

# **COVID-19 RISK ASSESSMENT**

**YARD & COOP**

## COVID-19 Risk Assessment

**Company Name: Yard & Coop**

**Assessment carried out by: Laura Morris**

**Date assessment was carried out: 28/06/20 reviewed 22/10/20**

**Date of next review: 22/11/20**

Risk Assessment for dealing with the current Covid-19 situation in the workplace. Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. For more information on managing risk:

<https://www.hse.gov.uk/simple-health-safety/risk/>

### Guide to ratings:

	Risk Severity (S)		Risk Likelihood (L)		Risk Rating
1	Negligible	1	Unlikely	1 - 6	Low
2	Minor	2	May happen	7 - 14	Medium
3	Possible	3	Likely	15 - 25	High
4	Major	4	Very likely		
5	Catastrophic	5	Certain		

**Overall Risk Rating - Medium**

	Risk Rating (Before Measures)	Severity (S)	Likelihood (L)	Risk (L x S)	Risk Rating
<p><b>Catching Covid-19 whilst at work.</b></p> <p>Covid-19 is a mild infection for eight out of 10 people who get it and the core symptoms are a fever and a cough. Body aches, sore throat and a headache are all possible, but not guaranteed. However, some will develop a more serious form of Covid-19 which in some cases has proven to be fatal.</p>	High	4	3	12	Med

What are the risks?	Persons at risk.	Measures required.	Additional measures undertaken to control the risk.	S	L	Risk Rating	Done	Actioned by (staff member):	Actioned date:
The spread of COVID-19, Coronavirus.	Employees, customers and visitors to the	<b>Adequate facilities for hand washing.</b>	<ul style="list-style-type: none"> <li>Hand washing facilities including soap, water and sanitiser placed throughout the premises. Gel sanitiser will be used in areas</li> </ul>						

	<p>premises (including the general public).</p>		<p>where washing facilities are not readily available.</p> <ul style="list-style-type: none"> <li>• Customers asked to use the sanitising stations placed at the seating area entrance and exit.</li> <li>• Stringent staff hand washing practice taking place.</li> <li>• Hand washing guidance available next to all handwashing stations <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Employees are reminded to wash their hands more frequently with no more than 20 minutes between each wash.</li> <li>• Employees are also reminded to avoid touching their face, eyes, nose or mouth with unclean hands.</li> <li>• Staff are reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it.</li> <li>• Staff are encouraged to protect the skin by applying emollient cream regularly and report any problems. <a href="https://www.hse.gov.uk/food/dermatitis.htm">https://www.hse.gov.uk/food/dermatitis.htm</a></li> </ul> <ul style="list-style-type: none"> <li>• Checks will be carried out to ensure that the necessary procedures are being followed.</li> <li>• Due to the lack of staff areas in our sites each team member will be given their own locker and/or a bag with their name on it which all personal items need to be stored in</li> </ul>	3	4	12			
--	-------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---	----	--	--	--

			while on duty including coats and shoes. Any uniform or shoes staying in the site whilst off duty need to stay in the bags					
		<b>Enhanced cleaning.</b>	<ul style="list-style-type: none"> <li>• Frequent cleaning and sanitising of touch points no less than every 20 minutes</li> <li>• Tables and seats will be thoroughly cleaned before and after each customer to minimise the spread of any possible infection. This will be with sanitising spray and disposable blue roll</li> <li>• Where appropriate, doors will be wedged open to reduce touch points.</li> <li>• In addition to frequent cleaning of surfaces and objects between each staff and customer use, there will be enhanced cleaning of busy areas.</li> <li>• Single use sanitising wipes and gel sanitiser will be provided to customers in the toilets in order to ensure that all hard surfaces and key touch points are thoroughly cleaned before and after use.</li> <li>• Staff clearing tables and running food and drink will be required to either wash hands or use hand sanitiser every time they finish servicing a table.</li> <li>• All cleaning products will be maintained by staff and disposed of appropriately.</li> <li>• Checks will be carried out to ensure that the necessary procedures are being followed.</li> </ul>	3	4	12		

