



The Royal Oak

Cogenhoe

Risk Assessment as at:

8th April 2021

Prepared By:

Mrs Kath Garner

COMPANY:	The Royal Oak	LOCATION:	Cogenhoe, Northamptonshire	ASSESSMENT DATE:	8th April 2021
				REVIEW DATE:	Following change to Government direction
OPERATION:	General Risk Mitigation	COMPLETED BY:	Kath Garner	REFERENCE No:	RO004

What are the Hazards?	Who Might be Harmed and How?	What is Being Done to Mitigate this Risk?	Risk Rate Now	What Additional Actions are Required?	Who is to Conduct this Activity? When is it to be Done By	What will be the Residual Risk
Slips, Trips & Falls	Staff, customers, contractors and delivery people slipping, falling and tripping	<ul style="list-style-type: none"> • Only clean floors out of hours. • Clean up spills immediately using correct materials and leave floor dry. • Keep work areas clean, dry and tidy. • Provide and use drip catchers. • Maintain all equipment to prevent leaks. • Provide good lighting in all areas. • Ensure all access points to the cellar are closed and locked at all times when not in immediate use. • Keep stairs and passage ways clear. • Secure all rugs and carpets. • Use secured doormats during wet weather. • Leave no loose or trailing cables. • Ensure all steps and stairs have non-slip finishes. • Ensure all outside areas, paths and pavements are, where possible, flat and smooth and where they are not indicate this using clear signage. • Brief staff on these procedures and instruct them to supervise customers, contractors and delivery personnel in accordance with these procedures. • Correct footwear is to be worn by all staff at all times. 				
Bar Activities	Staff, customers, contractors and delivery personnel may injure	<ul style="list-style-type: none"> • Clear glasses, crockery and bottles and immediately after use. • Only wash and dry glasses and crockery in designated areas. 				

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	themselves on bar stock, glasses, crockery and on associated equipment.	<ul style="list-style-type: none"> Only store glasses, bottles, barrels and crockery in designated areas. Only trained personnel are to operate, change and handle optics, bottles, glasses, crockery and barrels. Store barrels and boxes safely and securely and only in designated areas. 				
Falls from Heights	Staff, contractors and delivery personnel could fall down stairs, off decking and into the cellar.	<ul style="list-style-type: none"> Check hatches are closed and secured when not in use. Prevent unauthorised access to hatches when they are in use. Ladders are to be suitable for the work to be conducted, secured top and bottom when in use, used by trained, fit and healthy staff and all use of ladders is to be directly supervised. Contractors working at height are to be correctly qualified, certified and in-date. All banisters, deck balustrades and all other fall prevention barriers are to be inspected at least quarterly and are to be fit for purpose at all times. 				
Cellar Activities	Staff, contractors and delivery personnel could injure themselves while working in or accessing the cellar	<ul style="list-style-type: none"> Only qualified personnel are to access and work in the cellar. All hazards are to be clearly marked. No work or to be done or access attempted without first turning on adequate lighting. No one is to work in the cellar alone without first informing the Duty Manager who is then to make regular checks to ensure staff remain safe. All cellar activity work is to be conducted by qualified, in-date personnel. Adequate and appropriate MHE is to be used when moving stock into or around the cellar. 				
Violence	Staff, contractors and delivery personnel may face	<ul style="list-style-type: none"> Staff are to adhere to the legal requirement not to sell alcohol to intoxicated people. 				

