

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b><u>GENERAL SECTION</u></b>						
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups –</b></li> <li>• <b>Elderly, Pregnant workers,</b></li> <li>• <b>those with existing underlying health conditions</b></li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels.</li>   <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and</p>	<p>All staff given a Covid response induction and training prior to returning to work . Managers over seeing compliance.</p>		

			carry out skin checks as part of a skin surveillance programme			
		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	All staff given a Covid response induction and training prior to returning to work . Managers over seeing compliance.		
		<p><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 1 meter plus gap recommended by the Public Health Agency Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff</p>	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	All staff given a Covid response induction and training prior to returning to work . Managers over seeing compliance.		
		<p><b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a</p>	Staff to be reminded that	All staff given a Covid		

		<p>requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>wearing of gloves is not a substitute for good hand washing.</p>	<p>response induction and training prior to returning to work . Managers over seeing compliance.</p>		
		<p><b><u>PPE</u></b> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant</p>	<p>All staff given a Covid response induction and training prior to returning to work . Managers over seeing compliance.</p>		

			<p>cleaning wipe (check with manufacturer to avoid damaging the mask).  Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure</p>			
		<p><b><u>Symptoms of Covid-19</u></b>  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 at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to</p>	<p>All staff given a Covid response induction and training prior to returning to work .  Managers over seeing</p>		

		where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken	reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	compliance.		
		<b>Mental Health</b> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Regular communication of mental health information and open door policy for those who need additional support.	All staff given a Covid response induction and training prior to returning to work . Managers over seeing compliance.		
		<b><u>SPECIFIC SECTION</u></b>				
	<b>RISK</b>	<b><u>ACTION TAKEN TO CONTROL THE RISK</u></b>	<b>Additional controls</b>	<b>Who needs to carry out the action?</b>	Action by when?	Done
CUSTOMER AND STAFF	Small corridor, minimal ability to social distance	Portaloos hired in outside area of premises to disperse amount of use for inside toilets.	Constant monitoring of all	All staff -with management	Constant monitoring.	

TOILETS		<p>Additional cleaner hired solely for regular cleaning and upkeep of toilets and premises during opening hours in response to Covid-19.</p> <p>In addition to our normal cleaning procedures</p> <p>Will also be controlling the amount of customers in the toilet at one time and directed to outside portaloos when high demand.</p> <p>More regular changes of bins provided.</p> <p>Outside queueing available and social distancing markers provided.</p> <p>Handwashing guide and disposable of tissues signage displayed in all of our site toilets.</p>	<p>toilets.</p> <p>Adjusting procedure as needed.</p> <p>Ensure staff and customer compliance.</p> <p>Providing PPE for cleaners</p> <p>Constant ongoing training of PPE use and safety when carrying out toilet cleans and checks</p>	<p>overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Review and revise as needed</p>	
MENUS	<p>Multiple handling from staff and customers- risk of contamination</p>	<p>Disposable menus- single use</p> <p>Only to be placed on the table when customer has sat down</p>	<p>All staff to be introduced and trained to this new procedure</p> <p>Bins provided for the disposal</p> <p>PPE provided</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Constant monitoring. Review and revise as needed</p>	
LAYING UP OF TABLES	<p>CUTLERY, NAPKINS GLASSWARE EXPOSED TO AIR AROUND CUSTOMERS- MULTIPLE HANDLING</p>	<p>All tables will be wiped down with hot and soapy water and then sprayed with antiviral surface cleaner and wiped/dried with disposable tissue after every turn over.</p>	<p>PPE provided</p> <p>All staff trained in procedure</p>	<p>All staff -with management overseeing and ensuring.</p>	<p>Constant monitoring. Review and revise as</p>	

