

Covid 19 - Risk Assessment & Safe Systems of Work

Hazard	Who is affected	Control measures	Extra measures required
		<p>Background</p> <p>The Government’s COVID-19 Secure guidelines are the legal requirements to adhere to make our business COVID-19 safe can be found here: Keeping workers and customers safe during Covid-19 in restaurants, pubs, bars and take-away services</p> <p>The overarching Government guidance for all workplaces can be found here: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>As a business we have made every reasonable effort to enable working from home as a first option. However in our pubs, this is generally not practical – therefore we have made every reasonable effort to comply with the social distancing guidelines set out by the government.</p> <p>Failure to complete a risk assessment which takes account of Covid-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of</p>	

		<p>Covid-19 constitutes a breach of health and safety law. Serious breaches can constitute a criminal offence, with serious fines and even imprisonment for up to two years.</p> <p>This risk assessment will be regularly reviewed and on any significant change.</p> <p>If you have any concerns about your health & safety at work, you should speak to your manager in the first instance. If your line manager is unable to resolve matters to your mutual satisfaction, you should contact Hydes Head office on mail@hydesbrewery.com or raise this with your Operations Manager.</p> <p>There is specific guidance for clinically extremely vulnerable individuals – these employees may be advised not to work outside the home if the prevalence of disease in the community is very high. If you fall into this category, please contact our HR section for advice.</p> <p>There is also specific guidance for clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions) If you fall into this category, you will have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. If you fall into this category, please contact our HR section for advice.</p> <p>Gatherings indoors should only be in groups of up to 2 households (including a support bubble). It is against the law to gather in groups of up to more than 30 people, except for the limited circumstances as set out in law. Outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households. Groups of more than 6 should phone ahead to book.</p>	<p>Clinically extremely vulnerable link: Clinically extremely vulnerable individuals</p> <p>Clinically vulnerable link: Clinically vulnerable individuals</p>
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<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to our pubs • Cleaners • Contractors • Delivery drivers • Vulnerable groups - Elderly - Pregnant workers - Those with existing underlying health conditions - Anyone else who physically comes in contact 	<p>Our pubs do not permit indoor performances - including drama, comedy and music to take place in front of a live audience – this is to minimise the risks of aerosol transmission of the virus. We will play background music and show live sports at some of our venues at a volume turned low enough to enable normal conversation without shouting and chanting.</p> <p>Government guidelines state socially distancing at 2 metres, or 1 metre with risk mitigation where 2 metre is not viable (referred to as 1metre+). Hyde’s will follow this guidance and set out in this document the risk mitigation procedures we have in place</p> <p>Do not leave home if you or someone you live with has any of the following symptoms:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, sense of smell or taste <p>You will need to self-isolate if you have any of the above symptoms</p> <ul style="list-style-type: none"> • Anyone with symptoms must self-isolate for 7 days from when their symptoms started • Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms • You must notify the NHS.uk or call 111 • Then you need to contact your Line Manager and HR <p>Specific flow charts have been drawn up for differing scenarios eg a person developing symptoms while at the pub, a confirmed Covid-19 case etc.</p>	<p>Social distancing link: social distancing guidelines</p> <p>Coronavirus symptoms link: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>
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	<p>in relation to our business</p>	<p>Travel to work</p> <ul style="list-style-type: none"> • You should avoid travelling to work on public transport where possible • Travel to work by walking, cycling or using a car should take place where possible • Avoid travelling in rush hour where possible • If travelling to work on public transport, you must wear a face covering <p>Arrival at Work</p> <ul style="list-style-type: none"> • If arriving by car, park your car in the usual place, but allow a blank parking space either side of your car where possible • Stay in your car immediately prior to your shift starting - this is so we can manage the number of people arriving at site at any one time • Where possible we have staggered the start times so that we can reduce the number of people entering the building at once • Allow plenty of space between people waiting to enter site • Review of rotas is ongoing including start & finish times/shift patterns to reduce number of workers on site at any one time and encourage partnering/buddying • On entering work, you will be required to sanitise your hands • On arrival your manager will ask you some specific Covid-19 questions and complete a checklist – this is to ensure you are not exhibiting any Coronavirus symptoms since you last worked and are classed as ‘fit to work’ • The checklist is scanned to Head Office after each day and the pub paper copy destroyed • Any member of staff exhibiting symptoms will not be allowed to work 	<p>Face coverings on public transport link: https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport</p> <p>Hand sanitiser link: https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf</p>
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- Social greetings such as handshakes, hugs or kisses whilst at work need to be avoided
- You will see that there are many new instruction posters within the pub, please take note of these
- We are assisting the Test and Trace service by continuing to keep a record of our staff shift patterns

