

Coronavirus (COVID-19) Risk assessment		
Ginger's Bar	Assessment by: Samuel Agnew -Owner Natasha Agnew -owner	Date: June 2020
Review Date: September 2020	Red – high risk Yellow – medium risk Green - little or no risk	Draft 25/6/20

Focus	Area of consideration	Recommendation	Risks and level of risks
Customers	Entering and leaving the premises	<ul style="list-style-type: none"> <li>Customers to follow Social distancing guidelines and follow one way in and out.</li> <li>Only customers who are symptom free and have completed the required track and trace details can attend the setting.</li> <li>On arrival at the customers will be asked if any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to stay at the setting. The customer cannot return until a negative test result has been confirmed and agreed return with management or current isolation guidelines followed.</li> <li>Customers to be shown to their seats and order from the table.</li> <li>Customers and staff to enter the building and to wash hands thoroughly on arrival and departure from the bar, when accepting drinks and before eating.</li> <li>Encourage customers to avoid touching their face, eyes, nose and mouth.</li> <li>Any customers who displays signs of a cold will not be allowed in until 48hours after symptoms have ended and a negative test result.</li> <li><u>1 adult per family</u> can order at the bar and stagger the orders where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Families will not stick to social distancing guidelines</li> <li>Families will not be truthful about household health</li> <li>Only 1 adult per family to order from the bar</li> <li>Staff will not challenge customers about health</li> <li>Hands will not be washed thoroughly</li> <li>Customers will touch face, hands, mouth</li> <li></li> </ul>

		<ul style="list-style-type: none"> <li>All measures should be taken to minimise contact between the staff and customers.</li> </ul>	
Distancing	<ul style="list-style-type: none"> <li>Implement social distancing where possible: <ol style="list-style-type: none"> <li>Small bubble groups</li> <li>Promptly to order and sit at a table. Encouraged to not interact with strangers.</li> <li>Posters to be displayed regarding staying safe, symptoms to look for and washing hands</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Social distancing is asked to be a 1 meter</li> <li>Customers will gather in social groups outside premises.</li> <li>Lack of space for 1 meter plus rules if busy</li> </ul>	
Customers Wellbeing and education of Covid 19	<ul style="list-style-type: none"> <li>Provision will not be as normal and safe as possible. Limited access to areas if necessarily.</li> <li>Limited staff and customers on the premises</li> <li>Customers to be shown to the tables to order.</li> <li>Minimalize contact and mixing by altering, as much as possible, the environment.</li> <li>Removal of soft furnishings that are hard to clean.</li> <li>Where possible keep in small groups, keep these groups 1m apart from each other and minimalize contact between them</li> <li>Provision will be based in the garden upstairs and downstairs. Karaoke room to be closed for now.</li> </ul>	<ul style="list-style-type: none"> <li>Follow current guidance on changes to Covid 19 response.</li> <li>Not normal provision – negative impact on mental wellbeing mental well being</li> <li>Staff will be focused on cleaning as we go along</li> <li>Unnatural and unsettling environment</li> <li>Culture of limiting contact with items, people and constant cleaning may instil anxiety in staff and customers</li> </ul>	
	<ul style="list-style-type: none"> <li>Limit number of customers to queue to use the toilet and one person at a time.</li> <li>Cleaning products to be used regularly to ensure a clean bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>Customers struggle to wait their turn.</li> <li>Toilets Not being cleaned properly</li> <li>Children must be accompanied when using the toilet to ensure prompt cleaning</li> <li>Staff will overuse PPE causing shortages and unwarranted expense</li> </ul>	
If a customer starts displaying symptoms.	<ul style="list-style-type: none"> <li>If a customer begins displaying a continuous cough or a high temperature, they should be sent home immediately to isolate per the guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Customers will not leave when asked if you are worried they have symptoms.</li> <li>Customers will not confirm contact details before entering, in line with Track and trace.</li> </ul>	

