

Risk Assessment Form

Issue 1

Facility: Saltbox	Date: July 2020	Completed By: Casey Vickers/Adam Hucknall
Risk Assessment: Operating during Covid-19 (Coronavirus) pandemic	Version No: 2	

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Keeping up to date with official guidance

Lack of up to date information regarding the virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Work closely with the NIC Covid-19 Officer for the venue and relevant procedures to enable accurate monitoring to be maintained to identify trends • Pre-opening communication to be conducted via social media and external signage to customers • Government advice regularly checked and followed by Covid-19 Officer - www.gov.uk (N.B. follow your specific Government advice e.g. England, Scotland, Wales or Northern Ireland) • NHS advice regularly checked and followed by Covid-19 Officer - www.nhs.uk • Public Health England advice regularly checked and followed by Covid-19 Officer - https://www.gov.uk/government/organisations/public-health-england (N.B. follow your specific Health Agency advice e.g. England, Scotland, Wales or Northern Ireland)
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Preventing the spread of Covid-19 (Coronavirus) in Saltbox

Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Customers Contractors	<ul style="list-style-type: none"> • Customers primarily will make bookings via Saltbox phone number or Saltbox email to control capacities and to ensure lead bookers customer contact information is retained for Track and Trace if required. Walk-ups will be accepted if there is sufficient capacity available and all customers contact information will need to be retained for
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		<ul style="list-style-type: none"> • a minimum of 28 days • Suitable locking/closing mechanisms available on non-emergency exit doors • Restricted entry/exit on some external doors (not compromising emergency exits) • Operate one-way systems for pedestrian routes where possible • A site access log and daily health declaration will be implemented for staff. • It is recommended that customers book in advance via the Saltbox Bar website, walk ins will only be accepted if capacity has not been reached • No tables are to be moved together unless pre-booked and discussed with the venue team in advance (appendix 1 – table plan) • Hand washing station to be available to customers and staff in the main bar area, hand sanitiser to be available throughout the bar • Any customers sitting outside are to be advised that if it starts to rain or becomes cold and they would like to move inside that a table cannot be guaranteed as capacity may be reached. If Saltbox bar is at capacity customers are to be politely asked to finish their booking
No restriction on visitor access to public areas increasing potential spread of bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Restricted areas kept locked or stewarded to prevent unauthorised access • Social distancing controls introduced in the toilets areas restricting capacity to 2 people at one time. • Signage to be in place by the stairs leading to the toilets indicating 'keep left' to prevent crossover • Where possible Saltbox will operate by table service,

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		<p>customers are discouraged from going to go to the bar and all must order and pay through an app</p> <ul style="list-style-type: none"> • Glass collection area at the bar to be taped off and only accessed by one member of staff at a time • The back of house lift is to be limited to be limited to a capacity of 1 household
Security staff coming into close contact through searches and venue ejections	Staff Customers	<ul style="list-style-type: none"> • When searches required gloves and face masks to be worn by SIA staff • Customers to place items and step back for search • Person searches to be conducted outside venue • SIA guidelines to be followed for ejections, guidance can be found at https://www.sia.homeoffice.gov.uk/pages/coronavirus.aspx
Door mechanisms: Contact points on doors / revolving doors creating increased risk of bacteria/virus contamination	Staff Customers Contractors	<ul style="list-style-type: none"> • Robust cleaning regime in place • Hand sanitation provided on entry/exit and around the venue
Cash transactions: Contact points on credit card machines and money / large transactions on credit card machine need to use the pin pad so increased risk of bacteria/virus contamination	Staff Customers	<ul style="list-style-type: none"> • Robust cleaning regime in place • Hand sanitation provided on entry/exit and around the venue • Where possible all payments to be done via app downloaded on to customers phone • Contactless machines are to be in place in case anyone cannot pay via the app.
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Hand sanitation points provided • Portable hand washing station located in the main area • Hand soap dispensers kept refilled • Hand dryers maintained in working order • Hot water system maintained to provide constant supply • Non-touch dispensers in place where possible