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	injury and / or stress from aggrieved customers, visitors, neighbours or passers-by.	<ul style="list-style-type: none"> • Staff are to be trained in conflict resolution and on how to de-escalate heated situations. • Police should conduct regular visits and staff should know how to summon the police. • An incident log is to be kept and maintained. • A list of barred customers is to be maintained in log. • Cashing-up is to be conducted during closed hours and out of site. • All external doors are to have at least 2 locks or bolts and all are to be well maintained and serviceable. • All incidents are to be promptly and thoroughly investigated. 				
Kitchen Activities	Staff, contractors and delivery personnel could injure themselves while working in or accessing the kitchen.	<ul style="list-style-type: none"> • Only qualified and / or authorised personnel are to access and / or work in the kitchen. • All hazards are to be clearly marked. • No work or to be done or access attempted without first turning on adequate lighting. • No one is to work in the kitchen alone without first informing the Duty Manager who is then to make regular checks to ensure staff remain safe. • All kitchen activity is to be conducted by qualified, in-date personnel. • Adequate and appropriate MHE is to be used when moving stock into or around the kitchen. • Clean-up spills immediately using correct materials and leave the floor dry. • Keep work areas clean, dry and tidy. • Provide and use drip catchers. • Maintain all equipment to prevent leaks, damage and injury. • Provide good lighting in all areas. 				

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		<ul style="list-style-type: none"> • Staff are only to carry raw ingredients, hot and cold food and all other associated materiel within the limit of their physical capabilities. • Correct safety and protective clothing and footwear is to be worn by all kitchen staff at all times. • Only trained and authorised personnel are to operate, clean or service cookers, hobs, grills, ovens, filters, fans, fryers, blenders, knives and any other kitchen appliance (including hot and cold water supplies and gas). • All personnel with access to the kitchen are to know and be confident in appliance and water emergency shut-down procedures. • All food is to be purchased, transported, stored, prepared, cooked, served and disposed of in accordance with national law and officially endorsed HACCP Plans. 				
Transport	Staff, contractors, delivery personnel and guests may be injured by vehicles accessing or passing the property.	<ul style="list-style-type: none"> • Reversing vehicles are to be supervised by driving teams when possible. • If hi-visibility clothing is available it is to worn by driving teams during all carpark activities. • Gates to the carpark are to be closed on Monday when the property is closed. 				
Garden and External Spaces	Staff, contractors, delivery personnel and guests may be injured when accessing and / or using outside areas, external spaces and the garden.	<ul style="list-style-type: none"> • Keep all external spaces clean, tidy, in good repair and clearly sign-posted at all times. • Secure all out-of-bound areas and clearly label them as such. • Provide adequate machinery and tools to maintain outside areas; train personnel to use this equipment correctly; only let trained personnel use it; supervise its use. • Maintain all equipment in a good state of repair. • Provide good lighting in all areas. 				

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		<ul style="list-style-type: none"> • Keep stairs and passage ways clear. • Provide non-slip surfaces where slip hazards exist. • Use secured doormats during wet weather. • Leave no loose or trailing cables. • Ensure all outside areas, paths, pavements, car parks and associated areas are as free from trip hazards as is reasonable. • Brief staff on these procedures and instruct them to supervise customers, contractors and delivery personnel in accordance with these procedures. 				
Manual Handling	Staff, contractors and delivery personnel could injure themselves when lifting heavy loads.	<ul style="list-style-type: none"> • Use MHE to move heavy loads whenever possible. • Teach all staff correct lifting techniques. • Use correct lifting techniques at all times. • Use 2 or more people to lift and move heavy loads. 				
Cleaning and Repair Activities and Preparing for Events (including changing light bulbs, the use of ladders and step-ladders, decorating, switching on appliances, using hoses, lighting and operating fires)	Staff could injure themselves when cleaning, repairing, preparing for events and operating fires.	<ul style="list-style-type: none"> • Use correct cleaning and repair products, correct equipment and correct PPE at all times when cleaning, repairing, preparing for events and / or lighting fires, and use them in accordance with operating, storage and disposal instructions. • Do not clean or repair above 2m without correct training and equipment. • All cleaning and repairing above 2m is to be conducted by trained and qualified personnel. • Follow HAZMAT procedures when handling chemicals / HAZMAT or when cleaning chemical and / or hazardous material spills. • All cleaning of voids, ceiling spaces, confined spaces and shelves above 1.75m is to be directly supervised. 				

