

Horse & Groom, Westbury 15th June 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of and exposure to Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to the H&G • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with staff 	<p>Staff Training This document will form the basis for staff training on return to work and for new starters</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • Drying of hands with hand dryers and or disposable paper towels. • Staff encouraged to protect the skin by applying moisturiser cream regularly provided at staff sinks • Gel sanitisers in any area where washing facilities not readily available 	<p>Prior to any work being carried out all staff will undergo a full training session which goes through this risk assessment</p> <p>Training to be dated and documented</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also 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</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>			

		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</p> <p>Taking steps to review work schedules including start & finish times/shift patterns.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Sanitiser has been placed in all toilet cubicles with instructions to spray surfaces prior to use</p> <p>Staff to be monitored daily in respect of social distancing.</p> <p>Where it has not been possible to space tables at 2mtr we have positioned 'sneeze screens' which are regularly sanitised.</p> <p>Perspex screens have been positioned at Bar & B&B Reception.</p> <p>Customers can place orders by phone from the garden, marquee, terrace and skittle alley, to maintain distancing</p> <p>Doors to toilets will remain open so that users can clearly see if space is available within the toilets. A parabolic mirror has been placed in the gents to improve visibility.</p> <p>Customers are responsible for socially distancing from other customers and staff – signage has been provided as a reminder</p> <p>Staff understand their own personal responsibility to maintain social distancing</p>			
--	--	---	--	--	--	--

		<p><u>Service of Food & Drink</u></p> <p>Processes to be implemented to reduce staff contact with food, drink and customers</p>	<p>Telephone ordering system is in place for garden, marquee, terrace and skittle alley with instructions for customers.</p> <p>Staff will only touch the bottom of glassware when handling customers drinks.</p> <p>A new glass will be used EVERY TIME and increased glass washing staff will be provided.</p> <p>Staff will wash their hands prior to handling food plates for delivery to customers.</p> <p>Tables will be sanitised between customers use and this will include sneeze screens, condiments, and all hard surfaces.</p> <p>Individual portions of condiments and sauces will be available for customers to help themselves to,</p> <p>Staff will be trained to politely ask customers to distance – they will not admonish customers or cause conflict.</p> <p>Staff will sanitise their hands after handling cash – sanitiser next to till.</p>			
--	--	--	--	--	--	--

		<p><u>PPE</u> Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Face masks and face screens are provided for staff members</p> <p><u>Symptoms of Covid-19</u> A thermal entry system is provided for staff and visitors and must be used on entering the H&G If any member of staff becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or customer has developed Covid-19 and were recently on our premises the 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.</p>	<p>To minimise the risk of transmission of COVID-19 we have provided face masks for back of house staff and face screens for front of house staff, this will ensure that elderly customers who rely on lip reading can hear effectively and of course customers can see our smiles. When working behind screens for example behind the bar it will not be required to wear face masks/screens</p> <p>Visors will be cleaned and sanitised after use</p> <p>Masks will be used for one shift only and placed in marked laundry bucket. They are to be washed on a hot wash</p> <p>All staff will test their own temperature, using the thermal entry system, on arrival at work and if they have a high temperature, they will be sent home.</p> <p>Customers will be encouraged to use the thermal entry system before entering the building</p> <p>The system will advise the user</p> <ol style="list-style-type: none"> 1. Temperature normal please pass 2. Temperature abnormal with a loud alarm <p>Users with an abnormal temperature SHOULD NOT enter the building.</p> <p>Staff will be asked if they feel well on arrival by management</p> <p>Staff will be asked about the wellbeing of their family/housemates</p>			
--	--	--	---	--	--	--

		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><u>Deliveries</u> Delivery drivers must not enter the building</p> <p><u>Review</u> Regular reviews of this risk assessment to be made and additional measures put in place as necessary.</p>	<p>If staff or those they live with have any symptoms COUGH, SORE THROAT, TEMPERATURE then that member of staff will be sent home.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Deliveries to be made into the marquee and staff will spray sanitise the containers prior to putting away.</p> <p>Staff are not to sign for goods</p> <p>Management will take note of the governments daily COVID briefing and make adjustments to the procedures accordingly.</p> <p>All staff will be trained in any amendments.</p>			
--	--	---	---	--	--	--