

## Risk Assessment

**Company Name:** Moss and Co

**Assessment carried out by:** Management

**Date of next review:** 1<sup>st</sup> November

**Date assessment was carried out:** 24<sup>th</sup> September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action are you taking to control the risk	Who needs to carry out the action?	Completed
Spread of coronavirus (covid 19)	Employees, Guests, Contractors, Visitors, Paying attention to vulnerable people. Any other person who visits the premises – Preventing the spread of the virus.	<p><b>Cleaning</b></p> <p>Making sure staff are regularly washing their hands.</p> <p>Making sure there is enough soap and sanitiser for guests, staff and visitors</p> <p>Encouraging to dry their hands with paper towels</p>	<p>Encouraging all staff to watch this video for training:  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Make sure staff report any dermatitis issues to us  <a href="https://www.hse.gov.uk/food/dermatitis.htm">https://www.hse.gov.uk/food/dermatitis.htm</a></p> <p>Have sanitiser stations on entrances and exits for staff and guests to use</p>	<p>Management Staff</p> <p>Staff</p> <p>Staff</p> <p>Management</p>	

		<p>Making sure sanitiser is available through-out the building</p>	<p>If using public transport to and from work make sure staff change into work clothes when they arrive.</p> <p>Offer the staff the chance to wash their uniform at work to minimise the risk of cross contamination.</p>	<p>Staff Management</p>	
		<p>Making sure uniform is clean and fresh everyday and stressing the importance of this.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Extra cleaners or extended hours maybe needed to help with the extra routine cleaning of surfaces</p>	<p>Staff Management</p>	
		<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, beer handles, beer kegs, fridges, freezers</p>	<p>Doors to be pinned open if possible to allow minimal contact on surfaces</p> <p>If there are 3 cubicles middle one to be blocked off to comply with social distancing.</p>		

		Regular toilet checks to make sure they are clean and social distancing is being observed.			
		<p><b>Social Distancing</b></p> <p>Reducing the number of people working in 1 area as much as possible</p> <p>Ensuring guests are spaced out at least 1 meter apart</p>	<p>Offer protective masks for people to wear as extra protection or allow them to wear their own.</p> <p>If possible in some areas 2 meters will be used</p>	<p>Management</p> <p>Management</p> <p>Management</p>	

	<p>Try to stagger start and finish times so not everyone is arriving or leaving at the same time.</p> <p>Make reservations spaced out so guests are not all arriving at the same time.</p> <p>Have separate entrances and exits to minimise the cross over of guests.</p> <p>Make sure there is a 1 way system in place to avoid guests and staff bumping into each other.</p>	<p>Barriers and signs to be used to guide guests the correct way.</p> <p>Arrows, stickers and posters are on the floor and walls guiding and reminding people of the rules.</p> <p>Staff to be reminded daily in a briefing about making sure guests and themselves observe the one way system.</p>	<p>Staff Management</p> <p>Management</p> <p>Management</p> <p>Management</p>	
--	--	---	---	--

		<p>All guests will be required to wear a mask when entering the building and when leaving their table for any reason</p> <p>Track and trace details to be taken</p> <p>Table service will be operated at all times</p> <p>Both food and drink to be available to order on our app or website</p> <p>Encourage the use of contactless payments</p>	<p>Signs will be up at the entrances to remind guests and they will be told when checking in.</p> <p>We will have some disposable masks available for anyone who forgets a mask</p> <p>Customer names, numbers, amount in party and table number will be taken down on arrival and kept for 21 days.</p> <p>Guests will arrive be shown to their table. Rules will be explained and table service will commence.</p> <p>All areas will be broken up into sections with 1 to 2 members of staff maximum in them sections.</p> <p>Encourage guests to use this as this limits the amount of time spent with staff.</p> <p>This limiting staff handling cash. Gloves will be offered gloves to be worn if handling cash.</p>	<p>Management Staff</p> <p>Management</p> <p>Management</p>	
--	--	---	---	---	--