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		<ul style="list-style-type: none"> Care is to be taken on wet floors and when handling wet equipment, stock and materiel to prevent spills, slips and trips. All repairs are to be conducted by trained, qualified and in-date personnel using the correct equipment and procedures. Powered equipment is to be stored, used, operated and charged in accordance with the manufacturers operating instructions. Check all wiring, water and gas fittings and supplies at least every 5-years for serviceability. Gain and maintain certificates of safety and compliance. Show staff where water and gas shut-off valves and the electricity fuse boxes are and rehearse them in closing down these systems using these control points. All cut off systems are to be accessible at all times. Only light and operate fires in accordance with the Royal Oak Fire Risk Assessment. 				
Gas	Staff and others could be at risk from fire and explosion if gas equipment is not stored, maintained and operated correctly.	<ul style="list-style-type: none"> All gas appliances are to be installed, operated, serviced and maintained in accordance with the manufacturer's instructions. Staff are to be trained to recognise and report faults. 				
CO2 Leakage	Staff may be injured by CO2 when charging and / or changing CO2 powered equipment.	<ul style="list-style-type: none"> Only correctly trained and certified staff may change CO2 operated machinery. The CO2 operating environment must be maintained in accordance with BBPA guidelines. The cellar must be adequately ventilated at all times. 				
Pressurised Equipment	Risk of explosion from over-pressurised pump	<ul style="list-style-type: none"> All pressurised systems must be installed, maintained and operated in accordance with the most up-to-date BBPA Code of 				

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	systems or damaged cylinders.	<p>Practice and have an in-date installation and maintenance certificate.</p> <ul style="list-style-type: none"> • Only trained and qualified staff may operate and change pressurised systems. • Cleaning containers must be capable of accepting the maximum pressure of the system and labelled to avoid confusion with other cleaning products. • Certificates must state the date of the next system service. • All damage must be reported immediately. • The minimum number of gas cylinders must be kept on the property and all are to be sourced from official suppliers. • Pressurised cylinders must be stored upright and in a way such that it prevents damage, minimise risk and such that it minimises collateral damage in the case of an explosion. 				
Noise	Staff suffering hearing damage from live and recorded music.	<ul style="list-style-type: none"> • Locate speakers away from bar staff. • Allow staff to take regular breaks to reduce noise exposure. • Provide staff with ear plugs. 				
Fire	Staff and others could be at risk from fire, burns and smoke inhalation.	<ul style="list-style-type: none"> • Complete a fire risk assessment. • Conduct regular checks of fire escapes and access to them to guarantee speed of access and ease of operation. • Train staff and rehearse them in fire evacuation drills. 				
Working with Young People	Staff could be at risk by impacting the welfare, rights and freedoms of young people.	<ul style="list-style-type: none"> • Only employ, hire, retain or otherwise use the services of young people in accordance with national law, national child protection guidelines and business best practice. • Train adult staff in the management and care of young people. 				

RISK ASSESSMENT INDUCTION SHEET

Serial	Name	Date that Risk Assessment was Read	Signature
(a)	(b)	(c)	(d)
1	Katherine Garner	3 July 2020	
2	Colin King	3 July 2020	
3	Taryn0Blue King	3 July 2020	
4	Julia Moore	3 July 2020	
5	Emma Jones	3 July 2020	
6	Katy Neil	3 July 2020	
7	Elloitt Barnes-Ward	3 July 2020	
8	Joel Duneonson Greeves	3 July 2020	
9	Alfie Wreford	3 July 2020	
10	Jams Allen	3 July 2020	
11			
12			
13			
14			

Royal Oak, Cogenhoe

COVID-19

Risk Assessment and Risk Mitigation Measures

COMPANY:	The Royal Oak	LOCATION:	Cogenhoe, Northamptonshire	ASSESSMENT DATE:	13th May 2021
				REVIEW DATE:	Following change to Government direction
OPERATION:	Coronavirus (COVID-19) Mitigation	COMPLETED BY:	Kath Garner	REFERENCE No:	CV004