		<p><b>Social distancing.</b></p>	<ul style="list-style-type: none"> <li>• Social distancing will be explained to customers on arrival. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></li> <li>• In order to maintain good social distancing practice, tables and seats will be arranged to ensure the required separation between customers using the 1metee plus guidance. We have used screens where appropriate.</li> <li>• If customers do not have a booking or their table is not ready they will be asked to stand outside on one of the measured spots and they will be called when a table is ready</li> <li>• All bar stools and excess furniture is to be removed and customers are to be discouraged from waiting at the bar</li> <li>• Entrance to the seating area to be maintained and controlled to avoid overcrowding.</li> <li>• Contact between staff and customers will be kept to a minimum by use of the app for all orders and transactions.</li> <li>• Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>• Kitchen staff will be rota'd onto stations and reminded to keep within the 1m plus guidance.</li> </ul>	3	4	12			
--	--	----------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---	----	--	--	--

			<ul style="list-style-type: none"> <li>• Checks will be carried out to ensure that the necessary procedures are being followed.</li> </ul>					
		<b>PPE.</b>	<ul style="list-style-type: none"> <li>• All staff will be given 2 washable face masks to be worn at all times whilst indoors or in proximity to other people</li> <li>• PPE to be clean and in good repair.</li> <li>• PPE should be used in conjunction with good hand washing practice and social distancing.</li> <li>• Staff to be reminded that wearing PPE is not a substitute for good hand washing.</li> </ul> <ul style="list-style-type: none"> <li>• Adequate stock of PPE will be monitored at all times and promptly ordered when needed.</li> <li>• Checks will be carried out to ensure that the necessary procedures are being followed.</li> </ul>	3	4	12		
		<b>Staff illness (Inc. Symptoms of COVID-19 and Mental Health)</b>	<ul style="list-style-type: none"> <li>• All staff to complete a 'Staff Health Declaration' prior to starting their shift.</li> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>• The General Manager will maintain regular contact with staff members during this time.</li> <li>• All staff will be required to register with the NHS Track and Trace app in order to be informed if they have</li> </ul>	3	4	12		

			<p>been in close contact with someone who later reports positive for COVID-19.</p> <ul style="list-style-type: none"> <li>• If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></li> <li>• Following this the premises will be thoroughly cleaned.</li> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Ref: <a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></li> <li>• Internal communication to be carried out frequently to reassure and support employees in a fast changing situation.</li> <li>• Checks will be carried out to ensure that the necessary procedures are being followed.</li> </ul>						
		<b>Dealing with the public.</b>	<ul style="list-style-type: none"> <li>• In order to facilitate a safe and efficient service procedure, minimising the risk of contact</li> </ul>						



			<p>between staff and customers, a designated 'Table Host' will direct customers in and out of the secure seating area with a waiting list system in place for peak operating hours.</p> <ul style="list-style-type: none"> <li>• Floor markings placed at key points within the premises, including entrance to the seating area and the washroom, to help maintain social distancing where strict queuing will be in place.</li> <li>• The Table Host will manage entry to the seating area to avoid overcrowding.</li> <li>• Hand sanitising stations will be located at both the entrance and exit to the seating area.</li> <li>• Signage setting clear guidelines for customer use and cleaning of toilets will be used throughout the washroom in order to provide customers with reminders to maintain good hygiene standards.</li> <li>• Staff trained to help guide visitors through the measures in place and the correct procedures.</li> <li>• Social media updated appropriately with information on visiting the premises and the measures in place.</li> <li>• Printed hand washing instructions/posters and displaying in the washroom.</li> <li>• Increasing washroom inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</li> <li>• Contactless order and payment method in place.</li> </ul>	3	4	12			
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---	----	--	--	--

			<ul style="list-style-type: none"><li>• All confirmation booking emails detail out latest guidelines</li><li>• Customers will be asked if they are from the same household on arrival</li><li>• Masks must be worn by customers when not at the table and are available to purchase at the front desk if needed</li><li>• Outside tables will be plastics only and customers must follow up to date guidelines – masks do not have to be worn outside</li><li>• Customer details for T&amp;T will be taken via online ordering or booking system and NHS track and trace QR code on entry</li></ul>						
--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--