		<p>Salt and pepper shaker and plant pots left on the table to be sprayed with antiviral surface cleaner and wiped with disposable tissue after every turn over of table.</p> <p>Tables will not be laid up with cutlery napkins or glassware until customer requires</p>		<p>Staffs responsibility to ensure they follow procedures put in to place</p>	needed	
CONDIMENTS AND SAUCES	MULTIPLE HANDLING OF SAUCE BOTTLES, SALT AND PEPPER SHAKERS AND OTHER CONDIMENTS	<p>Sauce bottles to be replaced by using disposable sauce pots- single use</p> <p>All sauces to come out of a pump bottle- limiting amount of people using</p> <p>Salt and pepper shaker and plant pots left on the table to be sprayed with antiviral surface cleaner after every turn over of table_</p> <p>Washed as per usual procedure at a high temperature and dried with disposable to avoid spread</p>	<p>Gloves provided for when dispensing</p> <p>To be sterilised after each use</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	Constant monitoring. Review and revise as needed	
CUTLERY/ CROCKERY						
DISTANCE BETWEEN TABLES	GOVERNMENT SOCIAL DISTANCE RULE OF 1 METER PLUS	Removal of restaurant tables to comply with the 1 meter plus rule and space for staff to take orders and walk through	<p>Monitor and adjust procedure as needed.</p> <p>Ensure staff and customer compliance</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	Constant monitoring. Review and revise as needed	
WAITRESS SERVICE/ TAKING	STAFF AND CUSTOMERS NOT WITHIN SOCIAL DISTANCING GUIDELINE ON 1 METER	Tables removed for restaurant areas to provide space to comply with government rules allowing staff to stand away from tables when taking orders	Monitor and adjust procedure as needed.	All staff -with management overseeing	Constant monitoring. Review and	

ORDERS AT TABLES	PLUS	<p>Minimal staff interaction with tables and less time spend talking to customers</p> <p>Waitresses allocated to individual section of the restaurant to discourage multiple waitresses serving the same table PPE provided for staff</p>	Ensure staff and customer compliance	and ensuring. Staffs responsibility to ensure they follow procedures put in to place	revise as needed	
BAR CUSTOMER SERVICE	<p>LITTLE ABILITY TO SOCIAL DISTANCE</p> <p>CROSS CONTAMINATION ON BAR SUFACES</p> <p>HIGH STAFF TO CUSTOMER FACE TO FACE CONTACT</p>	<p>We are only doing waitress service throughout the whole site</p> <p>No customers allowed to be stood in areas all must be seated</p>	<p>Monitor and adjust procedure as needed.</p> <p>Ensure staff and customer compliance</p>	All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
KITCHEN TO FRONT OF HOUSE CONTACT	TALKING LOUDLY TO ONE ANOTHER OVER THE PASS AND EXTRACTION FAN	<p>One person on the pass each day who is the point of contact for front of house and head chef.</p> <p>Head chef to stay on pass as much as possible to avoid increasing voice volume</p> <p>Bell to be rung if the chef is not at the pass to get attention- not use voice</p>	<p>Monitor and adjust procedure as needed.</p> <p>Ensure staff compliance</p>	All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
FRONT OF HOUSE STAFF ACCESS TO	SMALL CORRIDOR THROUGH TO KITCHEN AREA	<p>Staff made aware of small space and to keep alert on shift of who is in their walking path</p> <p>Staff to make way for oncoming staff as walking through</p>	Monitor and adjust procedure as needed.	All staff -with management overseeing and ensuring.	Constant monitoring. Review and revise as	

KP AREA		and when being passed turn face away	Ensure staff compliance	Staffs responsibility to ensure they follow procedures put in to place	needed	
WEATHER	LACK OF EXTRA SOCIAL DISTANCING SPACE INDOORS	In the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained.	Reservation and seating and greeting training	All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place		
ROTA/ STAFF LEVELS	WE EMPLOY A HIGH VOLUME OF STAFF	Having minimal staff of duty in order to get the job done		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
BREAKS		One break to be taken at a time to ensure not groups of staff gathering  Breaks to be taken outside in good weather or the use of the chandelier bar where no customers have access too  Antiviral surface cleaner and hand gel will be provided in		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they	Constant monitoring. Review and revise as needed	