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
<p>Outbreak of Coronavirus COVID-19</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	High	<p>Remind colleagues and customers daily only to visit the pub if they are well and no one in their household is self-isolating.</p> <p>The management will display signage at the entrances of the pub to remind customers of the risks posed by Corona Virus and of the measures in place at The Royal Oak to mitigate residual COVID-19 risk.</p> <p>Every person wishing to use the pub will be required to Register their details electronically by scanning the QR code located at the entrances to the property and its gardens.</p> <p>For those without access to a smartphone or unable to register electronically the following information must be provided to staff before entrance / ordering drinks or food:</p> <p>Full Name</p> <p>Mobile Telephone Number</p> <p>This information will be registered in a Visitor's Book and will only be accessed in the event of a linked outbreak of COVID-19.</p> <p>The Royal Oak will display a COVID-19 Compliance Certificate at every entrance to the pub.</p>	Medium	Review weekly and after updates to Government guidance.	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
<p>Poor Communications / Failure to educate staff and customers</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>The management has initiated an on-going system of communication and education to educate staff on the risks posed by Corona virus and of the measures management is taking to mitigate these risks.</p> <p>All management and staff are to completed the Virtual Courses Prevent COVID-19 course (https://www.virtual-college.co.uk/courses/prevent-covid-19-free-training) prior to the pub opening and have conformation of their successful completion of the course recorded for retention and reference by the management of the Royal Oak.</p> <p>The following have completed the course:</p> <p>Katherine Garner Colin King Taryn-Blue King Julia Moore Emma Jones Katy Neil Elloitt Barnes-Ward Joel Duneonson Greeves Alfie Wreford Jams Allen</p> <p>Prior to opening management ran a revision day on-site for all staff at which the COVID-19 management policy, safety and new operating procedures were discussed and demonstrated in detail. Rehearsals took place.</p> <p>The Royal Oak actively promotes good hand and respiratory hygiene and the strict implementation of COVID-19 infection control procedures.</p> <p>Updates are provided to all staff as government advice changes. Staff are to be in receipt of the most up-to-date information from Management</p>	Medium	<p>Review weekly and after updates to Government guidance.</p>	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>before beginning work.</p> <p>A copy of this Risk Assessment and associated direction is available to the public on request.</p>			
<p>Personal Hygiene</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	High	<p>People should cover their mouth and nose with a tissue (not their hands) when they cough or sneeze. The used tissue should then be placed in a bin immediately.</p> <p>People should then wash their hands with soap and hot water for a minimum of 20 seconds.</p> <p>People should wash their hands at least every 30 minutes using hot water and soap or use hand sanitiser gel if soap and water are not available.</p> <p>In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc.</p> <p>Staff will be aware of this requirement at all times and remind customers of it.</p>	Medium	Review weekly and after updates to Government guidance.	On-going
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	High	<p>A staff member or customer experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain), or who has had close contact with someone experiencing these symptoms must not come to the pub.</p> <p>If a staff member or customer becomes unwell with coronavirus related symptoms whilst on site they must make their way home immediately and inform the Management by telephone when they have done so.</p> <p>The working area of any staff member who suspects they may have contracted Coronavirus (including</p>	Medium	Review weekly and after updates to Government guidance.	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>welfare facilities) will be subject to a “deep clean” in accordance with Government guidance.</p> <p>All other staff will be advised of any persons within the workplace who have shown signs of the infection and who are being tested for Coronavirus. However, the individual’s identity will not be disclosed during any communication / updates to staff.</p> <p>New staff or staff who have been away from the working environment of the pub for more than 2 weeks will be offered access to a coronavirus rapid testing kit and will be required to show a negative test before starting work. A positive test will require that staff member to return home immediately and self-isolate.</p> <p>Test kits have been ordered from government sources and are held and controlled by the Licensee to meet this requirement.</p> <p>Staff are encouraged to take regular asymptomatic COVID tests (twice a week) and to keep a record of their results should management at the Royal Oak or the authorities wish to see them.</p>			
<p>Elevated Threat to High Risk Groups</p> <p>Risk of: Infection</p> <p>Risk to: High Risk Groups</p>	High	<p>Members of the public considered to be in the 'high-risk' category are advised to remain at home and not to visit the pub.</p> <p>All clients and members of staff in, or who consider themselves to be in a 'high-risk' category must inform the management of this before coming to or immediately on arrival at the pub.</p>	Medium	Review weekly and after updates to Government guidance.	
<p>Contamination</p> <p>Risk of: Infection</p>	High	<p>General</p> <p>A cleaning regime is in place at the pub with dedicated cleaning protocols to ensure the workplace, including</p>	Medium	Review weekly and after updates to Government guidance.	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Risk to: All persons		<p>welfare facilities are serviced and suitably clean before opening and on a regular basis while the pub is open.</p> <p>Ventilation</p> <p>Where possible windows and doors will be open and remain open to encourage the circulation of fresh air inside.</p> <p>Every person entering The Royal Oak will be required to disinfect their hands at entrances (main and toilet entrances) using the resources available and to wear a face covering.</p> <p>Work Stations</p> <p>Staff will be asked to disinfect their working areas at least every 30-minutes. All contact hazards are to be cleaned after each use to prevent cross-contamination.</p> <p>Customer Seating</p> <p>As customers leave a table staff will clean that table with disinfectant ready for the next customers.</p> <p>Tables</p> <p>Tables will be cleared completely and disinfected between customer sittings.</p> <p>Toilets</p> <p>All toilets have been fitted with internal locks to facilitate a single use system.</p> <p>Toilets will operate a one-in one-out system. A sign will be displayed on the outside toilet door and customers</p>			

