

RISK ASSESSMENT

RISK:	Corona Virus Transmission		
DESCRIPTION OF RISK:	Spread from human to human potentially life threatening		
STORE/LOCATION:	BSRFC Bar & Marquee Area		
ASSESSMENT BY:	James Lipscombe	Date:	9/04/2021
APPROVED BY:	John Allanson	Date:	9/04/2021

HAZARD / RISK:	WHO'S AT RISK?	NORMAL CONTROL MEASURES:	ADDITIONAL CONTROL MEASURES:	RISK RATING H/M/L
<p>Marquee Re-opening</p> <p>Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Marquee staff • Customers 	<ul style="list-style-type: none"> • There is a max amount of 100 people allowed in the marquee at any one time. • Only Table service is permitted in the Marquee area and other outside spaces. • No orders are permitted to be placed at the bar. • Any children in the marquee area must be accompanied by somebody over the age of 18. • Maximum of 6 guests per table. • Marquee guests sitting back to back will be socially distant by 1 metre. • Marquee guests seated at the same table will be 1 metre plus apart, with 2 metres between those sitting face to face. • There will be safety screens put in place to protect our teams. • Clear signage will be displayed throughout the premises explaining the new process. • Table layout in the marquee must not be changed without management approval. • If drinking outside and in the marquee, a maximum of 6 people from different households can meet or 2 family groups • 2m social distancing must be adhered to wherever possible. • Tables must be spread out to allow for social distancing between groups. • Every customer within each grouping of 6, whether they 	<ul style="list-style-type: none"> • Customers in the marquee and other outside areas are only permitted to consume their drinks, when seated. • Safety screens to be erected. 	<p>HIGH</p> <p>HIGH</p>

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		<p>are drinking or not, must provide their track and trace information by law.</p> <ul style="list-style-type: none"> • Staff must stay assigned to their workstations where possible. • All staff shift rotas are to be kept for 21 days. • All Employees will be contacted the morning of their shift and have to declare to the best of their knowledge they are symptom free, following the symptom checker process. • All Staff will have their temperatures taken and anyone with a temperature of over 38C will be sent home. 		
<p>On Arrival to the Marquee Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Marquee staff • Customers 	<ul style="list-style-type: none"> • Please follow the signage and enter the Marquee through the main entrance. • A hand sanitiser station will be placed at the entrance and guests will be encouraged to use it upon arrival. • Customers will choose a table and sit down – face masks to be worn until seated. • A member of the bar team will come over and take the customers order in the appropriate PPE once they have proved they have signed in using the NHS track and trace system 		HIGH
<p>At the Marquee Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Marquee staff • Customers 	<ul style="list-style-type: none"> • All Payments will be taken via chip and pin and machine, or member's card. • All glassware will be removed from the table by a trained member of staff wearing appropriate PPE and taken to a dedicated glass collection area and guests will also be asked to drop their empty glass on exit of the marquee at the designated glass collection point. • All Employees are not allowed to have physical contact with co workers and guests. 	<p>The host will be asked to wear a face screen or FFP2 kitemarked face mask. The glass collector will be provided with a face screen or FFP2 kitemarked face mask. Clear signage will be placed on each menu explaining the ordering and glass collection process.</p>	HIGH
Toilet facilities		<ul style="list-style-type: none"> • Customer toilets only to be used by staff members & 		HIGH