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		<ul style="list-style-type: none"> • Implement regular checks of toilet facilities
Lack of toilet paper increasing risk of unhygienic hand sanitation	Staff Customers Contractors	<ul style="list-style-type: none"> • Sufficient planning with consumables suppliers in place • Hot water and hand soap available at all times • Implement regular checks of toilet facilities
Visitors in close contact with other visitors to the facility, incorrect social distancing	Staff Customers Contractors	<ul style="list-style-type: none"> • Café tables spread out to be at least 2m apart • Hostess to direct all customers to their table/seating area to discourage customers to go up to the bar at any point • Reduced capacity in place to limit number of public in one place • In circulation areas people to adhere to at least 2m apart or 1m apart if specific positions can be maintained • Separate entry and exit routes identified to reduce crossover • Government guidance on social distancing followed • Customers with young children are advised that it is their responsibility to ensure they remain in seats and are not moving around the venue unless going to the toilet. If this is not done service may be refused and the customers may be asked to leave • Entertainment will adhere to recommended guidelines and will not incite singing or raucous behaviour
Spread of virus/bacteria through close contact of waiting staff and customers	Staff Customers	<ul style="list-style-type: none"> • All staff are to be briefed on a daily basis with key information and operational points. Briefs are to be signed off and documented by the Saltbox Bar Manager • Staff will have the option to wear PPE face masks • Where two members of staff are needed to work behind the bar, social distancing is to be observed • Tables and chairs are to be cleaned by the waiting staff after each use.

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		<ul style="list-style-type: none"> • Menus are to be laminated and to be cleaned after each use • All plates are to be handled by napkins by the waiting staff • Bar staff are to handle the drinks and glasses as little as possible with only touching the bottom third of the glass or bottle. Bar staff are to place the drinks on a tray, waiting staff are to collect the tray from the bar and place on the table for customers to remove their drinks • Where staff cannot avoid working next to each other such as two members of staff behind the bar, staff should work side by side • All cutlery is to be wrapped in napkins and delivered to the tables with food order along with individual serving sachets of condiments and individual napkins. Any unused cutlery is to be washed at the end of the day before being re-wrapped in napkins
Preventing the spread of Covid-19 (Coronavirus) in the kitchen		
No restriction of entry and exit points and numbers of staff in specific working areas ie. Kitchen or staff area	Staff Customers	<ul style="list-style-type: none"> • Introduce a single door in and single door out of the kitchen • One person to be within the kitchen, secondary person onsite to use the hatch to communicate • If second person must enter the kitchen for essential work masks must be worn by both parties where social distancing recommendations cannot be achieved • All stock to be ordered to Saltbox to reduce frequency of travel to the NIC • Capacity in the staff area will be kept to 1 person at a time, a sign will be outside confirming if in use. It is the responsibility of the member of staff using the staff area to

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		put the sign up and take it down after use
Inappropriate working practices increasing risk of contamination	Staff Contractors Customers	<ul style="list-style-type: none"> All cooking surfaces and equipment to be cleaned and sanitised Chef whites to be taken home and washed daily Hand sanitising station to be set up on entrance/exit to the kitchen
No restriction on staff using shared stock or equipment increasing potential spread of bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> All packaging removed from food products and stored in the fridge or kitchen area Remove tabletop fridges from the kitchen to allow additional space Chef to use own knives and clean on arrival to kitchen and take away each day Separate work stations to be identified for staff
Handling staff/customers presenting symptoms whilst in the facility		
Staff continuing to work if feeling unwell	Staff Customers Contractors	<ul style="list-style-type: none"> Staff must self-isolate if they feel unwell and have flu like symptoms Government guidance followed Staff training and communication to be delivered Staff sickness forms to be monitored and trends identified
Customers entering the premises with flu-like symptoms	Staff Customers Contractors	<ul style="list-style-type: none"> Should be tactfully asked/refused entry and directed to self-isolate and call/email NHS 111 Government guidance followed
High risk employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)		
Those employees who are at higher risk from contracting Covid-19	Staff	<ul style="list-style-type: none"> Government guidance followed Social distancing encouraged HR procedures in place for those unable to work from home and required to isolate as per Government

