

**Dining Room Events Coshh Assessment**

**Novel Coronavirus (Covid19)**

**Members, Guests and Staff**

**Sept 2020**

A handwritten signature in black ink, appearing to read 'Shu' followed by a flourish.

Event		Date	
Event Manager		Capacity for this Event	
Event Location		Numbers permitted per group	
Maximum Capacity (Normal)		Guest Age Profile	

### General Facts Covid-19

The Event risk assessment is based on identifying the contact points, and how transmission can take place. The controls assigned are the best possible to reduce the likelihood of transmission.

**Means of contamination** - Respiratory droplets (Aerosols); Physical contact with carrier individuals; Contact with contaminated surfaces.

**Means of Spread** – Person to person; surface to person.

**Means of entry to the body** – Inhalation of aerosol or physical contact with a contaminated surface then touching a mucous membrane; eyes; nose; mouth.

**Frequency of exposure** – Constant.

**Likelihood of contamination if coming into contact with the virus** - Inevitable

### General sources of contamination.

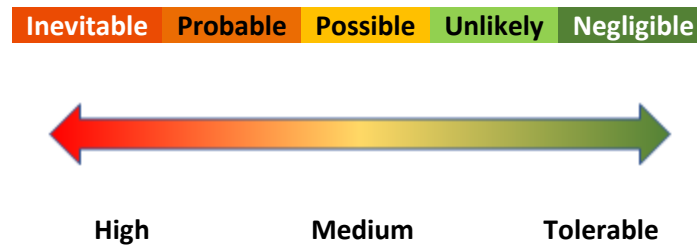
- **Reception areas.** Common points of contact; common surfaces; door handles; furnishings; proximity of other persons.
- **Event areas; Bars and Lounges.** Common surfaces; tables and chairs; table mats; menus; crockery, cups, and plates; proximity of other persons.
- **Locker Rooms and toilets;** Common surfaces; doors and door handles; sinks; taps; toilet areas; shower areas; proximity of other persons.

### Work areas; sources of contamination;

- **Work equipment and procedures;** Common surfaces; doors and door handles; tables and chairs; storage cupboards and filing systems; work equipment; cellars and cellar equipment; shared surfaces; shared documents; kitchen equipment; cooking utensils; serving dishes; plates; cups etc.

## Evaluation of Risk and Controls

### Risk Matrix



### General Controls

**Number of persons;** attending the event will be relevant to the size of the location; the event will be set up so that queuing at entry is minimised, attendees are escorted to their seats and asked to restrict their movement around the premise to only what is absolutely necessary

**Entry and Exit;** Entry will be regulated to limit queuing and congestion. Guest will be given staggered entry times and requested to stay in their vehicles until just before that time. At the entry point of the building queuing will be controlled with ropes and floor markers.

**Proximity to each other;** Table layouts will be moved so that groups are separated from each other by at least 2 metres. Tables will be moved so that they are as close to the event room walls as can practicably be achieved. Numbers per group will always adhere to current government guidelines.

**Definition of a “group”;** Persons from 2 households or within close physical contact (support bubble) persons from the support bubble count as one household.

**Movement through the premise;** Walkways will be left clear at all times, congregation in walkways will be discouraged by the floor manager and other members of staff. Where possible a one-way system will be used so that guests do not have to walk past each other on the same walkway.

**Ventilation;** The air conditioning system will be checked to ensure it is working at maximum efficiency, where possible and where it can be done without undue discomfort to attendees, the air conditioning system will be supplemented by natural ventilation from open windows and doors.

**Cleaning before use;** The premise will be thoroughly cleaned by a professional company before the event using anti- viral products

**Cleaning during use;** Where necessary staff will disinfect surfaces and common points of contact throughout the event.

**Toilets;** Numbers will be restricted to no more than a single person at a time, queuing outside the toilets will be restricted with numbers controlled by the floor manager.

**Food Ordering;** A pre ordering system will be used for food,

**Food Serving;** Food will be delivered to tables on trays, all plates and cutlery will have been thoroughly cleaned before use with a proprietary hot water dishwasher and cleaning products. Staff will have a thorough hand cleaning regime in place washing hands on a regular basis throughout the event.

