

# RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK/AREA/ISSUE BEING ASSESSED</b>	The Black Bull, Edinburgh									
<b>COMPANY</b>	Signature Pubs									
<b>ASSESSOR</b>	Law At Work Ltd/Signature Pubs									
<b>DATE</b>	16/04/2021									
<b>REVIEW DATE</b>	Monthly									
<b>APPLICABLE LEGISLATION/GUIDANCE</b>	Health and Safety at Work etc. Act 1974, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999 & UK Government Coronavirus (COVID-19) guidance and support documents as at 29/05/20									
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> <b>EMPLOYEES</b> <input type="checkbox"/> <b>MEMBERS OF THE PUBLIC</b> <input type="checkbox"/> <b>ADJACENT WORKERS</b> <input checked="" type="checkbox"/> <b>CHILDREN/YOUNG PEOPLE</b> <input checked="" type="checkbox"/> <b>CONTRACTORS</b> <input checked="" type="checkbox"/> <b>VISITORS/CUSTOMERS</b> <input type="checkbox"/> <b>NEW/EXPECTANT MOTHERS</b> <input type="checkbox"/> <b>Other (Please Specify)</b>									
ACTIVITY	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N	
		L	S	R		L	S	R		
<b>Beer Garden Use</b>	Infection transmission	4	5	20	<b>External Area Layout</b> <ul style="list-style-type: none"> <li>Tables will be set out to ensure 1m distancing is maintained.</li> <li>Signage will be provided to inform customers that tables and chairs must not be relocated or put together</li> <li>Staff will be available to assign tables and monitor the area</li> </ul> <b>Food Ordering</b> <ul style="list-style-type: none"> <li>Single use paper menu's will be provided</li> <li>Menu will also be able to be scanned</li> <li>Table service will be in operation throughout venue both inside and outside.</li> </ul>	2	3	6		

					<b>Cutlery/Crockery/Condiments</b> <ul style="list-style-type: none"> <li>All outside food orders will be provided in disposable packaging and condiments will be in individual sachets throughout venue.</li> <li>All used items will be disposed of on bins that will be provided in the beer garden area.</li> </ul>				
<b>Use of WC's</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Main entry doors to WC's will be held open where this does not compromise privacy</li> <li>Hand sanitiser station will be located at main entrance to WC's</li> <li>Signage will be provided to direct/instruct customers on social distancing and hand hygiene</li> <li>Capacity of WC's will be reduced to half available to maintain social distancing. WC's are all in full height cubicles. Alternate wash hand basins will be taped off.</li> <li>Paper towels will be provided for hand drying to prevent customers queueing to use hand dryers</li> <li>Staff will be provided to manage and monitor WC's</li> </ul>	2	3	6	
<b>Food and Drink Service</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Food menu will be limited to reduce waiting times.</li> <li>Maximum of three staff will work in the kitchen. Each will have a designated work area that will be set up to enable food preparation and maintain 1m distancing from colleagues</li> <li>Kitchen staff will develop method of communication with each other to avoid extended contact when placing orders at collection point</li> </ul>	2	3	6	
<b>Playing of background music (If Applicable)</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Level set at 60db which is less than ambient level for venue</li> <li>Relatively low ceiling so doors left open for circulation</li> <li>AC on for air circulation</li> <li>Any singing customers music turned off</li> <li>Level of music can't exceed due to set limit</li> </ul>	2	4	8	
<b>Maintaining social distancing - customers</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Sufficient signage and directional materials will be provided to ensure 1m distancing is maintained. The premises are of a size that this is achievable.</li> <li>Maximum capacity to observe 1 metre distancing has been calculated and numbers will be monitored throughout opening hours to ensure maximum capacity is not breached.</li> <li>Customers accompanied by children will be advised on arrival that they are responsible for the supervision of the children and for ensuring that they observe 2 metre distancing. There are no children's play areas or equipment in the beer garden</li> <li>When inside use of the premises is permissible, screen will be erected at fixed seating booths and tables arranged to maintain 1 metre distancing.</li> <li>Designated 'accessible' tables will be provided for disabled customers</li> </ul>	2	3	6	Choose an item.
<b>Sanitisation</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Additional cleaning duties will be assigned to staff over and above routine cleaning. Focus of additional cleaning will be on touch points, WC's etc.</li> <li>Hand sanitisation stations will be provided at entry and exit points and at key locations around the building, e.g. entry to WC's, food collection point etc.</li> </ul>	2	3	6	

