

Risk Assessment for: The Bayshill, 85 St Georges Place, Cheltenham, GL50 3PP



Assessment carried out by:
Lisa Barnes, Owner

Date: 20/06/20

Activity or area	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Customer</u>							
Arrival outside venue	Queues, bottlenecking, close contact, door handles	Customers, staff, delivery drivers. Risk of unclean surfaces and close contact with others	Preparing signage and signposting entrances.	Clear signage of appropriate entrances, separate entrances for staff/deliveries and customers. Frequent cleaning of hand contact surfaces once open, signed and time-stamped by staff.	All members of staff.	From July 4th	
Queuing outside	Failing to adhere to 1m rule, overcrowding	Customers and staff	Bookings only, staggered arrival times.	One member of staff to supervise any queues ensuring 1m rule adhered to and one-in, one-out policy where necessary.	All members of staff.	From July 4th	
Entering the business	Social distancing not adhered to, hand contact surfaces.	Customers, staff, delivery drivers.	Separate entrances for staff and customers. One-way system, separate exit, separate area for smokers.	Sign-post one-way systems, instructions for ordering / seating at entrances. Hand sanitizer available on entrance.	GM	Before July 4th	
Walking to table, inside or out	Over-crowding	Customers	Clear sign-posting of one-way system. Tables cleaned prior to arrival / as soon as previous guest vacates table. Tables socially distanced by at least 1m	Tables cleaned prior to arrival / as soon as previous guest vacates table.	All members of staff	From July 4th	



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Ordering food and drinks	Over-crowding at bar, frequent used of PDQ machines, cash handling	Customers and staff	Table service only, Cleaning of all equipment on a regular basis. Contactless payments only	Signage to encourage all of this, including social media coverage	All members of staff.	Before July 4 th and ongoing afterwards.	
Bar service	Over-crowding at bar	Customers and staff	Signage on bar advising of table service.	Taping around the bar, signs to confirm table service. Customers told on entry	All members of staff.	Before July 4 th and ongoing afterwards.	
Food and drink Service	Spread of germs when carrying cutlery/plates, use of condiments, collecting glasses.	Customers and staff.	Condiment sachets ordered. Staff advised on table clearing policies, to collect glasses quickly to avoid people coming to the bar. No sauces/cutlery/condiments left for customers to get themselves.	One member of staff allocated to each table for service for food and drink orders. All cutlery sanitized.	All members of staff.	From July 4 th	
Clearing the tables	Spread of germs when clearing, social distancing not being adhered to.	Customers and staff.		Tables sanitized prior to opening / in between customers. One server allocated to table to clear. Glasses carried at the base.	All members of staff.	From July 4 th	
Using the toilets	1m social distancing, cleanliness, spread of germs.	Customers and staff.		Toilet cleaning rota signed and time-stamped every hour. Hand-washing signage above sinks. Sanitizer available. More frequent cleaning and checks. One-in, one-out policy in place to prevent overcrowding.	All members of staff.	Before July 4 th and ongoing afterwards.	



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Paying	Hand contacts, cash transactions,	Customers and staff.	App in development, signage encouraging the use of the App.	Encourage all guests to use App where possible or contactless card payments. Clean PDQ machines after use.	All members of staff.	From July 4th	
Leaving the business	Hand contacts, bottle-necking, social distancing.	Customers and staff.	One-way system, one exit for customer use only.	Ensure signage in place showing one-way system.	All members of staff.	From July 4th	
<u>Staff</u>							
Health before returning to work	Staff not properly reporting symptoms, spreading illness.	Customers and staff.	Covid-19 information sheet to be read / signed before all workers. All staff made aware of how to report illness / symptoms and who to.	Hand sanitizer put in place, frequent hand washing for all staff throughout shift, before and after breaks / foodhandling and when entering / leaving the premises.	All members of staff.	From July 4 th .	
Arrival	Spread of germs, hand contacts	Staff and customers	Separate entrance/exit for staff use only	Hand-washing upon immediate arrival	All members of staff	From July 4th	
Uniform	Cleanliness of uniform, covid resting on clothing	Staff and customers	All staff instructed to ensure uniform is clean each day		All members of staff	From July 4th	
Kitchen menu	Spread of germs, hand contacts	Staff and customers		One laminated menu to be kept in kitchen and sanitized after use. Disposable menus for FOH.	All members of staff	From July 4th	
Kitchen staff	Dirty chef whites, hand contacts	Staff and customers	Deep cleaning rota in place, staff to read and sign Covid-19 forms and risk assessments	Hygiene checks upon arrival, hand-washing minimum every 20 minutes.	Kitchen staff	From July 4th	



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Kitchen cleaning	Spread of germs/bacteria, Covid resting on surfaces	Staff and customers	Deep cleaning rota in place	Kitchen cleaning rota to be followed, nightly and morning checks done by GM, hand washing signs to be put in place	Kitchen staff and GM	From July 4th	
Food storage areas	Food resting on floor, cleanliness	Staff and customers	Cleaning rota in place, all food removed from floor. All fridges/freezers deep cleaned. Temp checks carried out daily.	Cleaning schedule to be followed, daily/nightly checks carried out by GM	Kitchen staff and GM.	From July 4th	
Cellar	Hand contacts, lifting, slips/trips etc.	Staff, draymen	Cellar access limited to trained staff	Deep cleaning in process	All trained staff	Ongoing	
Deliveries	Spread of bacteria, clothing, hand contacts etc	Drivers, customers, staff	All deliveries to come through entrance rear of building, drivers to hand wash on arrival and departure.	Signage put in place for drivers, temps of food deliveries taken on delivery.	All staff and drivers.	From July 4th	
Hygiene of all staff	Spread of Covid 19, germs and bacteria, handwashing, reporting illness	Staff and customers	Full team briefing re: Covid19 precautions, covering this risk assessment	Hand washing on arrival and throughout shift, all illness / symptoms to be reported immediately and process followed for return to work.	All staff	From July 4th	
Toilet use	Spread of germs/bacteria, hand contacts	Staff and customers		Staff to use separate toilet in accommodation, deep cleaned frequently	All staff	From July 4th	

Interaction with customers							
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Interaction with colleagues	Social distancing, spread of bacteria, hand contacts	Staff and customers	Staff briefed to observe social distancing wherever possible, encouraged to use facial coverings, wash hands frequently and follow guidelines put in place	Staff to sign Covid-19 briefing	All staff	From July 4th	
Staff breaks / smoking	Social distancing, hand contacts on doors etc	Staff and customers	Staff to use separate entrance/exit, wash hands before and after any breaks including smoking and remain in separate smoke area.		All staff	From July 4th	
Leaving work	Hand contacts, cleanliness	Staff and customers	Separate exit used, hand washing before leaving	Signage needed for staff exit. Hand washing signage needed over basins.	All staff	From July 4th	
When staff feel unwell	Failing to report illness, following procedures, spread of bacteria, Covid	Staff and customers	Staff to be briefed on reporting symptoms / illness.	Staff showing symptoms to immediately stop working, sent home. Not to return to work until symptom-free, following full return to work interview in line with Covid19 guidelines.	GM to be brief.	From July 4 th .	