Social Distancing

- Managers will meet, greet & seat every customer
- We are assisting the NHS Test and Trace system by keeping a temporary record of our customers and visitors (Daily Customer List). This will be stored securely and destroyed after 21 days
- The duty manager will monitor entrances during his/her checks (patrols) to enable social distancing – this may involve changing the number of access points, either increasing to reduce congestion or decreasing to enable monitoring
- Signage relating to social distancing is provided at entrances, in the garden area and in multiple locations throughout the pub
- Designated order points are marked at the floor at the bar
- Taped zones, walk ways and directional arrows/queuing systems are marked out
- Social Distancing – bar/dining tables have been placed to comply social distancing both internally and in garden areas. Screens are provided in areas where this is more difficult
- Perspex screens are provided at high risk areas including till points to protect staff
- Doors will be marked as entrance and/or exit only to create a one way flow where possible
- Pinch points are identified for individual sites

Staying alert & safe social distancing link:
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Staff to be reminded on a daily basis of the importance of social distancing in the workplace. Management checks as part of their 'patrol' to ensure this is adhered to.

- Social distancing will be in place in all areas, including pot wash, kitchen, cellar, toilets and bar
- Social distancing also to be adhered to in staff rest area and smoking area
- Signage is in place to indicate customer entrances & exits
- Customers will not be permitted to stand at the bar – social distancing must be adhered to and customers to remain seated – this will also control the number of people permitted as the maximum occupancy
- Fixed partnering/buddying is in place where possible
- Social distancing rules apply in outside areas
- Windows & doors will be propped open where possible to aid ventilation. The exception to this is fire doors, all of which must be kept closed to comply with fire safety regulations

Hand Washing

- Staff reminded to wash their hands on arrival at work, at the start of their shift and when re-entering the building having been outside
- Hand washing facilities with soap and water are in place in toilets
- Hand washing should take place every 20 minutes
- Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin
- Hand sanitiser is available at multiple points - including the bar, outside the toilets, entrances & exits
- Our hand sanitiser gel has 70% alcohol content
- Drying hands with disposable paper towels is encouraged
- Staff encouraged to protect the skin by applying emollient cream regularly
- Contactless payment is the preferred payment method although cash will be accepted

Washing your hands link:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Emollients link:

<https://www.nhs.uk/conditions/emollients/>

Health surveillance link:

<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>

- Staff wash their hands immediately after collecting table items and before moving to another customer
- Staff are reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Signage is in place

Cleaning

- Cleaning routines have been changed and re-prioritised
- Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, bar tops, amusement machines, tills, light switches, keypads, card machines - using Viricidal spray and disposable paper towels or disposable viricidal wipes.
- These areas should be cleaned every hour and signed off on the Covid-19 Daily Cleaning Schedule
- The product we use is effective against bacteria as well as viruses, as recommended by the current Government advice
- During rinsing, dishwasher temperature reaches above 60°C, as effective disinfection of crockery and glasses
- Handwashing of glasses should be avoided where possible
- Glassware should be washed separately to crockery & cutlery
- Scourers and sponges etc used for cleaning should be disposed of safely on a daily basis
- Chefs cloths and cloths used for drying should be changed on a daily basis and washed on a hot wash, ideally at 60°C or a laundry sanitising agent used if the fabrics can't be washed at such a temperature
- Tables should be cleaned and sanitised after every use

