

# COVID-19 Risk Assessment

Licenced premises name:

**Revision number and date:** 

Date distributed:

Completed by:

Name:

Signature:

Completed date:

#### **Employee representative:**

Name:

Signature:





## 1. Hazard

This risk assessment template identifies controls to minimise the hazard of COVID-19 spreading in licensed premises.

COVID-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. It is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

A competent person must carry out an appropriate COVID-19 risk assessment to help decide the control measure to implement. This risk assessment template will help you address the risks of COVID-19 and identify sensible measures to control the risks in the licenced premises.

You must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by one of your team. You must share the results of the risk assessment with your team. If your team is larger than 50 people it must be displayed on your website. If possible, you should consider publishing the results on your website.

The risk assessment should be reviewed if the nature of the operation changes or if government COVID-19 advice changes.

### 2. People exposed

Please tick of the people who will be exposed.

- O Employees
- O Visitors/Customers
- O Vulnerable groups\*
- O Other:

- O Contractors
- O Members of the public
- O Extremely vulnerable groups\*\*

\*Vulnerable groups are classified by the NHS as moderate risk. They will meet the criteria that make them eligible for the annual flu vaccination, for example, those aged 70 or older, and those who are pregnant. Vulnerable individuals who cannot work from home must be offered the safest on-site roles so they can maintain social distancing.

\*\*Extremely vulnerable groups are classified by the NHS as high risk. They will have been informed by their GP that they are extremely vulnerable and will have received a letter confirming this. For employees who have been identified as extremely vulnerable individuals by their GP, they are not to work outside of the home and therefore must not return to the workplace.

For all vulnerable and extremely vulnerable employees please ensure a specific risk assessment and health declaration form has been completed.

Please tick to confirm if necessary:

- A specific risk assessment has been carried out O
- A health declaration form has been completed O

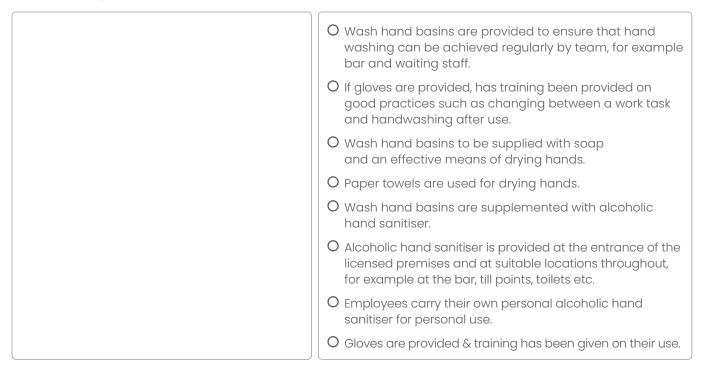


## 3. Control measures

Read each question below and write in your control measures in the box. You can tick  $\checkmark$  to adopt any of the suggested control measure in the right-hand column.

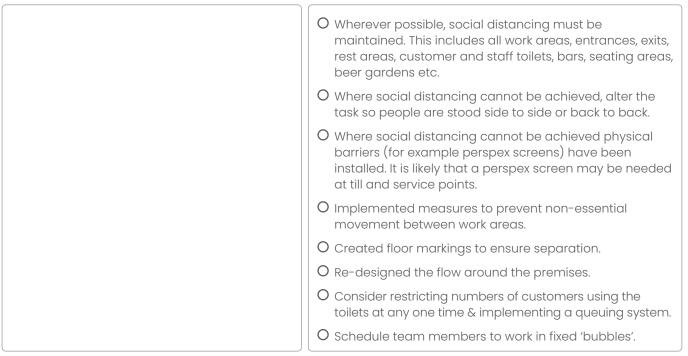
#### 3.1 Effective personal hygiene

What facilities and/or procedures will you put in place to enhance the implementation of effective handwashing practices by all employees to prevent the spread of COVID-19?



#### 3.2 Social distancing

What procedures will you put in place to ensure appropriate social distancing is maintained between employees in their work space?