**Drinks Ordering;** Drink orders will be taken at the tables by staff, who will then convey the order and table number to bar staff. At no time will attendees to the event be allowed to go to the bar to order drinks.

**Drinks Serving;** All glasses will be cleaned before and after each use with a proprietary hot water dishwasher and cleaning products, drinks will be taken to tables on trays by a member of staff. At no time will attendees to the event be allowed to go to the bar to collect drinks.

**PPE;** It is acknowledged that the Coronavirus can live on most surfaces for varying periods including PPE, therefore the best means of preventing Coronavirus from spreading is following WHO guidelines\*. Where this is not possible, and workers or other people must come together, they will maintain proper personal distancing maximising the space between each other. The provision for cleaning hands will be increased significantly with a combination of soaps and anti-viral sanitising gels at such points where common surfaces and points of contact exist.

Where a client/customer interface exists, A transparent Perspex screen will if possible, be installed; where this is not possible staff will wear suitable PPE.

#### **Face**

- FFP 2-3 respiratory protective equipment EN149
- Full face visor EN 166

#### **Hands**

- Nitrile single use disposable gloves EN 455

**Disposal;** Any PPE used will be bagged and disposed of in general waste bins immediately.

**Staff Changing;** All staff will be encouraged to arrive for work in their work clothing.

**Vulnerable Workers;** This risk assessment acknowledges that staff with some underlying health conditions are more likely to suffer severe consequences as a result of exposure to the Coronavirus; all staff will fill in a health survey before returning to work\*. Any person identified in the survey as having a predisposed underlying vulnerable condition will have site-specific work arrangements put in place for them. \*attached to the Risk Assessment.

**Children;** The booking group will be responsible for making sure that children adhere to the social distancing guidelines.

**Dancing;** entertainment will be restricted to recorded music for the duration of the C- 19 outbreak, the dance floor and stage will be removed from the venue to increase space for social distancing.

#### **Emergency Procedures**

Any guest or member of staff who shows signs of the virus will be instructed to leave the event and return home immediately by the most convenient means.

The car park will be managed so that good access and egress for all vehicles is possible at all times, easy access to the building entrance will be maintained for emergency vehicles.

## Evaluation of Risk from Specific Hazards

Entrance and Reception Areas; meeting people; directing people to tables, dealing with queries.

<b>At Risk</b>	All users.			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General common points of contact</b>	Contact with doors and door handles; tables; other general surfaces.	<b>Possible</b>	The premise will be deep cleaned before the event commences with anti-viral products. Cleaning regimes are being increased significantly for the duration of the outbreak. Multiple sanitising products will be located at all locations where general contact is likely. Where possible unnecessary common points of contact will be removed or repositioned for the duration of the outbreak.	<b>Unlikely</b>
<b>Queueing</b>	Numerous people in close proximity to one another	<b>Possible</b>	Staggered times for entry will be used, floor markers and ropes will be used as a means of keeping groups apart.	<b>Unlikely</b>
<b>Overcrowding</b>	Numerous people in the facility in close proximity to one another. Narrow corridors and single entrance and exit points.	<b>Probable</b>	Entrance to the building is controlled to limit numbers. There are separate entrance and exit points to the building. Signs are in place to ensure that rules are followed.	<b>Possible</b>

## Bars and Lounges

<b>At Risk</b>	All users.			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General common points of contact</b>	Common surfaces; tables and chairs; table mats; books and magazines; menus; crockery, cups, and plates.	<b>Possible</b>	The premise will be deep cleaned before the event commences with anti-viral products. Cleaning regimes are being increased significantly for the duration of the outbreak. Multiple sanitising products will be located at all locations where general contact is likely. Where possible unnecessary common points of contact will be removed or repositioned for the duration of the outbreak.	<b>Unlikely</b>

<b>Overcrowding</b>	Contact with staff at when ordering food or drinks; other persons in close proximity; using walkways	<b>Probable</b>	Groups will be taken to their designated tables or rest space. Groups will be kept together and discouraged from leaving their designated tables or rest space. The floor manager being supported by the rest of the staff team will ensure that the groups do not integrate or move too close to one another.	<b>Possible</b>
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#### Toilets