		<p>the charcuterie for staff to use before and after their break</p> <p>Staff to clear up after themselves and put all rubbish in provided bins</p> <p>Handwashing to be carried out before break and after break</p>		<p>follow procedures put in to place</p>		
TRAVELLING TO AND FROM WORK	<p>Public transport</p> <p>Car sharing</p> <p>Coming from a high infection area</p>	<p>We encourage our staff to not take public transport at this time and not to car share</p> <p>If symptoms develop on way to work do not enter the site</p> <p>Bike racks provided to encourage cycling to and from work</p> <p>We have access to local car parks near site</p>	<p>Ensure staff compliance</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Constant monitoring. Review and revise as needed</p>	
MUSIC THROUGH SPEAKERS/ Live Music	<p>Causes staff and customers to talk at an increases volume to each other</p> <p>This can increase the spread of the virus as more projection from the mouth</p>	<p>We have cancelled all live music for the foreseeable future</p> <p>Managers to control music volume coming from the restaurants speakers only</p>	<p>Ensure staff and customer compliance</p> <p>Constant ongoing moitoring</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Constant monitoring. Review and revise as needed</p>	
EXTERNAL CUSTOMERS ENTERING THE BUILDING		<p>Advise patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.</p>	<p>We will have a sanitiser station at the entrance to our site, where customers have</p>	<p>All staff -with management overseeing and ensuring. Staffs</p>	<p>Constant monitoring. Review and revise as needed</p>	

			access to sanitiser on arrival	responsibility to ensure they follow procedures put in to place		
WAITRESS STATIONS	High contact/ exposed area	<p>Cutlery trays are to be covered over when not in use Napkin boxes to have lids on Stations to be sterilised regularly throughout the day Waitresses trained never to touch cutlery, glassware where customers will be putting near their mouths</p> <p>Only use the station in/ nearest to your section</p> <p>Less people to use the charcuterie (where main station is) as possible</p>	Ensuring staff and customer compliance	All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
MORE THAN ONE ENTRANCE IN TO THE RESTAURANT FOR CUSTOMER USE THE GATE	<p>Wont be able to keep track of who is entering the site</p> <p>Wont be able to follow NHS Track, test and trace information logging</p> <p>Customers can not be show to their seats and standing may occur</p>	<p>We have blocked off customer access to two of our entrances only leaving one entrance</p> <p>A manager will be on the entrance constantly.</p> <p>Manager trained to follow NHS track trace and testing.</p> <p>At this entrance hand sanitiser will be provided and use encouraged.</p> <p>Monitoring of queue to comply with 1 meter plus rule</p> <p>Customer entering and exiting the building is controlled</p>	Ensure customer and staff compliance	All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
VULNERABLE STAFF AND CUSTOMERS		<p>Vulnerable staff have been ensured to only come back to work on the basis they feel comfortable</p> <p>Putting all social distancing guidelines in place to protect vulnerable staff</p>		All staff -with management overseeing and ensuring.	Constant monitoring. Review and revise as	

		<p>PPE is provided if preferred</p> <p>No cancellation limit on bookings If vulnerable customers decide to change their mind about visiting</p>		<p>Staffs responsibility to ensure they follow procedures put in to place</p>	<p>needed</p>	
STAFF AND CUSTOMER SICKNESS	<p>Staff would usually work through sickness symptoms due to the nature of the work environment</p>	<p>Due to coronavirus having a wide scale of symptoms: If staff feel unwell prior to their shift they are told not to come to work. Staff to stay at home and call NHS 111 for medical advice</p> <p>Staff who have felt unwell will not be allowed to return to work unless tested for covid or have self isolated for the require time</p> <p>We will be recording any reported symptoms and temperatures If staff feel unwell throughout their shift they will be told to notify a manager immediately and will be sent home</p> <p>If a customer notifies us of feeling unwell, staff to ensure they do not attend their booking or visit the site. If while on site and a customer notifies us of feeling unwell they will be told to leave the site and contact NHS 111 medical advice Any conversation had with a customer who feels unwell is to be passed to a manager immediately who can explain the importance of them not to visit.</p>	<p>Everything to be recorded.</p> <p>Test, track and trace NHS</p> <p>Ensure staff and customer compliance</p>	<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Constant monitoring. Review and revise as needed</p>	
WAITRESS TRAYS	<p>Constant use of trays and high turnover</p>	<p>Trays to be sterilized after each individuals use</p> <p>Customers not to touch trays</p>	<p>Ensure customer and staff compliance</p>	<p>All staff -with management overseeing and ensuring.</p>	<p>Constant monitoring. Review and revise as</p>	