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		guidelines
Staff Behaviour		
Staff in workplace increasing risk of community transmission	Staff	<ul style="list-style-type: none"> • Where staff cannot work from home ensure additional measures are considered for each employee / task (e.g. PPE, screens between desks, split or staggered shifts / breaks, alternative working patterns (3 on / 3 off), split resources into teams so no crossing of employees) • Staff practice 'social distancing' as much as possible • Staff training and communication to be delivered
Travel for business purposes	Staff	<ul style="list-style-type: none"> • Staff should try to avoid using public transport as a first choice, and if feasible walk or cycle to work as a better alternative to driving. Cycle storage facilities are available on site. If travel, is unavoidable think carefully about the times, routes and ways to travel that will mean you will have more space to stay safe for further information https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak
Handshaking or other greeting increasing risk of transferring bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Handshaking and general close personal greetings are discouraged • Hand washing protocols and hygiene facilities in place
Poor workspace hygiene leading to increased risk of transferring bacteria/virus	Staff Customers Contractors	<ul style="list-style-type: none"> • Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance • Viricidal sprays available for wiping down work surfaces and equipment • Hand sanitiser available • Robust cleaning schedule in place which is monitored

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		<ul style="list-style-type: none"> Personal workspace should be cleaned regularly by employee to avoid cross contamination
First Aid		
Withdrawal of first aid to a person in need could put their life at risk	Staff Customers Contractors	<ul style="list-style-type: none"> First aid trained personnel available during all opening hours Carry out first aid refresher training to incorporate changes required due to Covid-19 Preservation of life given priority Strict hygiene protocols in place to try and reduce transmission and adhered to Suitable PPE provided to first aiders and injured persons so they can protect themselves if administering first aid
Cleaning and Waste		
Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Customers Contractors	<ul style="list-style-type: none"> Additional multi-skilled staff rostered to carry out cleaning tasks Restriction of areas available to staff/public to reduce facilities to be cleaned Business continuity plan in place
Untrained staff using cleaning substances and equipment	Staff Customers Contractors	<ul style="list-style-type: none"> COSHH assessments for all substances in place Work instructions for tasks in place Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment
Poor cleaning practice increasing risk of bacterial/viral contamination	Staff Customers Contractors	<ul style="list-style-type: none"> Deep clean to take place prior to reactivating Saltbox Robust general cleaning schedule in place, building is to be cleaned at the start and end of each day with cleaning taking place throughout the day. Table and seating cleaning will be carried out between each customer use and documented by the hostess. Venue touch points (door

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		<p>handles and banister) are to be cleaned on a two-hourly basis, toilets will have an hourly cleaning regime which will be documented and displayed inside the bathrooms (appendix 2 – cleaning regime)</p> <ul style="list-style-type: none"> • Cleaning tasks monitored by supervisor • Additional cleaning programmed for high touch points, consider increasing cleaning regime, self cleaning and hand sanitation points – including light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, touch pads etc. • Government guidelines are available https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Inappropriate disposal of waste, in particular used tissues increasing risk of contamination	Staff Customers Contractors	<ul style="list-style-type: none"> • Work instructions in place on disposal of waste in line with government guidance in above link • Personal protective equipment available, including gloves, aprons, face masks • Waste and bins emptied daily into Icehouse refuge area
Handling post, packages and food deliveries		
Handling post, packages or food deliveries	Staff	<ul style="list-style-type: none"> • Work instructions in place • Personal protective equipment provided for handling items if required • Government guidelines followed https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19
Business Continuity		
Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or	Staff Customers	<ul style="list-style-type: none"> • Business continuity plan in place and communicated to all users

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insufficient staff to safely open to the public	Contractors	<ul style="list-style-type: none"> • Minimum staffing levels identified to safely operate. Building closed if such numbers are not available • Flexible emergency rotas introduced to maintain a level of service
Contracted cleaning provision interrupted or discontinued	Staff Customers Contractors	<ul style="list-style-type: none"> • Business continuity plan in place • Staff trained in cleaning tasks
Covid-19 infected person having been or suspected to have been in the premises		<ul style="list-style-type: none"> • Deep clean and sanitisation of facility • Government advice followed

		Name	Signature	Date	Actions added to RRP
Review	Review Conducted by:				
	Review Conducted by:				
	Review Conducted by:				
	Review Conducted by:				