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>entering to use that toilet are to turn the sign so the word 'occupied' is facing the next arrival. After using the toilet facilities customers will be asked (via signage) to turn the sign to 'empty' before returning to their seats.</p> <p>In addition, staff will conduct cleaning activity to disinfect toilets at least once every hour and to replenish disinfectant resources should this be required.</p> <p>The same staff will encourage customers to sanitize their hands before and wash their hands after using toilet facilities.</p> <p>Pub management has also increased the frequency of the cleaning of communal areas and has directed staff to disinfect these areas with a sanitiser/antibacterial cleaner. Particular attention is to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc.</p>			
<p>Social distancing</p> <p>Risk of: Infection control</p>	High	<p>Government direction remains extant – all members of staff and customers are to observe and adhere to the 2m spacing rule (or 1m with additional mitigation measures in place (such as the wearing of a face covering)) if absolutely necessary and 2m cannot be achieved). Where spacing has been closed to 1m it must be increased to 2m as soon as possible thereafter.</p> <p>The public spaces of The Royal Oak have been reconfigured to meet this requirement.</p> <p>All staff are responsible for reminding visitors to the pub of this requirement and are to police it, as far as they are</p>	Medium	Review weekly and after updates to Government guidance.	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
<p>Risk to: All persons</p>		<p>able without infringing the rules themselves, at all times.</p> <p>Customers are responsible for the behavior of their own children and social distancing rules must be adhered to at all times.</p> <p>In the event of bad weather outside customers may only enter the pub if there is a table for them to sit at.</p> <p>Customers will be required to remain seated when consuming food and drinks.</p> <p>Numbers of Customers</p> <p>Inside a maximum of 6 individuals or 2 families may sit together.</p> <p>Outside a maximum of 30 customers may now sit in one group (where seating and table space allows).</p> <p>The Kitchen</p> <p>The minimum number of staff are to be in the kitchen at all times and consideration should be given to providing dedicated work spaces, equipment access and roles within the kitchen to allow social distancing to be maintained.</p> <p>The kitchen should operate a 'one-way' system whenever possible.</p> <p>Contact between staff at 'handover' points is to be minimized at all times.</p>			

