-style-type: none"> Door handles and touch points will be being cleaned regularly (at least every 2 hours) by a designated member of staff in accordance with cleaning method. The venue will be cleaned in accordance with cleaning schedule prior to each opening. Staff will be required to wear gloves to complete cleaning tasks which must be disposed of after use. 	L	M	L	Yes
14	COVID-19 (Emergency Situations; First Aid/Fire)	Visitors and Employees (Visitors coming in close proximity to each other)	<p>First Aid</p> <ul style="list-style-type: none"> Employees carrying out First Aid will be required to wear appropriate PPE (face coverings, face shields and gloves) Employees to discard PPE and wash their hands after coming into contact with an injured visitor. <p>Fire Emergency</p> <ul style="list-style-type: none"> Employees will help and guide Visitors out of the building, once outside Employees will encourage Visitors to social distance as best as possible. 	L	M	L	Yes
15	COVID-19 (Someone becomes ill in the workplace)	Employees & Visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed. The manager will instruct the employee to wait in the office until a member of their household can pick them up. No other persons should be in the office at the same time. The employee will be advised to contact NHS 24, arranging for a COVID 19 test and follow medical guidance. Staff must then isolate for a period of 14 days in accordance with medical guidance. The office contact surfaces must be cleaned in accordance with the cleaning method after the employee has left the premise. Other staff members will be advised of the incident and reminded to bring any symptoms to the managers attention. 	L	M	L	Yes

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16	COVID-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.	<ul style="list-style-type: none"> UK Government guidance to be followed Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough or a loss of, or change to, your sense of smell or taste in the last 14 days – there have been no instances of these to date. Pregnant workers may be asked to commence maternity leave early if practicable. 	L	M	L	Yes

Risk Assessment Notes	
<p>Covid-19 Hand Contact Point Cleaning Procedure</p> <p>To sanitise surfaces staff <u>must</u> :</p> <ol style="list-style-type: none"> Use the cleaning product D10 Spray the chemical directly onto the surface Leave for 10 seconds Wipe clean using single use disposable towel Dispose of towel in general waste bin 	

Date of Assessment	03 rd July 2020	Signature	Julie Lewis
Reviewed Date	03 rd July 2020	Reviewed By	Ken Dalton