		Runners and waitresses only encourage to run drinks		Staffs responsibility to ensure they follow procedures put in to place	needed	
		<b>TAKEAWAY SECTION</b>				
PAELLA POD	Introducing takeaway service in response to Covid	Staff to wash hands every 30 minute intervals with handsoap for at least 20 seconds		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
ORIGINAL 2 METER TO 1 METER PLUS QUEUING LINE		Markers used to outline social distancing rules while queuing to place orders or takeaway		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
PERSPEX SCREENS		Perspex screens put in place at all money taking and customer to staff order points of the pod to protect staff and customers in response to covid-19		All staff -with management overseeing and ensuring. Staffs	Constant monitoring. Review and revise as needed	

				responsibility to ensure they follow procedures put in to place		
FOOD COLLECTION POINT		<p>PPE provided for when food and drink is delivered to the collection point</p> <p>Items carried on trays for less contact and handling of customers products</p> <p>Trays not allowed to be given out to customer due to cross contamination</p> <p>Order collection point sprayed with antiviral surface spray constantly throughout opening hours and at the beginning and end of the day</p> <p>Staff to wash hands every 30 minute intervals with handsoap for at least 20 seconds</p> <p>Hand gel provided at collection point for staff and customer use</p>		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
KIOSK	<p>Introducing takeaway service in response to Covid</p> <p>Please see risk assessment attached</p>	Staff to wash hands every 30 minute intervals with hand soap for at least 20 seconds		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	

ORIGINAL 2 METER TO 1 METER PLUS QUEUING LINE		Markers used to outline social distancing rules while queueing to place orders or takeaway		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
PERSPEX SCREENS	Customer to staff interaction	Perspex screens put in place at all money taking and customer to staff order points of the pod to protect staff and customers in response to covid-19		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	
ORDER COLLECTION POINT		<p>PPE provided for when food and drink is delivered to the collection point</p> <p>Items carried on trays for less contact and handling of customers products</p> <p>Training in place to step back once items placde on the collection point and then allowing customers to collect</p> <p>One order being called out at any one time</p> <p>Trays not allowed to be given out to customer due to cross contamination</p>		All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place	Constant monitoring. Review and revise as needed	

		<p>Order collection point sprayed with antiviral surface spray constantly throughout opening hours and at the beginning and end of the day</p> <p>Staff to wash hands every 30 minute intervals with handsoap for at least 20 seconds</p> <p>Hand gel provided at collection point for staff and customer use</p>				
<b>GOLF COURSE</b>	<p>Congestion on the course</p> <p>Handling cross contamination of golf clubs and golf balls</p>	<p>Ensure clubs and golf balls are sanitised before and after each use. At the beginning and end to every day</p> <p>Created a 'way in' and a separate 'way out' to avoid cross over of customers and staff entering and exiting the course.</p> <p>Payments are made from kiosk via Perspex screen to protect staff and customers in response from Covid-19</p> <p>Only one family to start the golf course at any one time</p>		<p>All staff -with management overseeing and ensuring. Staffs responsibility to ensure they follow procedures put in to place</p>	<p>Constant monitoring. Review and revise as needed</p>	

**Going forward we will review risk and our responses as needed to ensure risk is as limited as possible.**