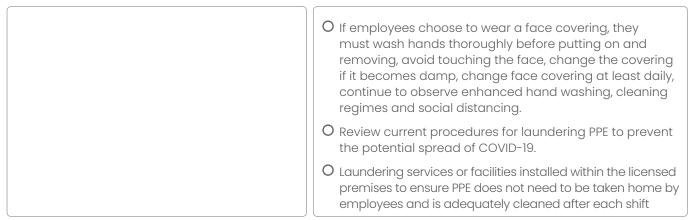
#### 3.3 Cleaning and disinfection

What changes will you make to your cleaning and disinfection procedures to ensure they are capable of controlling the potential spread of COVID-19?

O Touch points, such as door handles, keyboards and fridge handles are disinfected regularly throughout the day and as a minimum the start and end of the day.
Disinfectant used is effective against viruses such as COVID-19 and the contact time is adhered to.
D Ensure that all hand contact surfaces are thoroughly disinfected after each guest (for example tables, chairs, juke box, gaming machines etc).
O All touch points to be cleaned with hot soapy water as a minimum of once a day.
O Shared entrances to the business are part of the enhanced cleaning regime. This may require co-ordination with the landlord or other users of the space.
O Update your cleaning schedule to include frequency of cleaning the toilets, bar, tables etc.
O There is sufficient supply of cleaning materials, recognising increased usage compared to normal.
If a person displays symptoms of COVID-19 in workplace or there is a confirmed case of someone with COVID-19 having recently visited the premises, then enhanced cleaning following the latest government guidance is undertaken.
O Colleague uniforms are to be laundered daily either professionally or at the highest temperature possible, above 60°C, as not to impact the uniform.
C Employees avoid wearing their uniform on public transport.
Personal belongings brought to work must be minimal and stored away in a locker.
D Ensure that all your team are retrained in the new cleaning regime.
O Consider a dedicated person to carry out disinfection.

#### 3.4 Personal protective equipment

What procedures will you put in place to ensure existing (standard issue) PPE worn by staff, such as overalls and gloves, are changed and cleaned regularly in accordance with government advice on COVID-19 control?





#### 3.5 Workplace Practices

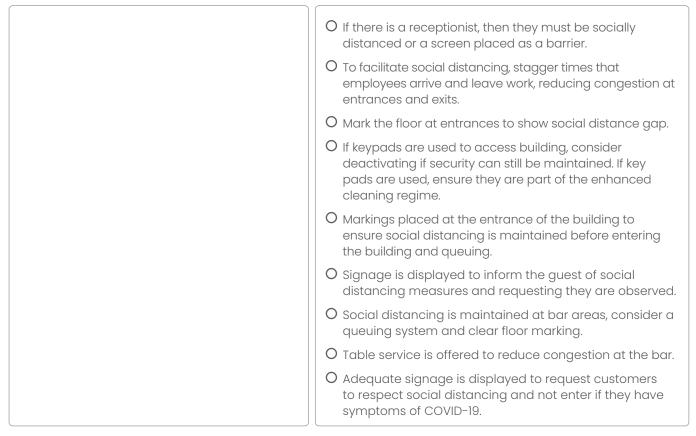
#### 3.5.1 Deliveries

What changes will you make to your delivery procedures to ensure they are minimising the potential spread of COVID-19?

O The number of deliveries to premises have been reduced, for example by increasing the size of order and reducing frequency.
O Stop personal deliveries to the premises.
O Have a clear area for deliveries to be marked in the premises and maintain social distancing when delivery is being made.
O Hands are washed thoroughly after handling the delivered items.
O Signage is displayed to indicate the delivery area and informing delivery personal of the control on premises.
O Deleveries are not to come through customer areas when the premises in trading.
O Ensure suppliers are aware of the controls they must follow at your premises.
O Consider how drink deliveries are undertaken, recognising that cellars may have restricted space.

#### 3.5.2 Entering and leaving work

What procedures will you put in place to ensure appropriate social distancing is maintained between customers and or visitors?





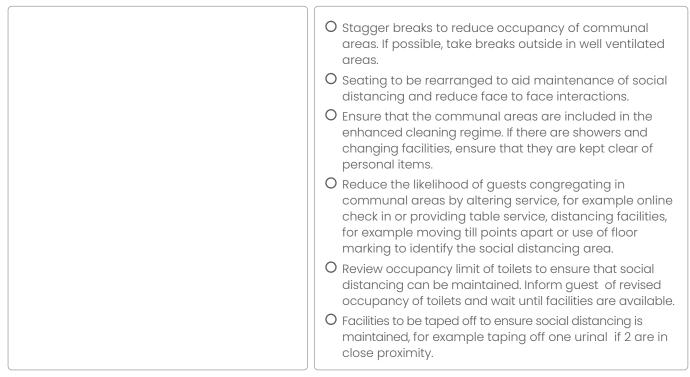
#### 3.5.3 Movement within work

What procedures will you put in place to minimise contact between team, visitors and customers within the premises?

