

General risk assessment form

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur. To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HMRC Intranet under **Health and Safety**.

Advice on hazards, risks and risk assessment is available from the HMRC H&S Advisers. You can contact them through the HR Service Centre.

| Location | | Activity | | | | |
|--|--|---|---|---|---|---|
| Three Horseshoes 4 High Street Cranleigh GU6 8AE | | Customers | | | | |
| Issue | | | | | | |
| Covid 19 | | | | | | |
| Number | Hazard | Possible effects/harm | Risk rating H, M, L | Detail existing controls | Detail further action required to reduce risk | Revised risk rating H, M, L |
| | Something with the potential to harm: hazards listed should be all those present before controls are in place. | Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating. | Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.) | Provide details of control measures already in place. If measures are detailed in other documents, state where. | Note the action required, responsible person and target date. | Indicate the rating following implementation of controls. |
| 1 | Delivery personnel coming into contact with customers . | Delivery staff may be forced to come closer than 2m to customers | H | The pub will remain closed until 4pm on weekdays to allow deliveries to occur free from customer presence. | Deliveries to be refused if they occur after 4pm. | M |
| 2 | Delivery personnel coming into contact with staff members. | Contamination potential if people share a confined space. | H | Delivery personnel to bring deliveries "over the threshold" only. They should then leave and staff will put deliveries away. Staff to stand well back. | Staff will be trained to instruct delivery personnel not to fully enter the premises. | L |
| 3 | Delivery personnel risking contamination when handling paperwork. | Contamination via staff coming into close proximity when completing paperwork. | H | Delivery personnel will be instructed to put paperwork down and retreat whilst staff inspect and sign paperwork. Staff will then retreat whilst the paperwork is collected. | Staff will be trained in these matters. Whenever possible management should supervise deliveries. | L |

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|---|---|--|---|---|---|---|
| 4 | Delivery personnel becoming infected when delivering food into the kitchen/storeroom. | Space is tight here and the potential for contact is high. | H | Food service is suspended. There will be no commercial food deliveries. | Signage will inform customers that food is not available. | L |
| 5 | Delivery personnel risking contamination when handling cash. | Cash has the potential to spread the virus. | M | No "cash on delivery" will be allowed. | Management will ensure that all suppliers are aware that c.o.d. will not be allowed. | L |
| 6 | Delivery personnel contamination when using toilets. | Touching surfaces which customers and staff have touched could potentially spread the virus. | M | Everyone using toilets will be instructed to sanitise hands before and after using toilets. | Management to enforce sanitising measures and evict transgressors. Toilets to be regularly disinfected. | L |

Declaration

Managers should monitor and review the application of the specified controls.

Prepared by

Peter Slinger - Proprietor

Date

30/6/2020

Signature (SO or above)

Date

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring.

| Risk rating | Action required |
|-------------|-----------------|
|-------------|-----------------|

| | |
|--|--|
| <p>High</p> <p>For example,</p> <ul style="list-style-type: none">• fatality possible to one or more individuals however infrequent• major injury to few individuals occurring frequently• likelihood of long term muscular-skeletal problems affecting significant numbers of staff. | <p>Immediate action required.</p> |
| <p>Medium</p> <p>For example,</p> <ul style="list-style-type: none">• major injury to one/few individuals occurring infrequently• likelihood of long term muscular-skeletal problems affecting some staff. | <p>Requires attention as soon as possible.</p> |
| <p>Low</p> <p>For example, minor injury occurring infrequently to few staff.</p> | <p>Not a priority, may need attention if not as low as reasonably practicable.</p> |