

What to include in your COVID-19 risk assessment

ROKT LTD T/A The Millers Bar Assessment carried out by: M E Noble and L. Taylor

Date assessment was carried out: 10th July 2020

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Workers Customers Drivers coming to your business</p>	<p>Follow our guidance on cleaning, hygiene and hand sanitiser</p> <ul style="list-style-type: none"> - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> ➤ how many wash stations are needed ➤ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to 	<p>GM Business Provided GM / MD GM/ MD GM / MD GM</p>	<p>Daily 10th July 2020 Daily 10th July 2020 Sanitiser stations in place 10th July 2020 Significant stock / short run supplier on standby Use moisturiser</p>

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			report to you if there is a problem		
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Customers Visitors Drivers coming to your business	Follow our guidance on welfare facilities, canteens etc: Identify: <ul style="list-style-type: none"> ➤ areas where people will congregate, eg rest rooms, kitchens etc ➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should 	GM GM	10 th July 2020 (one way system initiated, distance marking on floors One in one out rule for toilets Hand Sanitizer stations at strategic points to ensure hand transmission is limited

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Viral transmission through proximity	Staff & Customers / visitors	<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 	<p>Within the bar area – no one to attend / wait at the bar – all service is table service only - max 7 tables internally</p> <p>One way system to move through the bar to the table inside and out, One way system and one in one out for the toilets Floor stickers at 2m table at 2m or greater particularly in the beer garden</p> <p>All staff use Visors and follow a daily pre work check in health status</p> <p>Cleaning and checking system in place / flow management to enable cleaning of tables between customer groups</p>	<p>GM/ MD</p> <p>GM / MD</p> <p>GM</p> <p>GM</p>	<p>10th July Daily management .</p> <p>10th July Daily management</p> <p>10th July Daily management</p> <p>10th July Daily management</p>

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Spreading infection	Workers Customers Visitors Drivers coming to your business	<p>providing contactless payment, using electronic documents rather than paperwork</p> <ul style="list-style-type: none"> - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - clean things like reusable boxes regularly 	<p>Electronic order pads Table payment – 1 person pays for the table group using card machine</p> <p>Card machine wiped after each use using an appropriate cleaning substance</p> <p>Tables covered with plastic covers to allow antiviral cleaning products to be used.</p> <p>Utensils post cleaning held in individual dispenser with condiments and cleaned after each use</p>	<p>GM / MD</p> <p>GM</p> <p>GM</p> <p>GM / Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

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		<ul style="list-style-type: none"> - Put in place arrangements to clean if someone develops symptoms of coronavirus in work 			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow our guidance on stress and mental health</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies 	<p>GM / MD</p> <p>GM / MD</p> <p>GM / MD</p>	<p>On occurrence</p> <p>On occurrence</p> <p>On occurrence</p>
Contracting or spreading the	Workers	Follow our guidance on social distancing.	- Put in place arrangements to monitor and supervise	GM	

Further information

HSE's [latest advice on coronavirus](#)

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

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Revisions / changes will be added and dates of changes posted here



All customers to check in at entrance to bar and will be escorted to their table, orders and payment taken at the table. Hand sanitiser stations at key points within the bar area

One way systems in place through out the internal bar area
– waiting signs on One in One out toilet policy