<b>At Risk</b>	All users			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General common points of contact</b>	Doors and door handles; taps and basins; showers and controls, other common surfaces.	<b>Possible</b>	Area is cleaned on a daily basis There is an adequate provision of cleaning gels and hand soaps available. Signs in place to encourage hand cleaning.	<b>Unlikely</b>
<b>Overcrowding</b>	Numerous people in the facility in close proximity to one another. Narrow corridors and single entrance and exit points.	<b>Possible</b>	Numbers of people using the facility is restricted to no more than a single person at a time. Users have to queue up and adhere to a one out, one in procedure. The queue size is restricted to no more than 3 people at a time by the floor manager.	<b>Unlikely</b>

#### Work areas and procedures

##### Admin areas

<b>At Risk</b>	Admin staff and visitors			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General common points of contact</b>	Doors and door handles; tables; chairs; printers; phones; filing systems; laptops and computers; other common surfaces.	<b>Possible</b>	Area is cleaned on a daily basis. All equipment is single person use only. Staff have dedicated workstations. All staff decontaminate their workstations before and after use with anti-viral spray or wipes.	<b>Unlikely</b>
<b>Overcrowding</b>	Numerous people in the facility in close proximity to one another. Narrow corridors and single entrance and exit points.	<b>Possible</b>	Workstations have been moved so that they are a suitable distance apart of at least 2 M. Area is restricted to staff and essential visitors only until further notice.	<b>Unlikely</b>

**Bar and cellar areas**

<b>At Risk</b>	Staff			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General common points of contact</b>	Doors and door handles; work surfaces, bottles and glasses, tills, and coffee machines	<b>Possible</b>	Area is cleaned by cleaning company on a daily basis. All equipment is single person use only. Staff have dedicated workstations.	<b>Unlikely</b>
<b>Overcrowding</b>	Numerous people in the facility in close proximity to one another. Narrow corridors and single entrance and exit points.	<b>Possible</b>	Bar staff will stay behind the bar at all times. Cleaning of used service areas will take place only once the area has been vacated. Cleaning procedure will involve use of disinfectant spray. Bar staff will have hand sanitiser behind the bar at all times to clean hands as and when needed. Areas with restricted space such as the cellar, will be limited to a single person at a time.	<b>Unlikely</b>
<b>Work Equipment</b>	Cellar pumps and gas cylinders. Storage areas and shelving.	<b>Possible</b>	All work equipment will be thoroughly cleaned by the users before starting and at the end of each working shift. Where equipment can be single user use only it will be.	<b>Unlikely</b>
<b>Other people</b>	Contact with deliveries and the arrival of new stocks and packaging.	<b>Possible</b>	Deliveries will be made and unloaded by the delivery driver in isolation. Deliveries that have to be moved immediately into storage will be decontaminated with a disinfectant spray before use. Bar staff will have hand sanitiser behind the bar at all times to clean hands as and when needed.	<b>Unlikely</b>
<b>Other people</b>	Contact with customers who are ordering food and drinks.	<b>Probable</b>	A Perspex screen segregates staff from customers at the ordering point. Contactless payment only scheme until further notice. There is no waiter or waitress service until further notice.	<b>Unlikely</b>
<b>Other people</b>	Contact with other staff members	<b>Possible</b>	Staff rotas are planned to minimise numbers behind the bar to a single person per bar at a time until further notice. Staff fully understand the importance of social distancing.	<b>Unlikely</b>

