

# Tavernfayre Restaurant Risk Assessment

Wigan Road, Hunger Hill, Bolton, BL3 4RH



Risk Assessment Type: COVID-19 Reviewed on: 13/06/20  
 Reviewed by: Phil Briercliffe Approved by: Jane Kelly

Hazard	Spread of COVID-19
Who might be harmed?	Staff. Visitors to the premises. Contractors. Vulnerable groups (elderly, pregnant workers, those with underlying health conditions). Anyone else who physically encounters you in relation to the business.
Controls required	<p><b>Hand washing:</b>                      Hand washing facilities with soap and water in place.                      Stringent hand washing taking place.                      Drying of hands with disposable paper towels or electrical hand dryers.                      Staff encouraged to protect the skin by applying emollient cream regularly.                      Gel sanitiser available in any area which does not have washing facilities.</p> <p><b>Cleaning:</b>                      Frequent cleaning and disinfecting of objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas. Must use appropriate cleaning products and methods.</p> <p><b>Social Distancing:</b>                      Social Distancing – reducing the number of persons in any work area to comply with the Government guidance on social distancing and the advice of the Public Health Agency.                      Taking steps to review work schedules including start &amp; finish times/shift patterns to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p><b>Redesigning processes to ensure social distancing in place:</b>                      Conference calls to be used instead of face to face meetings.                      Ensuring sufficient rest breaks are in place for staff with limited contact.                      Social distancing to be adhered to in canteen area and smoking area.</p> <p><b>Wearing of Gloves:</b>                      Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>Symptoms of COVID-19:</b></p>

	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and be advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or the public has developed COVID-19 and were recently on our premises, the management team of the Tavernfayre 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>Persons should not share vehicles or cabs in situations where suitable distancing between households cannot be achieved.</p> <p><b>Drivers:</b></p> <p>Procedures in place for outside delivery drivers to ensure social distancing and correct hygiene procedures are being followed, to make sure contamination and spread of COVID-19 are eliminated.</p> <p><b>Mental Health:</b></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>
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<b>Hazard</b>	<b>Food and Drink Preparation Areas</b>
<b>Who might be harmed?</b>	Potential risk of transfer of virus through cross contamination.
<b>Controls required</b>	<p>Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.</p> <p>Staff to ensure that when spills of foods or liquids occur, they are cleaned straight away with work surfaces being left in a clean and sanitised condition.</p> <p>Staff instructed to use their own drinking mugs to prevent cross contamination.</p> <p>Staff instructed to keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.</p> <p>Staff instructed to wash their hands thoroughly before using facilities.</p> <p>Any equipment used should be left in a clean condition and wiped out after use.</p> <p>Staff instructed to thoroughly wash cutlery and crockery after each use and put them away. Single use paper towels will be provided.</p> <p>A dishwasher is available and will be used to thoroughly clean cutlery and crockery.</p> <p>A strict hourly cleaning schedule will be introduced including disinfecting all food preparation surfaces and contact surfaces.</p> <p>To ensure our employees are working at a safe distance from each other, following the distancing guidelines set in place by the Government.</p>

<b>Hazard</b>	<b>Communal Facilities: Entrance, Toilets, Stairs etc.</b>
<b>Who might be harmed?</b>	Risk of cross contamination from equipment, surfaces and objects that may have been touched or otherwise contaminated by COVID-19 and create a risk to health.
<b>Controls required</b>	<p>All team cleaning frequency to be increased. Toilets, communal areas and workspaces to be cleaned more frequently than before, and the cleaning routine to be to a higher specification.</p> <p>Supplies of soap and sanitising agents provided and regularly topped up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.</p> <p>Staff instructed to clean their hands after using the toilet by washing their hands with soap and water for at least 20 seconds.</p> <p>Staff made aware that where welfare facilities are used during the working day, surfaces (toilets, sinks, door handles, soap, soap dispensers etc.) and objects which are visibly contaminated with bodily fluids must not be touched but instead reported to a manager.</p> <p>Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.</p> <p>We will provide a set space for staff clothing, coats and personal belongings to avoid cross contamination between these items.</p>

<b>Hazard</b>	<b>Close Contact</b>
<b>Who might be harmed?</b>	Staff working on the premises and guests visiting may be at risk of exposure to other members of staff or visitors who are carrying COVID-19 (knowingly or unknowingly).
<b>Controls required</b>	<p>Staff instructed to avoid close face to face contact or touching of other employees or visitors and to follow the Government guidance with regards to distance separation.</p> <p>Physical contact such as handshaking, hugging, patting on the back etc. is to be avoided.</p> <p>Staff are required to be environmentally aware and sit away from the immediate air flow from fan heaters, cooling fans and/or ventilation systems that could spread the virus. Where possible the use of such systems should be avoided.</p> <p>Capacity of the Tavernfayre for guests will be reduced according to Government guidelines.</p> <p>We will limit the amount of arrivals at any one time.</p> <p>We will limit the maximum capacity of a single table to 6 covers.</p> <p>We will change the Restaurant layout with floor markings and guidance barriers to ensure social distancing is maintained.</p> <p>Outdoor dining will be offered where possible and distancing rules will be followed regarding spacing of tables.</p>

<b>Hazard</b>	<b>Workstations, IT and Telephony Equipment</b>
<b>Who might be harmed?</b>	Direct contact with potentially contaminated workstations, IT or telephony equipment may cause adverse COVID-19 health effects.
<b>Controls required</b>	Staff are instructed to ensure that their workstations, IT and telephony equipment (such as keyboards, screens, phones and headsets) are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment will be provided. Telephone equipment is to be deep cleaned at the end of each working day by the staff. Staff instructed not to share personal mobile phones to prevent cross contamination.

<b>Hazard</b>	<b>Smoking Shelters</b>
<b>Who might be harmed?</b>	Inhalation of secondhand tobacco smoke and/or vapours from e-cigarettes may result in adverse COVID-19 health effects.
<b>Controls required</b>	Smoking of tobacco or e-cigarettes is confined to a dedicated external smoking shelter. Staff advised to avoid inhaling secondhand smoke and vapour from other persons. Although there is no evidence of transmission this is a precautionary measure. Routine cleaning and sanitising of smoking areas put in place which will include chairs, tables and ash trays.

<b>Hazard</b>	<b>Uninformed Staff</b>
<b>Who might be harmed?</b>	Staff who are not fully aware/do not understand the procedures and arrangements we have put in place to work within Government policy on essential working could compromise our arrangements and jeopardise the health of others.
<b>Controls required</b>	Specific procedures and measures to reduce the risk of spreading COVID-19 have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. Every member of staff has been fully briefed to ensure they are aware of the hazards and risks and understand the rules and procedures we have put in place. NHS and Public Health warning posters will be displayed throughout the premises.