



Covid 19 Risk Assessment

Company name: Tywarnhayle Inn Ltd

Assessment carried out by: Lee Wells

Date of next review: 10th July 2020

Date assessment was carried out: 2nd July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Staff exposure to the disease	Employees not reporting possible infection or exposure which can lead to illness and even fatality	Staff will be informed that if they believe they may have any of the symptoms of the virus they must not report for work and inform management immediately.	<ol style="list-style-type: none">1. Advice on the COVID-19 is constantly changing and Management must keep up with current advice and update the staff.2. Management must know if any employees have any vulnerable medical conditions which make them more susceptible to the disease. Ensure that employees know that if any person in their household must isolate, then they should inform Management and isolate.3. Carry out a return to work interview which may identify persons in high risk group and cannot return to work.4. signs and posters to build awareness of good hand washing & not touch face, eyes or cough into a tissue	Lee & Richie	Ongoing	All Staff Briefed

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			and bin.			
Bar, Dining Area & Beer Garden	Anyone on site	A maximum number of persons will be calculated on the basis of current government guidance on social distancing. Tables will be positioned to comply with the restriction. Customers will be informed of the access restrictions and distance regulations by posters	<ol style="list-style-type: none"> 1. Customer contact with commodities. Individual Condiment Bags given for each diner. Cutlery and Napkins given out at the bar, single use Menus 2. Plates, cutlery and glasses should be picked up only by staff & Customers encouraged to stack at the end of the table 3. Where coffee is served individual sachets of sugar should be provided. Biscuits should also be individually wrapped. 	All Managers All Staff	Ongoing	All Staff Briefed
Bar Operation Cross contamination leading to illness	Whole Site Cross Contamination	Customers will be informed of access restrictions and distance regulations by appropriate notices. Sanitiser will be placed at the point of sale and/order and at external doors. Customers will be encouraged to use cashless payments	<ol style="list-style-type: none"> 1. Tape & Markers on the floor near the bar to mark out a safe distance. 2. Staff must be vigilant regarding social distancing and ask customers to step back/or increase their distance from the next waiting customer. 3. Empty glasses to be collected from tables by staff only & Customers encouraged to leave at the end of the table 4. Customers must not be allowed to congregate at the bar after ordering and to eat and drink. Tables must also be spaced to take in social distancing. 5. Clean bar tops every hours and table surfaces immediately after use. 6. Only one person should 	All Managers	Ongoing	All Staff Briefed

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			be allowed in the cellar at one time and hands washed or sanitised before entering			
Mental health and well-being affected through isolation or anxiety about coronavirus	All Staff	Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave.	Share information and advice with workers about mental health and well-being. Encourage staff to talk and ask for help	Lee, Richie & Dan	Ongoing	All Staff Briefed
Visitors & Contractors	Whole Site	We will arrange for Contractors to work outside trading hours where possible if not to follow HSE Guidelines. All meetings to be held in the Office	Make appointments appropriately	Lee, Richie, Dan	Ongoing	All Staff Briefed
Customer Toilets	Whole Site	Clear Sign-age Throughout	Assessment once we are trading	Lee & Richie	Ongoing	All Staff Briefed

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		<p>Queuing System</p> <p>Hand Sanitisers on entrance & Exit</p> <p>posters to build awareness of good hand washing technique, the need to increase hand washing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</p> <p>Visible Cleaning Schedule</p>				
Contamination with Coronavirus	Anyone customer facing	ALL staff to maintain the 2mtr or 1m+ distance from all customers at all times.	Ongoing review through first weekend of trading	Richie to assess the risk and implement changes as required	Ongoing	Briefed to all staff.
Work surface contamination	All staff	All work surfaces to be sanitised every 20 minutes, constant hand washing for the minimum of 20 seconds.	Ongoing review through first weekend of trading	All Staff & Customers on Entry	Ongoing every 20 minutes	Briefed to all staff
Staff to staff contamination	All staff	<p>Entrance/Exit policy</p> <p>Breaks policy</p> <p>Personal Sanitisers</p> <p>No Music in Kitchen</p> <p>Masks Provided</p> <p>Anti Virus Wet Wipes</p> <p>Staff Toilets Cleaning</p>	<p>Ongoing review through first weekend of trading</p> <p>See Staff Policy for more information</p>	Staff working in their workspace	Ongoing constant review	Briefed to all staff.

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		Checklist No breaks in Public areas				
Customers	Staff working in the business	1m+ rule is in place with floor marking pads and tape to ensure customers keep a distance	Ongoing monitoring of customer numbers in the business	Floor Manager	Ongoing.	Briefed to all staff.
Untrained staff	Staff and customers could transfer the virus	All staff that are working will only be allowed on-site once they have completed the Coronavirus - Taking Proactive Action course online	Lee Wells to ensure that all staff working have completed the course beforehand and have also signed company policy document on Covid 19	Lee Wells	Before allowing anyone on shift.	Briefed to all staff.
Contamination with Coronavirus	Staff on duty	Staff can wear face masks & will be provided. Staff to work behind protective shields at till points. staff to hand wash regularly and also constantly use hand gel provided. NO CUSTOMER or STAFF CONTACT.	Ongoing risk review	All staff ongoing, maintaining a safe working area.	Ongoing	Briefed to all staff.
Employees travelling to and from work	Contact with persons who may have the virus in their household or on public transport or shops can lead to illness and even death	Staff will be encouraged not use public transport when travelling to work. Walking and cycling encouraged.	1.Consideration must be given on how the message concerning how employees may contract the virus when going to and from work etc & the control measure required when in the building, how exposure can be reduced. 2. Employees must be made aware that the virus can be transferred to the hands from other surfaces (depending on	Lee Wells & Managers Ongoing	Before Opening and Ongoing	All Staff Briefed

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			<p>such things as surface type, moisture content and temperature). Hand sanitizer should be provided at the entrance and exit and staff must be informed that they should sanitise their hands immediately on entrance. Staff to wash hands/sanitise Often</p>			