## Kitchen Areas

<b>At Risk</b>	Staff and Visitors			
<b>Source of Contamination</b>	<b>Nature of the Risk</b>	<b>Exposed Risk</b>	<b>Controls</b>	<b>Residual Risk</b>
<b>General Common Points of contact</b>	Doors and door handles; work surfaces, fridge surfaces, sinks, and taps.	<b>Possible</b>	Increased cleaning focus on surfaces other than work when doing daily clean. Kitchen hygiene is always at a level that eliminates the likelihood of virus activity. Surfaces are cleaned regularly. Kitchen staff regularly clean hands as a general hygiene best practice.	<b>Unlikely</b>
<b>Over crowding</b>	Numerous people in the facility in close proximity to one another. Narrow corridors and single entrance and exit points.	<b>Possible</b>	Staff numbers are restricted by the size of the kitchen. Work areas are set up, so they are segregated by distance. Kitchen staff will not work face to face, if they have to work in a teamwork will be organised to maximise the space and ensure side by side working. Only authorised members of staff are permitted into the kitchen area.	<b>Unlikely</b>
<b>Work Equipment</b>	Knives; mixers; ovens and stoves; microwave cookers; grills, cooking utensils. Other shared equipment.	<b>Possible</b>	Where possible work equipment will be single user only. Other work equipment will be cleaned before and after use. General kitchen hygiene practices will be maintained.	<b>Unlikely</b>
<b>Other People</b>	Contact with deliveries and the arrival of new stocks and packaging.	<b>Possible</b>	Deliveries will be made and unloaded by the delivery driver in isolation. Deliveries that have to be moved immediately into storage will be decontaminated with a disinfectant spray before use. Kitchen staff will have hand sanitiser available at all times to clean hands as and when needed.	<b>Unlikely</b>



## **Staff**

### **Code of Conduct for Working at Events During Coronavirus (Covid19) Outbreak**

On returning to work it is important to remember at all times that anyone one could be carrying the virus without showing symptoms, for this reason it is important that we carry out at all times the control measures described in this Risk Assessment, only by following these control measures strictly can we ensure that we are doing all we can to protect ourselves, our work colleagues and our families and loved ones. Please read the following carefully and complete the survey at the bottom.

### **For Your Health and Wellbeing**

The following guidelines have been issued by the World Health Authority, following these will substantially reduce the likelihood that you will contract the virus becoming a carrier.

- Stay at home and self-isolate even if you only have minor symptoms such as; cough; headache; mild fever; if you need to leave the house whilst showing symptoms, wear a face mask and avoid contact with others.
- If you have a cough; fever or breathing difficulties, and feel you cannot cope at home, use the NHS 111 helpline.
- Regularly and thoroughly wash your hands with soap and water, anti-viral or alcohol-based hand rub to kill any viruses that may be on your hands.
- Maintain a distance of at least 2 metres from other persons (social distancing) in case they, or you cough or sneeze spreading the virus through droplets.
- Avoid crowding or crowded places where social distancing cannot be maintained.
- Avoid touching your eyes, mouth, and nose; these are transfer points for the virus from your hands into the body.
- Cover your mouth and nose if you sneeze, disposing of the tissue immediately, then clean your hands as above.

## **At Work**

- **Travel to work avoiding public transport**
- **Arrive for work at our designated time.**
- **Clean any gate or door handles you use before and after use.**
- **If you make a drink clean all utensils before and after use.**
- **Use the changing room when it is unoccupied.**
- **If you attend a team meeting practice good social distancing at all times.**
- **Please use the cleaning equipment provided to decontaminate any equipment before and after use**
- **If you can carry an alcoholic gel with you for your personal use, do so.**
- **Please use common sense in storage areas and avoid crowding and unnecessary contact with surfaces and equipment.**
- **If you are approached by a guest or a member of the public, be courteous, and maintain good social distancing, minimise the amount of time spent in conversation in a polite way.**

- leave any equipment you have used clean and ready for the next day's work.
- if you are in a situation where social distancing cannot be practised, wear the PPE provided as indicated in this Risk Assessment

### Working at the event Health Survey

Have you or has any person you live with shown any signs, or symptoms of the following? Please tick

	Today or yesterday	In the last 7 days
High Risk		
High temperature		
A new or continuous cough (coughing a lot for more than an hour)		
Fever		
Medium Risk		
Sore throat		
Headaches		

Do you have any Predisposed health conditions that increase your vulnerability to Covid 19? If so, please identify.

Yes		
No		

I have read and fully understood fully this Risk assessment and the associated safe working practices and procedures

**Name**.....

**Signed**.....

**Date**.....