<b>Using Welfare facilities</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Staff break times will be staggered to reduce pressure on break rooms or places to eat.</li> <li>Staff will be asked to attend work in normal clothes and then change into uniform when at work. Uniform will then be taken away at end of shift for cleaning in advance of next shift. Use of staff lockers for storing uniforms and other work items will be prohibited during the period of the corona virus controls.</li> <li>Staff will be required to stay on-site during working hours.</li> </ul>	2	3	6	
<b>Employee Health and wellbeing</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>All staff will be consulted on the arrangements for re-opening and the control measures that will be in place</li> <li>Staff who are shielding or have health issues that place them in the vulnerable category will not be asked to work</li> <li>PPE (face masks, visors and disposable gloves) will be provided for staff use. Every effort will be made by Signature Pubs to ensure that staff can always work safely observing social distancing and hand and respiratory hygiene.</li> <li>Staff must wear provided medical face masks while on shift and not their own masks. These will be swapped on arrival and changed every 4 hours unless soiled or damaged before 4 hours has elapsed.</li> <li>Support will be provided to staff who experience stress, anxiety or distress.</li> </ul>	2	3	6	
<b>Home Life</b>	Infection transmission	4	5	20	<p>Family members should recognise the increased risk due to persons at work and practice:</p> <ul style="list-style-type: none"> <li>Regular hand washing</li> <li>Sanitising contact surfaces at home including bathrooms, food preparation surfaces</li> <li>Coughing and sneezing protection actions</li> <li>Home isolation where practicable</li> </ul> <p>Avoid contact with vulnerable groups:</p> <ul style="list-style-type: none"> <li>Cancer patients</li> <li>Organ transplant patients</li> <li>People with certain genetic diseases</li> <li>People with serious respiratory conditions such as cystic fibrosis and severe chronic bronchitis</li> <li>People receiving certain drug treatments which suppress the immune system</li> <li>Pregnant women</li> <li>People with heart disease</li> </ul>	2	3	6	Choose an item.
<b>Travel to site</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>Staff are asked to avoid using public transport to travel to work and will be encouraged to walk, cycle, or drive to work.</li> <li>Where public transport cannot be avoided staff are advised to wear a face mask and clean hands before entering the premises.</li> <li>Used face masks will be disposed of in the bins provided.</li> </ul>	2	3	6	Choose an item.

<b>Deliveries</b>	Infection transmission	4	5	20	<ul style="list-style-type: none"> <li>• Deliveries will be pre-arranged with approximate arrival time provided.</li> <li>• Delivery drivers will notify manager on arrival and deliver items to designated area.</li> <li>• Staff will maintain 2m distancing during delivery.</li> <li>• All staff handling deliveries will clean hands before and after handling the delivery by either washing with soap and water for a minimum of 20 seconds or using hand sanitiser.</li> <li>• Single use disposable non latex gloves will be available for use. Hands will require to be cleaned/sanitised after removal and disposal of gloves</li> <li>• Suitable waste bags will be available for disposal of gloves and paper towel waste</li> </ul>	2	3	6	
<b>Contracting Corona Virus</b>	Infection transmission	4	5	20	<p>All employees will be reminded of the Corona Virus symptoms: -</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• Loss of taste/smell</li> </ul> <p>Staff who are experiencing symptoms <b>MUST NOT ATTEND WORK.</b></p> <p>Any staff who develop symptoms while at work will be sent home and instructed to contact NHS 24 and follow the advice provided.</p> <p>Staff who have been tested and confirmed positive will inform their manager as soon as possible after receiving positive diagnosis.</p> <p>National track and trace processes will be implemented, and close contact will be contacted by the NHS and given advice on self-isolation requirement and/or testing arrangements.</p> <p>Staff who are self-isolating, you must not: -</p> <ul style="list-style-type: none"> <li>• leave their home for any reason</li> <li>• go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home</li> <li>• have visitors, such as friends and family, in their home</li> </ul>	2	3	6	Choose an item.

<b>DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW</b>
Temperatures of all who enter the venue will be taken at the front door before entry is allowed. Government guidelines will be followed regarding acceptable body temperature levels.

<b>MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE</b>	<b>DATE</b>	<b>MANAGER'S NAME</b>
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	

RISK MATRIX						
Injury to personnel		No or minimum injury	First aid treatment on site	First aid treatment off site	Major injury or hospitalisation	Fatality
Damage to property or equipment		No or major damage	Moderate damage	Significant damage	Major damage	Catastrophic damage
Severity		1	2	3	4	5
Likelihood						
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some time	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	MEDIUM RISK
Possible but unlikely	2	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	LOW RISK	LOW RISK