O Reduce movement around building by discouraging non- essential movements.
O Consider the use of table service and payment at the table to reduce guests visiting the bar.
O Restrict teammovements to only essential areas.
O If lifts are used, restrict number of occupants to increase social distancing.
O Occupants of lifts to face away from one another and mark floor to indicate this.
O Lift to be included in the enhanced cleaning regime.
O If meetings must absolutely be held in person, maintain the social distancing and avoid sharing appliances, such as pens and whiteboards. Space meeting room layout to be changed to ensure distancing can be maintained.
O Meeting rooms are to have enhanced cleaning, with area being disinfected before and after meetings.
O Customers/visitors are to be clearly instructed on flow around the building, either through floor markings or signage.
O Use of blackboards to communicate menu specials to be minimised, as this will discouarge guests leaving their table and congregating

#### 3.5.4 Communal areas

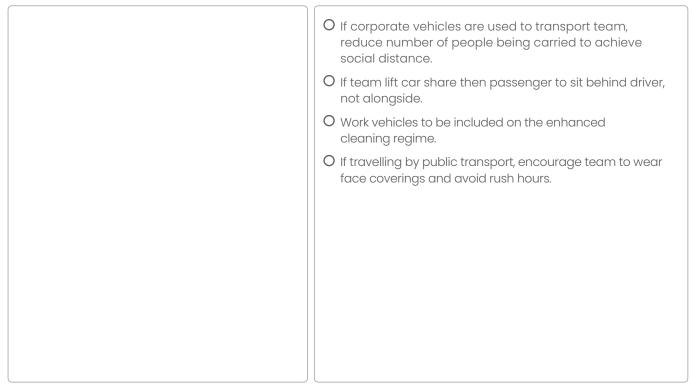
What procedures will you put in place to ensure appropriate social distancing is maintained between your team and customers?





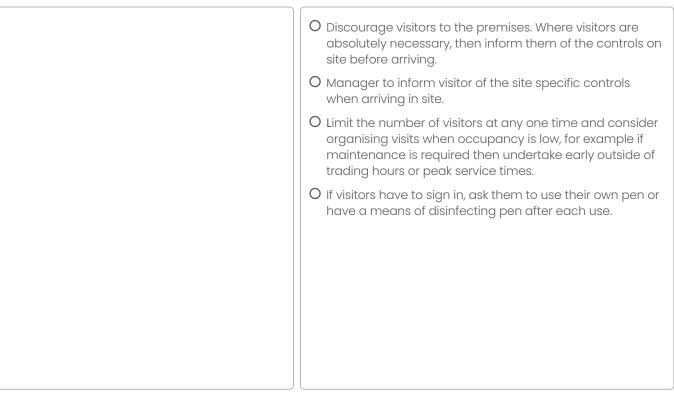
#### 3.5.5 Travelling to work

What procedures will you put in place to ensure employees reduce the spread of COVID-19 travelling to and from work?



#### 3.5.6 Managing visitors

What additional procedures will you put in place to ensure any essential visitors, for example contractors undertaking equipment repairs or service, do not present a risk of spreading COVID-19 to staff?





#### 3.5.7 Home working

How will you assess which employees work from home or return to work?

Employees will only return to the workplace if:
They cannot do their job remotely.
Where home circumstances mean working from home is not possible.
Equipment required to do the job safely is unavailable at home.
Employees have been identified as vulnerable or extremely vulnerable individuals.

#### 3.5.8 Working away from the premises

#### How will you establish procedures for those employees who work remotely?

<ul> <li>O Face to face meetings to be avoided where possible.</li> <li>O Employees are encourage not to travel on public transport</li> </ul>
O Employees who cannot avoid travelling on public transport must wear appropriate face coverings when using public transport.
O All employees must observe social distancing at all times and wash or sanitise their hands when they arrive at their destination
O Prior to a site visit, the employee must ensure that they are not exposed to unnecessary risks at the destination and a copy of the destinations risk assessment should be reviewed.
O All employees are trained to follow the sickness policy and inform their manager is they display any of the COVID-19 symptoms.



