

General Risk Assessment

Company Name: Graham Holdings & Co Ltd

Site Address: The Bourne Arms, Bourne May Road, Knott End, FY6 0AB

Risk Assessment Reference: GHCBA-1	Date of Assessment: 01/07/2020	Risk Assessor: Kieran Clarke
Title: Coronavirus Risk Assessment	People Involved in Making This Assessment: Adriana Garrad, Paul Graham	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Members of the Public	
Date of next review: 1 August 2020		

All control measures have been implemented following government and professional advise. The day to day running of the establishment has been adapted to implement these measures.

Hazard (hazard and hazard description):		
Uninformed staff. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.		
Control Measures (existing):		
<ol style="list-style-type: none"> Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Covid-19 Health warning posters displayed throughout the premises. Staff have been instructed that if they have any systems they are to remain at home and self isolate as per the upto date NHS guidelines. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 		
Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Food and drink preparation areas. Potential risk or transfer of virus through cross contamination.

Control Measures (existing):

1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Staff use their own drinking mugs and glasses to prevent cross contamination.
4. Employees instructed to keep their hands out of food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Employees instructed to wash their hands thoroughly before using these facilities.
6. The microwave oven should be left in a clean condition and wiped out after use.
7. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided.
8. A dishwasher is available and must be used to thoroughly clean kitchen equipment (Knives, pans etc.).
9. A glass wash is available and must be used to thoroughly clean glasses and cups.

Further Control Measures Required:

Assigned To:

Due Date:

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Hazard (hazard and hazard description):

Communal facilities, entrance, toilets, stairs. Risk of cross-contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately on the coat rack provided avoiding contact with other people's personal items.

Further Control Measures Required:

Assigned To:

Due Date:

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Hazard (hazard and hazard description):

Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided at the bar and prep areas and within kitchen areas.
2. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by the cleaning staff.
5. Staff are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.

Further Control Measures Required:

Assigned To:

Due Date:

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Workstations and kitchen areas. Risk of cross contamination and pathogens spreading between persons in kitchens/other work areas.

Control Measures:

1. Where practicable workstations are spaced to allow for social distancing and floor marking used to identify this.
2. The total number of staff in the kitchen has been reduced.
3. Only one person can access walk in pantries, fridges and freezers at any time.
4. Workstations have been arranged so kitchen workers are either side by side or facing away from each other.
5. Contact at 'handover' points with other staff has been minimised, Staff are to leave food at the handover point and leave, then staff can come to collect food once it is safe to do so.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Close contact. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow social distancing rules.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. Staff break times have been staggered to reduce risk of close contact.
5. Best efforts have been put in place to comply with the social distancing guidelines set out by the government for staff to keep 2 meters apart or 1 meter with risk mitigation where 2 meters is not viable.

Further Control Measures Required:

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Hazard (hazard and hazard description):

Vulnerable employees. Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Control Measures:

1. In accordance with government policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.
2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with government policy are taken on a case by case basis.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus. Contaminated items/objects could then be passed onto members of the public.

Control Measures:

1. Government guidance on cleaning food preparation and food service areas is being followed.
2. Additional cleaning and disinfectant measures have been implemented.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
4. Staff are required to report anything contaminated or spilt that requires cleaning.
5. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, tables, chairs, switches, etc.). Cleaning staff have been increased in line with the increased cleaning regimes.
6. Suitable disinfectant cleaning products are used by the cleaning staff.
7. Collection bins are available for used towels and staff overalls.
8. Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus. Laundry is placed into the machine by the person who used the item.
9. Regular cleaning throughout the day for equipment such as tills, card machines and other surfaces which might be regarded as high contact points.
10. All cutlery and condiments have been removed from the tables and will be provided on request.
11. All menus have been removed from the tables and will be sanitised after every use.

Further Control Measures Required:

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Due Date:

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Hazard (hazard and hazard description):

Personal hygiene. Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Staff instructed that uniform must be washed after every use.
5. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

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Hazard (hazard and hazard description):

Members of the public. Risk of cross contamination and pathogens spreading by members of the public and staff coming into close contact.

Control Measures:

1. To ensure the premises does not become overcrowded and to minimise interactions between customers and staff we have introduced the following measures:
2. A one in, one out policy for customers who are seated in the drinking section.
3. Customers are pre-booked in to manage the amount of customers on-site.
4. Tables have been rearranged to adhere to social guidelines and to limit the number of customers in the premise at one time.
5. A one-way system for customers entering and exiting the premises.
6. Entrance only at the front of the building - after being greeting by the matradee at the door.
7. Reducing the needs for customers to queue by staggering booked table time & not allowing people to queue for possible free tables
8. No standing policy in all areas.
9. Customer collection zones / areas.
10. Signage at the entrance of the premises so customers are made aware of our policy and social distancing measures. Customers are also made aware of these measures by telephone / email / information on our website / social media prior to arrival.
11. Social distancing markers (Internal and external) for queuing areas.
12. Customers who are pre-booked for collection are instructed to await inside their own vehicles until allocated time for collection.
13. Regular reminders to customers to remind them to follow social distancing.
14. Preferred method of payment are either using contactless payment methods or by pre-payment.
15. A temporary record of our customers is kept for 21 days to assist the NHS test and trace service.
16. Both the men and ladies toilets are now operating as a one-in one-out system.
17. Each table will have a single staff member assigned to look after them for their entire stay

Further Control Measures Required:

Assigned To:

Due Date:

Hazard (hazard and hazard description):

Handling goods, merchandise or other materials (inbound). Contamination and transmission of COVID-19 through merchandise and stock entering the business, this could then travel through food preparation areas and eventually leaving the premises.

Control Measures:

1. For all goods and merchandise entering the premises the following control measures must be applied:
2. Staff who handle goods & merchandise are to wash hands or use sanitiser on a much more frequent basis.
3. Cleaning procedures have been implemented for shared equipment, staff to wash equipment and hands are touching any shared equipment. Where practicable equipment is not shared.

Further Control Measures Required:

Assigned To:

Due Date:

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Handling goods, merchandise or other materials (outbound). Contamination and transmission of COVID-19 through merchandise and stock leaving the business.

Control Measures:

1. Staff to wash hands before and after handling any takeaway boxes / serving containers / plates.
2. All take away products to be served in disposable containers or on disposable containers.
3. Staff preparing food and staff serving customers to be separated as much as reasonably practicable.
4. Drop off zones for food / goods to minimise direct handling.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Deliveries and delivery drivers. Cross contamination of pathogens and transmission of COVID-19 by delivery drivers who might contact into contact with contaminated surfaces during deliveries to customers.

Control Measures:

1. Designated contactless pick up points so delivery drivers do not come into contact with other staff.
2. Delivery drivers to follow hygiene procedures upon re-entering the building from a delivery.
3. Delivery bags and storage containers to be cleaned inside and out before being brought back onto the premises.
4. Delivery drives to follow social guidelines when outside the premise.

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