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>Eating and Drinking (inside and outside)</p> <p>Any customer wishing to order a drink or food may only do so by entering their details via QR Code or by registering manually with staff as they enter the pub site.</p> <p>Thereafter they must find a table with sufficient space to enable extant social distancing rules to be adhered to and sit. Staff will then arrive, take food and / or drink orders and payment and then leave to return as soon as possible after that with the food / drinks that have been ordered.</p> <p>Inside a maximum of 6 individuals or 2 families may sit together.</p> <p>Outside a maximum of 30 customers may now sit in one group (where seating and table space allows).</p> <p>Tables may not be moved.</p> <p>Social distancing must be observed at all times while people are sharing tables or space.</p> <p>Access (entry and exit) to the outside drinking area will be via the Car Park only.</p> <p>Access to the pub and the dining room is via the rear entrance to the pub. Visitors dining and drinking inside are to exit the building via the front door (opening on to Whiston Road)</p> <p>Empty glasses are to be left at tables once finished; staff will clear these as required.</p>			

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>Customers should not attempt to re-use glasses or hand empty glasses to staff.</p> <p>Empty glass containers are only to be handled by staff wearing PPE. Glasses are to be loaded into the glass washer only by staff wearing PPE. Staff required to collect glasses from tables or the gardens are only to do so while wearing PPE.</p> <p>Crockery and cutlery are only to be handled by staff wearing PPE. All are to be loaded into the washer only by staff wearing PPE. Staff required to deliver or collect food to tables or the gardens are only to do so while wearing PPE.</p> <p>Take-Away Food</p> <p>Customers ordering take-away food may only do by telephone and must collect their food from the pub.</p> <p>Having ordered and paid for their food by telephone customers are to use the rear (garden) entrance of the pub to collect their order from the window into the bar.</p> <p>Customers are to wear a face covering if they are required to wait and are to observe social distancing rules at all times.</p> <p>Queuing</p> <p>There should be no requirement to queue anywhere at any time at the Royal Oak but, should the requirement arise, customers are to wear a face covering and are to observe social distancing rules at all times.</p>			

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>Carparking:</p> <p>All carpark spaces are to be used. Social distancing is to be maintained as customers move to and from their cars.</p> <p>Contravention</p> <p>Any customer who refuses, or who continually breaks any of these risk mitigation measures will be asked to leave. Failure to leave will result in the police being called for support.</p>			
<p>Viral Transfer due to contact hazards</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	High	<p>Staff</p> <p>All food and drink orders will be taken at customer tables. Staff are to wear appropriate PPE at all times when working in the pub.</p> <p>Staff delivering or collecting food and dirty glasses will be offered PPE commensurate with these tasks and will be trained to use it safely.</p> <p>All drinks, having been ordered and paid for, will be delivered to client tables by bar staff in PPE.</p> <p>Customers</p> <p>Customers may only pay using contactless card payment or cash.</p>	Medium	Review weekly and after updates to Government guidance.	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
<p>Viral Transfer due to Lack of PPE</p> <p>Risk of: Infection</p> <p>Risk to: Individuals dependent on tasks performed</p>	High	<p>General</p> <p>Wearing of Gloves</p> <p>Where the management has identified the wearing of gloves is a requirement of the job an adequate supply 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>Respiratory Protective Equipment</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene however, staff may utilise Respiratory Protective Equipment if they wish – Management at The Royal Oak will make this equipment available on request.</p> <p>Staff</p> <p>The management will provide gloves, coverings and face visors to staff. All the PPE will be disposed of safely at the end of each day apart from the visors which are to be named and sanitized for use the following week.</p> <p>Staff are to wash hands thoroughly for at least 20-seconds before putting face coverings on and before and after removing it.</p> <p>When wearing a face covering staff should avoid touching it to avoid cross-contamination.</p>	Medium	<p>Review weekly and after updates to Government guidance.</p>	On-going