#### 3.5.9 Managing the workforce

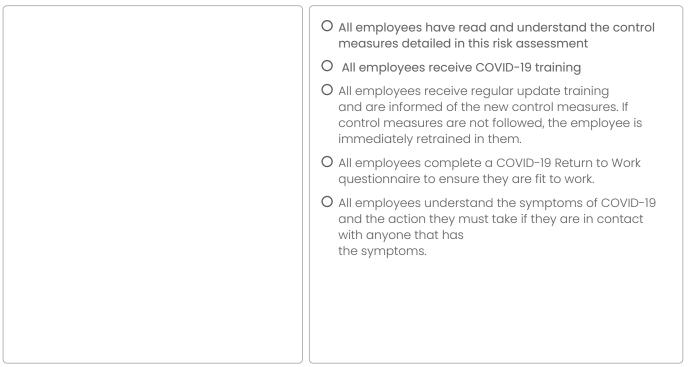
Are there any specific tasks where maintaining social distance between employees presents a challenge, and are additional measures possible which will prevent the spread of COVID-19?

O Fix teams into work groups or shift patterns. This reduces the number of contacts as employees are working with the same people routinely.
O If materials are passed between employees, for example office supplies or documentation, organise drop off zones where items can be left and then collected.
O All shared cutlery, crockery, cups and drinking glasses must be effectively cleaned and disinfected before use by other persons
O Ensure employees are not incentivised to work if they are feeling unwell
O Ensure employees are not incentivised to work if they have had contact with a symptomatic individual
O Content of the Fire Risk Assessment has been updated in this risk assessment to reflect any changes in layout

#### 3.6 Workplace Procedures

#### 3.6.1 Communication and training

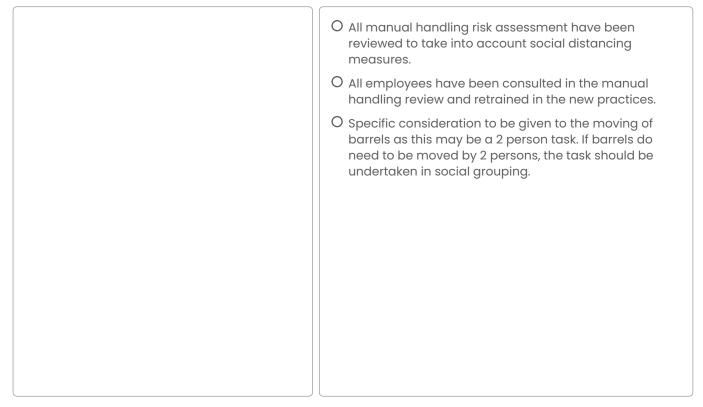
How will you ensure all of your employees understand the measures needed to prevent the spread of COVID-19 whilst at work?





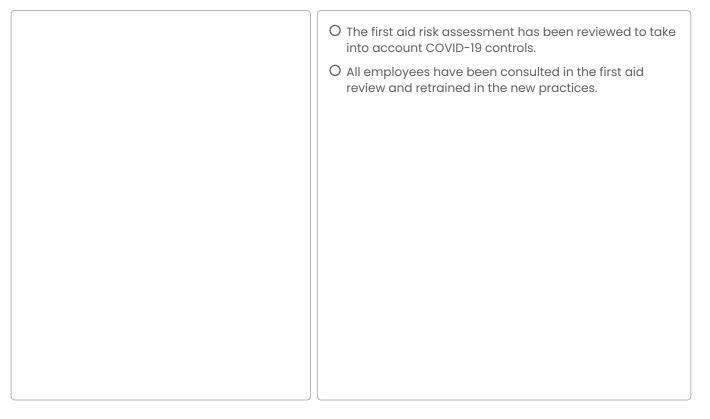
#### 3.6.2 Manual Handling

How will you review manual handling practices to take into account COVID-19 controls?