		<p>Maximum table sizes of 6 both inside and out.</p> <p>During busy periods there will always be a host on to manage the flow of guests coming in and that they are guided to the correct area</p> <p>Staff will be working in set rotas to minimise the cross over of staff as much as possible</p>	<p>As per government rules the maximum table size is to be 6 (this includes children)</p> <p>At the weekend door staff maybe employed to control the amount of guests coming in and that they are following all guidelines.</p> <p>Any rota changes must be authorised by management.</p>		
--	--	--	---	--	--

		<p><b>Service</b></p> <p>Staff to wash hands after clearing each table and serving food.</p> <p>Staff will wear face masks or visors at all times. This includes customer facing chefs.</p> <p>Make sure all staff and guests follow the one way system in place.</p> <p>Cutlery and napkins will be placed down just before food is to arrive. Single use condiments and sauces to be</p>	<p>Protective gloves to be offered to staff</p> <p>As per law. Company to supply one or the other.</p>	<p>Staff</p> <p>Management Staff</p> <p>Staff</p>	
--	--	--	--	---	--

		<p>used at all times.</p> <p>Salt and pepper pots to be sanitised after use.</p> <p>Single use menus or laminated ones to be used.</p> <p>Glasses will be put down when needed and only used once.</p> <p>Staff will clear all glasses</p> <p>Limited menu to minimise cross contamination from chefs and suppliers</p>	<p>If laminated they will be sanitised after each use.</p> <p>This is stopping guests from coming to the bar.</p> <p>Suppliers will drop off food to a safe designated place and one member of staff will check the deliveries.</p> <p>Staff are encouraged to use their own pens if they have to sign for the delivery.</p>	<p>Staff Management</p>	
--	--	---	--	-------------------------	--





		<p>1 member of each table will be required to give us their name and contact details for the NHS track and trace system</p> <p>Only 1 chef to be in the dry store or walk in fridge at one time.</p> <p>Drinks and food to be left at the end of each table to minimise the need to stretch over guests.</p> <p>When guests are in the garden they must still observe social distancing rules.</p>	<p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>	<p>Staff Management</p> <p>Management</p>	
--	--	--	--	---	--

		If in groups of 6 and from different households then social distancing rules apply.			
		<p><b>Bedrooms</b></p> <p>Deep clean after every stay</p> <p>Toilet roll to be replaced after every stay</p> <p>Offering room service to all guests for either breakfast or dinner</p> <p>Shower mats to be taken out but offered if the guests would like them. They will then be thoroughly cleaned and not</p>	<p>This includes sanitizing remote controls, handles, kettles, hairdryers, switches, coat hangers etc</p> <p>Each guest can ring reception to place orders so they do not have to come into public space.</p> <p>Trays to be left outside room so staff do not have to enter</p>	Staff Management	

		<p>used for 72 hours</p> <p>All reading material to be taken out of rooms</p> <p>Disposable sugar and milk containers to be used</p> <p>Any that are not used will be taken out of the room.</p> <p>Irons and ironing boards to only be given out by staff and then cleaned after use</p> <p>Windows to be open as much as possible and will be recommended to guests</p>			
--	--	---	--	--	--

		<p>Bed lined to not be changed unless completely necessary</p> <p>If any guests develops symptoms during their stay will have their room closed off for 72 hours and deep cleaned.</p>	<p>Inform trach and trace</p>	<p>Management</p>	
		<p><b>Symptoms</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay</p>	<p>The member of staff will be required to take a covid 19 test and inform management of the result straight away.</p> <p>Any team members working with this member of staff will be required to self isolating</p>	<p>Management</p> <p>Management</p>	

		at home guidance.  All staff are required to have a temperature check before starting work	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a>		
		Complete reopen your business checklist	<a href="https://www.gov.uk/coronavirus-business-reopening/y/hospitality/over-4/yes/yes/no/yes">https://www.gov.uk/coronavirus-business-reopening/y/hospitality/over-4/yes/yes/no/yes</a>		