Service

Cleaning in non-health care settings link:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- Single use paper menus are in use and these are thrown away after every customer
- Condiments will be cleaned between customers or served in individual disposable sachets/ramekins
- Tables, chairs and condiments are to be cleaned and disinfected with Viricidal spray between every party
- Customers should be discouraged from returning 'empties' to the bar
- Customers will be asked to pass empty plates of food down the table to other members of their party to minimise direct contact between customers and staff
- Table service is in place where possible for ordering/serving both drinks and food
- Cutlery will be brought to the table when the food is served
- Service staff should wash their hands before handling plates & cutlery and after collecting empty plates from the table

Use of Gloves

- Where risk assessment identifies wearing of gloves as a requirement of your job, an adequate supply of these is be provided
- Gloves will be required for the cleaning role
- Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely
- Employees to be reminded that wearing of gloves is not a substitute for good hand washing
- Gloves should be changed regularly and between serving different customers

Face Coverings

Single use gloves link:
<https://www.hse.gov.uk/skin/posters/singleusegloves.pdf>

Face coverings link 1:
[https://www.who.int/images/default-source/health-topics/coronavirus/clothing-masks-infographic---\(web\)-logo-who.png?sfvrsn=b15e3742_1](https://www.who.int/images/default-source/health-topics/coronavirus/clothing-masks-infographic---(web)-logo-who.png?sfvrsn=b15e3742_1)

- Face coverings only protect an individual from the person wearing the face covering and only if used correctly – it is assessed as the last measure in Hydes hierarchy of controls
- Face coverings are not required where social distancing is being achieved
- Where this cannot be achieved in the workplace and for employees who are travelling to external sites, face coverings will be provided
- In our pubs, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours, instead of relying on face coverings
- The risk assessment for this site has not determined the use of face coverings as a control measure, unless staff are cleaning up spillages of bodily fluids or cleaning the toilets - in which case visors are provided
- Face coverings are available for staff and instruction will be provided on how to remove them & dispose of them safely to reduce contamination
- You should wash your hands prior to putting on the covering and try to avoid touching their face and adjusting their face covering where possible

Use of Toilets

- The main door to the ladies and gents toilets will be propped open where possible to minimise use of door handles
- The disabled toilet will be available for any person to use, including able bodied to use
- Paper towels are provided as an alternative to hand dryers
- A hand sanitiser station is located outside the toilets
- A 'two in, two out' system is in operation
- Natural ventilation should be promoted in the toilets
- Signage is displayed in the toilets to indicate a daily cleaning schedule is in place
- The cleaner carrying out the cleaning role in the toilets will need to wear full PPE -ie. gloves, apron, face covering & visor

Face coverings link 2:

[https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic--final-\(web---rgb\)2.png?sfvrsn=3bcd5aa0_1](https://www.who.int/images/default-source/health-topics/coronavirus/masks-infographic--final-(web---rgb)2.png?sfvrsn=3bcd5aa0_1)

Use of the Office

- Cleaning routines for the office have been re-prioritised
- Access to the office should be minimised to only essential staff
- Hand sanitiser is provided inside and outside the office
- Cleaning / disinfecting of objects & surfaces that are touched regularly in the office - particularly door handles, light switches, keyboards, keypads must be carried out using Viricidal spray and disposable blue roll before you leave the office
- Help to keep the office area as clear as possible - all personal items are to be boxed away to allow for more effective cleaning

Uniforms

- It is advised that staff change into their work clothes on arrival at work and store their belongings in a safe, designated place
- Where uniforms are worn, these should be washed daily at temperatures above 60°C or a laundry sanitising agent used if the fabrics can't be washed at such a temperature
- A wash bag is provided for each member of staff to take their uniform home