#### 3.6.3 First Aid

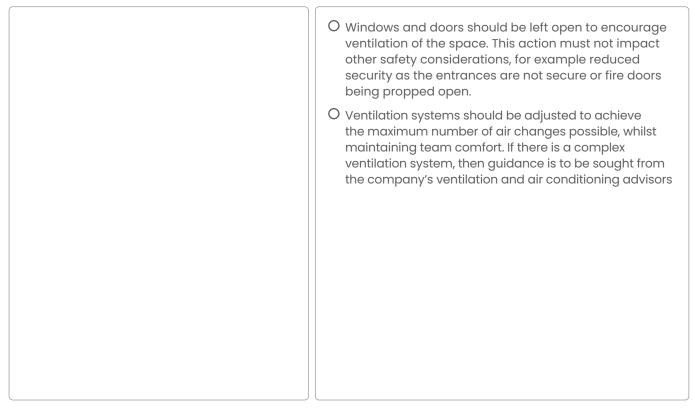
How will you review first aid procedures to take into account COVID-19 controls?





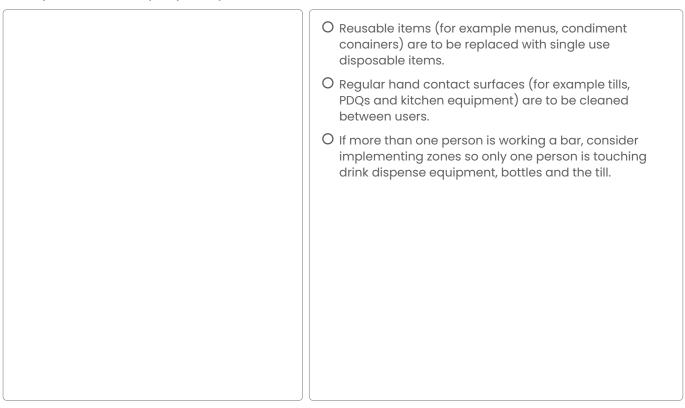
#### 3.6.4 Ventilation within the business

How do you ventilate your business to minimise the potential spread of COVID-19?



#### 3.6.5 Common hand contact points

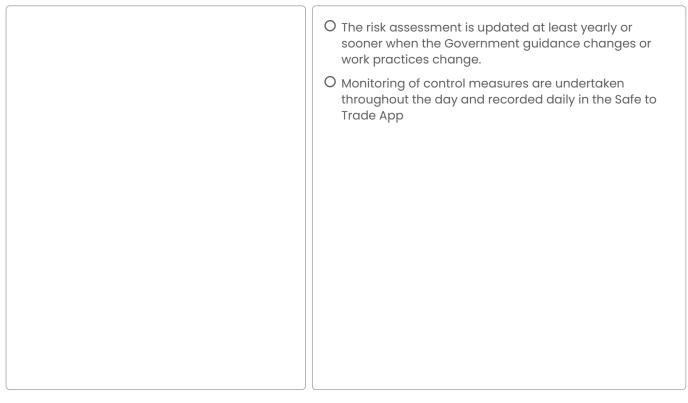
What procedures will you put in place for hand contact surfaces?





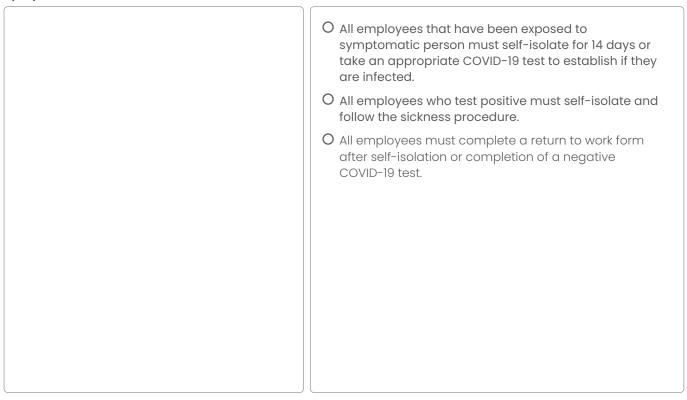
#### 3.7 Review and monitoring

What procedures have you put in place to review and monitor the control measures of this risk assessment?



#### 3.8 Dealing with COVID-19 in the workplace

What procedures will you implement if an employee and / or visitor becomes unwell and displays symptoms at work?





# 4. Additional information and control measures



# 5. Risk assessment training

Complete to demonstrate evidence that all employees have been trained in this risk assessment

Name	Job title	Date of Training	Signature
		DD / MM / YY	
		DD / MM / YY	
		DD / MM / YY	
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