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<p>Bar & Marquee Hygiene</p> <p>Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Marquee staff • Customers 	<ul style="list-style-type: none"> • Before Marquee reopening cleaning team to be appointed for thorough deep clean. • A cleaner is required daily to clean and sanitise the Marquee before opening. • One person appointed on each shift to sanitise every 30 minutes the marquee. All touch points, door handles, till screens, credit card terminals [consistent with page 4] sanitiser stations, sinks hand dryers, etc to be cleaned and sanitised. • All toilet touch points to be cleaned and sanitised every hour. • All glass ware must be washed on the most intense/hottest dish washer cycle, and dried using disposable paper towel. • Table and chairs will need to be thoroughly cleaned after customers have left with all food debris washed away, all surfaces sanitised, using appropriate sanitiser and disposable paper towels or cloths. • All Staff to wash hands on a regular basis for at least 20 seconds or the time it takes to sing happy birthday twice. • All Staff to wash their hands at the start of their shift, or after going to the toilet, after breaks, when clearing 	FAD Green-Shield to be used as a sanitising spray, and when used must be left for 30 seconds to allow for appropriate contact time and then wiped down with disposal towel	HIGH

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		tables, after sneezing or touching themselves, after handling cash, when finished using the phone.		
<p>Payment</p> <p>Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Marquee staff • Customers 	<ul style="list-style-type: none"> • Cashless payment/membership card payment will only be accepted as a form of payment at this time. • Membership cards will be accepted by members showing their cards to the bar team member for payment. • Members will be permitted to load their membership cards with funds with the membership card and payment card being handed back to the customer and the team member then thoroughly sanitises their hands. • Contactless limit increased to £45, Apple pay even higher amount. • Till's and credit card terminals to be sanitised Every 30 minutes [consistent with page 3]. 		HIGH
<p>Essential Maintenance/Deliveries</p> <p>Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> • Management • Key Holders • Contractors • Deliveries 	<ul style="list-style-type: none"> • Only Emergency or Essential maintenance work to be carried out. • Only Contractors approved by the company to be used. • All work must be approved by the Manager/person responsible, no contractor's allowed on site without prior approval. • Confirmation from the contractor that the attending engineers are symptom free to the best of their knowledge, must be obtained. • No physical contact should be made (hand shaking) • Engineers to thoroughly wash hands on arrival and be able to use the toilet and hygiene facilities, when required. • Apart from using the toilet and hygiene facilities where possible keep contractor in the area they are working in. • All work where possible to be carried out when the store is closed, with minimal people present, allowing 2-metre social distancing to take place. 		HIGH

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		<ul style="list-style-type: none">• Once work is completed the area, equipment worked on, must be thoroughly cleaned using our 2-stage cleaning and sanitizing process.• If hot work is required a hot work permit needs to be completed and a separate RA to be carried out for the required work, by a qualified person, and approved.		
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RISK ASSESSMENT

NOTES FOR RISK ASSESSORS

SEVERITY

1. Slightly harmful – minor injury, (first aid treatment)
2. Harmful – lost time injury, illness, damage
3. Extremely Harmful – major (specified) injury, disabling illness, major damage, multiple severe injuries or death

LIKELIHOOD

1. Highly Unlikely, never happened before – control measures rigorous, strong maintenance, training and/or supervision
2. Unlikely – defined supervision and maintenance, regular training
3. Likely – control measures may breakdown, little supervision or training on control measures, continuous exposure to hazard, history of accidents or no/insufficient controls in place

MEASURE

- | | |
|-------|------------------------|
| 1 | Trivial/Low risk |
| 2 – 6 | Manageable/Medium risk |
| 9 | Unacceptable/High risk |

Review Date Frequency

High Risk (< 1 year)
 Medium Risk (1 – 2 years)
 Low Risk (3 years)

Issue Numbers

The first risk assessment will have issue number one, every time it is reviewed thereafter a new issue number is required

NB: If an accident occurs after the risk assessment, it is advisable to review risk rating in case it needs to be revised.

RISK MATRIX

Likelihood of harm occurring	Likely = 3	3	6	9 = Intolerable Risk
	Unlikely = 2	2	4	6
	Highly unlikely = 1	1 = Trivial Risk	2	3
		Slightly harmful = 1	Harmful = 2	Extremely harmful = 3
Potential severity of harm				

COLOUR CODE TO MATRIX

	Trivial (Low Level) Risk
	Manageable (Medium Level) Risk
	Intolerable (High <u>Level</u>) <u>Risk</u>