		<ul style="list-style-type: none"> <li>All details of customers to be collected and retained for 21 days in line with Track and Trace. The bathroom should be cleaned and disinfected using standard cleaning products before and after being used by anyone else. All products will be left for proprietors to use, and signs displayed. If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul> <p>If clinical advice is needed, the staff or customer should go online to NHS 111 (or call 111 if they don't have internet access)</p>	<ul style="list-style-type: none"> <li>Spot checks to be carried out to ensure toilets are always clean and have enough products in the bathroom to use to keep clean.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff should only attend if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>Staff with underlying conditions unable to work as normal</li> <li>Risk assessing with regular health questionnaires for returning staff.</li> <li>Consideration should be given to limiting the number of staff in the bar at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</li> <li>Staff should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the customers and themselves.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do.</li> <li>Testing is available to all workers and their households.</li> <li>Current government guidance to be followed.</li> <li>Staff to receive a copy of policy and risk assessment documents before return. A copy will be retained and signed by all staff to say that they have received and read a copy.</li> </ul>
Workforce	Wellbeing	<ul style="list-style-type: none"> <li>staff will be working different hours and in consistent groups</li> <li>Staff will be focused on cleaning during the evening</li> <li>Socialisation and interaction will be different with a limit to contact with others</li> </ul>	<ul style="list-style-type: none"> <li>Not normal provision – negative impact on mental wellbeing mental well being</li> <li>Staff will be focused on cleaning as we go along rather than socialising with others.</li> <li>Unnatural and unsettling environment</li> </ul>

			<ul style="list-style-type: none"> <li>• Culture of limiting contact with items, people and constant cleaning may instil anxiety in staff</li> </ul>
Food Preparation, snack, and lunches		<ul style="list-style-type: none"> <li>• Be mindful of others in food area. 1 customer to order and to be served at a time.</li> <li>• 6 people per table per family maximum</li> <li>• spread tables out to meter plus</li> <li>• Staff and customers MUST wash hands before entering</li> <li>• Customers to be served in plastic cups for the 1<sup>st</sup> month.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular hand washing before prep and eating.</li> <li>• Regular hand washing after eating.</li> <li>• Customers and staff do not congregate and chat for long periods of time when ordering.</li> <li>• Orders to be taken from the table where possible</li> <li>• Dishwasher which is to be used on hot setting not eco.</li> <li>• Leave bin for customers to put their own rubbish in after drinking from the cup.</li> <li>• If customers are unwell, ask to leave and staff need to use appropriate PPE to clean.</li> </ul>
Staff	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> </ul>	<ul style="list-style-type: none"> <li>• Training available online for infection control and covid 19. Certificates to be presented/emailed before start date.</li> </ul>
	Physical distancing	<ul style="list-style-type: none"> <li>• Only customers and staff who are symptom free and or have completed the required isolation periods will be able to drop attend the bar.</li> </ul>	<ul style="list-style-type: none"> <li>• Customers not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to leave immediately. At this point the police will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them</li> </ul>
Customers	Communication	<ul style="list-style-type: none"> <li>• customers should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of themselves.</li> <li>• Management to keep all staff informed of changes and details of wages, policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy to be sent out to each staff member before return</li> <li>•</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in the bar is not recommended, but if it is in the staff interest to wear one, then this will happen. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. Therefore not</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed</li> <li>• Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> </ul>

		<p>require staff to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <ul style="list-style-type: none"> <li>• Most staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 1 metres from others. PPE is only needed in a very small number of cases including:</li> <li>• If a customer becomes unwell with symptoms of coronavirus while in the bar and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child become unwell.</li> <li>• PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then preschool should close.</li> <li>• All PPE should be used according to current guidelines. The toughing of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.</li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Resources not in use should be behind plastic covers and disinfected before use.</li> <li>• Staff skin will get sore from frequent use of cleaning products</li> </ul>
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones, and remote controls throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff not cleaning thoroughly</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:</li> </ul>	<ul style="list-style-type: none"> <li>• storage issues with this – SEEK STORAGE</li> </ul>

		1) the individual tests negative; waste can then be put in with the normal waste	
		<ul style="list-style-type: none"><li>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li></ul>	

REVIEWED BY:	COMMENTS: <b>Natasha</b> - Following a risk assessment, I feel that we will be able to reassure staff and Customers that we can reduce the risk of covid 19 with the measures we have put in place. It is my recommendation that we review information on a Monthly basis at the potential risk, and look to possibly open as recommended 4 <sup>th</sup> July as the next possible date we might open. This will give us a greater idea of how lifting lockdown measures have affected the R rate and how that will impact on our bar. Risk assessment can also be adapted for the future.
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