

Risk assessment for The Grog & Gruel

Company name: The Grog & Gruel Ltd

Assessment carried out by: Ed Daynes

Date of next review: 30/09/2020

Date assessment was reviewed: 03/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Traveling to and from work.	All Staff	<p>Asking staff to follow all Scottish government guidelines. Currently, there is a requirement to wear a face covering in public transport and sanitise their hands before and after travelling.</p> <p>Staff should be aware of all requirements when taking a taxi.</p> <p>Asking staff where possible to make their own way into work, to consider walking or cycling.</p> <p>Staff must not travel in their uniform on public transport.</p> <p>When arriving at work all staff must sanitise their hands when entering the building.</p>	<p>Face coverings made available to staff.</p> <p>Regular reminders to all staff.</p>	All members of staff.	Ongoing.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Customers queuing while waiting for a table</p>	<p>Customers.</p>	<p>Aim to seat customers as quickly as possible.</p> <p>Avoid queuing in the entry corridor – an identified pinch point.</p> <p>Discourage queues from forming. Where queues form ensure that the 2m distancing is observed and that the queue is external to the premises and does not impede access on the High Street.</p> <p>Keep pre-booking procedures under constant review with a view to making them workable.</p> <p>Advise customers to seek an alternative or come back at a quieter time, and not to form a queue at the door to the premises.</p>	<p>Ensure clarity and consistency of message via all points of enquiry including phone, email and social media.</p> <p>Make sure signage is in place.</p> <p>Next review of table booking procedures at 30/9/20.</p>	<p>Management.</p>	<p>Ongoing</p>	
<p>Ordering by customer</p>	<p>Service staff and customers being within 2m of other</p>	<p>No Table No Service.</p> <p>All tables set to 2m distance where possible but to an absolute minimum of 1m apart as per current guidelines with mitigations in place.</p>	<p>Staff reminded to keep 2m distance wherever possible. If this is not possible to</p>	<p>Manager and Staff</p>	<p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	people.	<p>Staff to wear mask when serving customer. Hand sanitiser and surface sanitiser kept beside till.</p> <p>Ask customers to pay by card only to reduce risk of virus transfer when using cash.</p> <p>Use of QR codes for menus to reduce the need for either disposable paper menus or repeated sanitising of laminated menus.</p> <p>Use of restaurant throughout day time service to provide increased spacing.</p> <p>Customers advised to only approach the bar when no other customer is already at the bar and only to approach where the screen is in place.</p> <p>Presumption of orders to be taken at the table, though see point above regarding single person at the screen at the bar.</p>	<p>keep time spent at less than 2m distance to a minimum.</p> <p>Signs need to be in place to remind customers to keep 2m distance, to sanitise their hands before entering the queue to be served, explaining how the ordering system will work and not to move tables around even if they are a larger group that have arrived together.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Transfer of virus, high contact areas such as tables, doors, pdq machines.</p>	<p>Service staff and customers. Potential for virus to be left on a surface.</p>	<p>Hand sanitiser and surface sanitiser are provided. Customers asked not to change seats without asking a member of staff first so tables can be sanitised.</p>	<p>Remind staff and customers to regularly wash their hands. Use of contactless payment by card encouraged where possible. Staff to wipe pdq machine after each use if customer needs to enter pin number. Staff to regularly sanitise high contact areas.</p>	<p>Manager and Staff</p>	<p>17/07/2020 Ongoing</p>	
<p>Collecting plates and</p>	<p>Service staff and</p>	<p>Hand sanitiser stations have been installed at plate and glass drop off areas.</p>	<p>Remind staff to ask customers to</p>	<p>Manager and Staff</p>	<p>17/07/2020</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
glassware etc from tables.	customers. Being with 2m of other people.		do this and have signage up to remind customers.		Ongoing	
Toilets	Staff and customers. Being within 2m of other people. High contact areas.	Operate a one in one out system. Have signage up asking customer's to be patient and if they enter the bathroom and someone else is using it to wait outside at a safe distance (do not crowd toilet door area) or at their table until that person is done. If a customers comes in from outside ask that they sanitise their hands before entering the building to use the toilets. Hand sanitiser is provided for customers. Staff to hourly sanitise high contact areas and maintain a day record as a control.	Remind staff that they must enforce the one in one out policy and for staff member to remind customers to sanitise their hands before entering the building.	Manager and Staff	17/07/2020 Ongoing	
Excessive hand washing	Staff as excessive	Due to Coronavirus regular hand washing is necessary.	Staff to be advised that if	Manager and Staff	17/07/2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	hand washing can damage the skin.	Using alcohol based sanitiser is far less likely to cause skin irritation than soap as stated in WHO guidelines. https://www.ncbi.nlm.nih.gov/books/NBK144008/	they suffer from any skin conditions it would be better for them to sanitise rather than wash hands. Staff to report any dryness, irritation, itching, and even cracking and bleeding immediately to management.			
Cleaning tables, washing glasses, plates etc.	Staff and future customers as virus may be left on table.	Wipe down tables with surface sanitiser once customers have left the table. All crockery and cutlery to be put through dish washer to sanitise them. Ensure hand washed glasses are washed using	Staff training. Remind staff that tables must be wiped once a customer has left and before another customer sits at a table and	Manager and Staff	17/07/2020 Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>glass wash detergent.</p> <p>Staff to sanitise/wash hands after clearing glasses/table.</p>	to wash hands after doing so.			
Catering	Staff	<p>CookSafe assessment has been updated to include matters relative to Covid-19</p> <p>Kitchen has been deep cleaned before reopening along with all crockery and cutlery.</p> <p>Only chefs allowed to enter kitchen area.</p> <p>Sanitisers have been placed alongside hand washing areas.</p>	Staff training	Management	<p>17/07/2020</p> <p>Ongoing</p>	
Customers with symptoms entering the building.	Staff and other customers.	We have signs up asking that if customers have any symptoms of Coronavirus or feel unwell in any way that they do not enter the premises and they will be asked to leave if showing any symptoms.	Staff training on what to look out for.	Management and Staff	<p>17/07/2020</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Staff contracting the virus.</p>	<p>Other members of staff and their household.</p>	<p>Staff developing symptoms of the virus should immediately book a test through NHS Inform online or by phone 0800 028 2816.</p> <p>In accordance with Test & Protect, staff with symptoms should isolate for 7 days, and everyone in their 'household for 14 days.</p> <p>Staff will need to complete a fit to return to work form upon finishing their quarantine.</p> <p>Staff are asked to make a declaration of being symptom free at the start of the first shift on each day.</p>	<p>Staff training on what to look for.</p>	<p>Management</p>	<p>17/07/2020</p>	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/