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
		<p>Staff should change their face covering if it becomes damp or it has been touched.</p> <p>Staff should continue to wash hands regularly and change / wash face coverings daily.</p>			
<p>Reputational damage</p> <p>Risk of: Damage to brand, Increased scrutiny, Increased stakeholder friction</p> <p>Corporate</p>	High	<p>Ensure all pub activity is being carried out is in accordance with Government legislation and guidelines nationally and regionally and in accordance with any local restrictions or hotspot mitigation measures.</p> <p>Frequent, proactive liaison with all stakeholders to ensure free-flowing, comprehensive, inclusive dialogue occurs, and has the ability to occur at all times.</p>	Medium	Review weekly and after updates to Government guidance.	

Key Links:

- <https://www.gov.uk/coronavirus>
- Virtual Courses Prevent COVID-19 free course - <https://www.virtual-college.co.uk/courses/prevent-covid-19-free-training>)
- Public Health Advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Public Health Authority Guidance - <https://www.publichealth.hscni.net/>
- Hand Washing Guidance - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Communications - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Social Distancing Guidance - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Social Distancing Guidance for Vulnerable People - <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
- HSE Face Coverings Guidance - <https://www.hse.gov.uk/news/face-covering-ppe-rpe-coronavirus.htm>
- HSE Guidance for Drivers, transport, delivery - <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>
- HSENI Mental Health Guidance Coronavirus - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress>
- Health and Safety advice - <https://www.hse.gov.uk/news/coronavirus.htm>
- Hand washing - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Self-isolation - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Social distancing - <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others> Includes pdf document to download.
- Coronavirus FAQ's - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- Guidance for employers & businesses - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- Guidance for employees - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>
- Guidance on food delivery and takeaway - <https://www.cieh.org/policy/coronavirus-covid-19/resources/>
- Health and Safety Executive guidance on Corona Virus - <https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>
- Working safely during COVID-19 in shops and branches - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>
- Guidance on Face coverings - [file:///C:/Users/juliac/Downloads/FSA-DEFRA-face-coverings%20\(1\).pdf](file:///C:/Users/juliac/Downloads/FSA-DEFRA-face-coverings%20(1).pdf)
- <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Severity							Risk Level		
Likelihood	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)		Level Control Measures Suffice (Low)	Reduce The Risk As Soon As Possible (Medium)	Control Measure Should Be Applied (High)
Improbable (1)	1	2	3	4	5				
Remote (2)	2	4	6	8	10				
Possible (3)	3	6	9	12	15				
Probable (4)	4	8	12	16	20				
Frequent (5)	5	10	15	20	25				

Likelihood

1. Improbable - not likely to be true or to happen
2. Remote - having very little connection with or relationship to occurring, appearing, or done infrequently and irregularly
3. Possible -
4. Probable - likely to happen or be the case
5. Frequent - occurring or done many times at short intervals

Severity

1. Minor - Nips, cuts, skin rash, no lost time
2. Major - Requires Professional First Aid Advise (on site)
3. Critical - Requires Professional Medical Attention, take to Hospital
4. Fatal - Fatal
5. Multiple Fatalities - Multiple Fatalities

