

RISK ASSESSMENT AND SAFE SYSTEM OF WORK

| TASK/AREA/ISSUE BEING ASSESSED | The Basement | | | | | | | | |
|--|--|--------------------------|---|----|--|--------------------------|---|---|--|
| COMPANY | Signature Pubs | | | | | | | | |
| ASSESSOR | Law At Work Ltd/Signature Pubs | | | | | | | | |
| DATE | 09/08/2021 | | | | | | | | |
| REVIEW DATE | Monthly | | | | | | | | |
| APPLICABLE LEGISLATION/GUIDANCE | 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 | | | | | | | | |
| PEOPLE AFFECTED | <input checked="" type="checkbox"/> EMPLOYEES <input type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input checked="" type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input type="checkbox"/> VISITORS/CUSTOMERS <input type="checkbox"/> NEW/EXPECTANT MOTHERS <input type="checkbox"/> Other (Please Specify) | | | | | | | | |
| 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 | |
| Customers entering the venue | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Customers will queue outside observing 2 metre distancing rules Staff will inform guest to check in for track and trace if inside Signage will be provided to inform customers that they are entering a 1M area Staff will be available to assign tables and monitor the seating area if needed All guests must wear face mask at all times, apart from being at there table If a guest arrives without a face mask then one will be provided for them Hand sanitizer will be available for all guests upon arrival. | 2 | 3 | 6 | |

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| Internal | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Doors that form part of the fire strategy of the building will only be held open if connected to automatic release devices. Customer will receive full table service whilst inside the premises Customers will be greeted at the table in PPE and asked are they happy for orders to be taken by the server. All transactions will be encouraged to be cashless to avoid handling cash. If staff do handle cash then their hands must be washed after. | 2 | 3 | 6 | |
| Use of WC's | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Hand sanitiser station is located at main entrance to WC's Staff will be provided to manage and monitor WC's | 2 | 3 | 6 | |
| Maintaining social distancing - customers | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Customers accompanied by children will be advised on arrival that they are responsible for the supervision of the children. There are no children's play areas or equipment in the outside area. | 2 | 3 | 6 | Choose an item. |
| Sanitisation | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Cleaning duties will be assigned to staff over and above routine cleaning. Focus of additional cleaning will be on touch points, WC's etc. 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. | 2 | 3 | 6 | |
| Using Welfare facilities | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Staff break times will be staggered to reduce pressure on break rooms or places to eat. | 2 | 3 | 6 | |
| Employee Health and wellbeing | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> Medical masks to be worn as standard – CTL are not to be worn in the workplace Medical masks to be changed every 4 hours maximum, or when it gets dirty, wet, is touched inside it or damaged Staff on arrival at their place of work should take a fresh face mask and pocket their own mask PPE (face masks and disposable gloves) will be provided for staff use if that is their preference. Every effort will be made by Signature Pubs to ensure that staff can always work safely observing social distancing and hand and respiratory hygiene. Support will be provided to staff who experience stress, anxiety or distress. | 2 | 3 | 6 | |

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| Home Life | 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"> • Regular hand washing • Sanitising contact surfaces at home including bathrooms, food preparation surfaces • Coughing and sneezing protection actions • Home isolation where practicable <p>Avoid contact with vulnerable groups:</p> <ul style="list-style-type: none"> • Cancer patients • Organ transplant patients • People with certain genetic diseases • People with serious respiratory conditions such as cystic fibrosis and severe chronic bronchitis • People receiving certain drug treatments which suppress the immune system • Pregnant women • People with heart disease | 2 | 3 | 6 | Choose an item. |
| Travel to site | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> • Used face masks will be disposed of in the bins provided. • Staff not to arrive in uniform they should arrive in personal clothes and change | 2 | 3 | 6 | Choose an item. |
| Deliveries | Infection transmission | 4 | 5 | 20 | <ul style="list-style-type: none"> • Deliveries will be pre-arranged with approximate arrival time provided. • Delivery drivers will notify manager on arrival and deliver items to designated area. • Staff will maintain 2m distancing during delivery. • 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. • Single use disposable non latex gloves will be available for use. Hands will require to be cleaned/sanitised after removal and disposal of gloves • Suitable waste bags will be available for disposal of gloves and paper towel waste | 2 | 3 | 6 | |
| Contracting Corona Virus | Infection transmission | 4 | 5 | 20 | <p>All employees will be reminded of the Corona Virus symptoms: -</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • 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) • Loss of taste/smell <p>Staff who are experiencing symptoms MUST NOT ATTEND WORK.</p> | 2 | 3 | 6 | Choose an item. |

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| | | | | | <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"> • leave their home for any reason • 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 • have visitors, such as friends and family, in their home | | | | |
| Playing of music | Infection Transmission | 4 | 5 | 20 | <p>A decibel meter has been used to ascertain a safe music level</p> <p>Music levels can only be adjusted by the senior Manager</p> | | | | |

| DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW |
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| MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE | DATE | MANAGER'S NAME |
|--|-------------------------------|----------------|
| | Click or tap to enter a date. | |
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| 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 |