

## 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.**

<b>Location</b>		<b>Activity</b>				
Three Horseshoes 4 High Street Cranleigh GU6 8AE		Customers				
<b>Issue</b>						
Covid 19						
<b>Number</b>	<b>Hazard</b>	<b>Possible effects/harm</b>	<b>Risk rating H, M, L</b>	<b>Detail existing controls</b>	<b>Detail further action required to reduce risk</b>	<b>Revised risk rating H, M, L</b>
	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	Staff maintaining distancing behind the bar.	Risk of contamination from being closer than 2m apart. The bar offers restricted working space.	H	Staff will work side by side and will pass each other back to back.	Management will rota bar staff in pairs where possible. Maximum 2 staff behind the bar.	M
2	Staff coming into proximity with potentially infected customers.	Contamination with Covid 19	H	No customers to come into the premises other than to use the toilets. All service will be outdoors where contamination is less prevalent.	Signs will direct customers to be seated outdoors, tentage will cover tables and management will refuse entry to customers.	L
3	Spread of virus through hand to mouth transmission.	Contamination via staff touching items which the customers have handled.	H	Regular hand washing encouraged, sanitisers sited throughout the premises, contactless payment compulsory.	Signage will advise customers to wash/sanitise hands regularly. Fresh glasses for every drink, no cash transactions.	L

4	Staff contamination from dirty glass collection/washing.	Glasses will all have been handled and will have touched customers' mouths.	H	Staff will collect glasses as part of a designated task and will not serve drinks whilst collecting and cleaning. Hands to be washed after collection/wash.	Designated glass return points to be established which will be separate from service points. Signs will be posted. Regular disinfecting.	M
5	Staff contamination from coming into contact with customers.	Service will necessitate staff taking drinks to customers and taking payment.	M	All service will be outdoors. Staff will take drinks to tables and will place them on the table at a distance from customers. Contactless payment.	Staff to be trained to keep maximum distance from customers at all times.	L
6	Staff contamination when using toilets.	Touching surfaces which other customers have touched could potentially spread the virus.	M	Everyone using toilets will be instructed to sanitise hands before and after using toilets. One-way system to/from toilets. No more than two persons at a time. Only one in main bar ladies and disabled.	Management to enforce sanitising measures and evict transgressors. Toilets to be regularly disinfected. Signs and floor arrows to direct one-way traffic.	L
7	Infectious persons on the premises.	If a customer shows signs of Covid 19 they become a potential hazard.	M	The ill person will be asked to go home. Their details will be recorded and the NHS informed	All customers must register their details at their arrival. These details can be shared with the NHS so they can ask others and staff self-isolate.	L
8	Staff experiencing symptoms of Covid 19.	Potential spread of the virus to other staff and customers.	H	If a staff member displays symptoms he/she will be sent home, asked to be tested and to report on the result.	If the test is positive colleagues who have worked with that member on recent shifts will be told to self isolate. NHS will be informed with a view to contacting other customers who were in the pub at that time.	M

9	Customers becoming contaminated from food.	The kitchen is small and there is no dishwasher to sanitise plates.	M	Food service is suspended.	Only pre-sealed bar snacks will be offered by way of food. Customers will be allowed to bring a "picnic" on the understanding that they take all rubbish with them.	L
10	Customers becoming infected through touching contaminated surfaces.	Tables and work surfaces can harbour the virus for up to 72 hours.	M	All surfaces to be washed down with disinfectant at every opportunity.	Staff to be trained to disinfect regularly.	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><b>High</b> For example,</p> <ul style="list-style-type: none"><li>• fatality possible to one or more individuals however infrequent</li><li>• major injury to few individuals occurring frequently</li><li>• likelihood of long term muscular-skeletal problems affecting significant numbers of staff.</li></ul>	Immediate action required.
<p><b>Medium</b> For example,</p> <ul style="list-style-type: none"><li>• major injury to one/few individuals occurring infrequently</li><li>• likelihood of long term muscular-skeletal problems affecting some staff.</li></ul>	Requires attention as soon as possible.
<p><b>Low</b> For example, minor injury occurring infrequently to few staff.</p>	Not a priority, may need attention if not as low as reasonably practicable.