Disclaimer

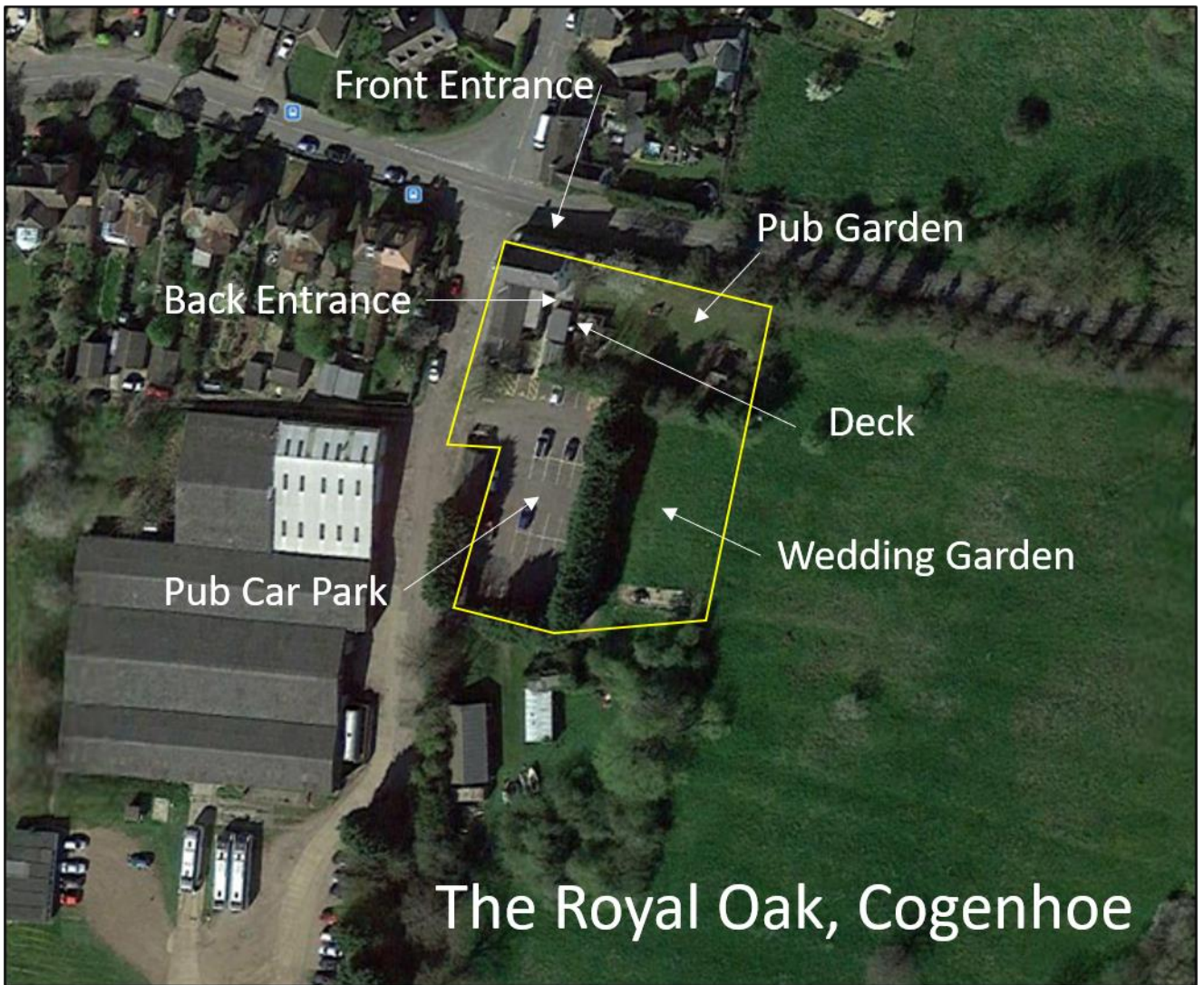
This is a dynamic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios so stakeholders should consider producing their own risk assessments to cover COVID risk in their own, unique circumstances.

The responsibility for Health & Safety at The Royal Oak, Cogenhoe (and for carrying out associated risk assessments) rests with the management of The Royal Oak and, as such, it is the management's responsibility to ensure risk assessments are suitable and sufficient and that controls are implemented and are regularly updated.

The management of the Royal Oak takes all reasonable measures to identify and mitigate risk at the pub but this does not release staff and the public from their responsibility to assess risks to and to protect their own health and safety at all times – a requirement which, ultimately, must always lie with the individual.

Having published this document, it is the responsibility of recipients to comply with the measures it mandates at all times and to raise any non-compliance and residual risk identified to staff and management of the Royal Oak at the earliest opportunity.

OUTLINE PLAN



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)