On Site Facilities & Breaks

- You will need to bring to work any food and drink that you will require
- All breaks will be staggered within each department to reduce the numbers using the facilities at the same time
- Where possible breaks shall be taken outside or in the designated area for your site
- Your manager will determine how many people can use the rest area at any one time to maintain social distancing

- Use your dedicated rest area to take breaks/consume food, to reduce food waste and contamination
- Hand sanitiser is available in your rest room and should be used by employees when entering and leaving the area
- Staff must observe social distancing whilst eating and avoid contact
- Drinking water is provided
- All rubbish must be put straight in the bin and not left for someone else to clear up
- Suitable and sufficient rubbish bins are provided
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles

Cellar

- Cellar maintenance is carried out by designated staff, maintaining social distancing
- Staff should wash their hands before entering the cellar
- Hand sanitiser is provided

Kitchen

- A simplified menu has been developed for certain sites
- Do not pass equipment eg. knives, between chefs
- Kitchen staff should work back to back or side by side where possible
- Once food has been placed on the pass, the chef should step back to allow waiting staff to collect the food
- Gloves do not have to be worn for food handling, instead kitchen staff should practice regular handwashing
- Sanitiser is provided in the kitchen
- Used kitchen cloths should be stored in a designated lidded container and washed on a hot wash - 60°C or above

- Maintain social distancing by allowing one person at a time in walk in fridges, freezers & dry goods storerooms. Social distancing should be observed in the pot wash
- Bins are in place for used chefs' cloths & towels

Deliveries

- A nominated member of staff will accept all deliveries where possible
- The delivery driver will be instructed where to place the order, will then be asked to step back adhering to social distancing while the delivery is checked off. The outer packaging of all food deliveries will be wiped with Viricidal spray and blue roll prior storage
- Delivery drivers must sanitise their hands using the product provided before unloading goods and materials

Outside Area / Beer Garden

- Regular checks (patrols) will be carried out by the duty manager to ensure social distancing is being maintained and no groups are forming
- Tables are positioned to comply with social distancing guidelines
- Doors should be wedged wherever possible to increase natural ventilation

BAME Employees

- We have considered the risks to Black and Minority Ethnic groups as part of this risk assessment and any member of staff in this category that has specific concerns should in the first instance raise their concerns with their line manager

Mental Health

Communicate with companies we accept deliveries from to ensure there are aware of our procedures should one of their drivers need to use our welfare facilities.

Regular communication of mental health information and 'open door' policy for those who need additional support.

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

- We appreciate that the current events and the level of change that everyone is having to adapt to can be difficult and stressful and everyone deals with stress in different ways. If you are experiencing any difficulties, please speak to your Line Manager in the first instance
- An employee assistance programme is available for help, support and advice - their service is completely confidential. For further details please contact mail@hydesbrewery.com
- Additionally a personal resilience course is available on Hydes online. Your Manager will promote mental health & wellbeing awareness to staff during the Coronavirus pandemic and will offer whatever support they can to help

www.hseni.gov.uk/stress

Visitors to site eg contractors

- Contractors visiting our sites have been issued with Hyde's Covid-19 guidelines and a copy of their guidelines has been requested
- Where possible contractors will work outside of trading hours or overnight

Conflict Situations

- There could be possible conflict situations where customers are not abiding by social distancing guidance
- Existing risk assessments cover how to manage these situations and the necessary steps to minimise potential conflict and can be found on Hydes online

Finishing Work

At the end of your shift please ensure you:

- have removed all personal food and drink items
- take home any personal clothing, nothing personal should left be on-site

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| | | <ul style="list-style-type: none">• sanitise your hands at the exit• clock off allowing for social distancing if someone else is already there | |
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Fire Safety

As part of the Covid-19 risk assessment process, the fire safety risk assessment has also been reviewed to ensure:

- Fire exits are not blocked and fire doors not wedged
- The maximum occupancy has been calculated for every pub based on social distancing
- No fire exits have been taken out of use
- Emergency routes & exits are kept clear and available at all times, with no obstructions, narrowing or preventing routes & exits from use