

Hospitality Businesses

Covid 19 / Coronavirus Specific Risk Assessment

BUSINESS NAME: The Steamboat Inn
DATE COMPLETED: 8 October 2020
REVISION NUMBER: 10
DATE FOR REVIEW: Post any reviews/substantial changes by the Scottish Govt.
REVIEW CONDUCTED BY: Audrey Weir of Norton Weir Professional Services & Katarzyna Reczko as Co-proprietor of the Steamboat Inn

Key Assessment Areas:

1. Staff and Service
2. Customers
3. Inn / Premises
4. Deliveries: Food and Drink Stocks
5. Carsethorn Community

Controls have been implemented via:

- Risk assessment relevant to the business i.e. this document, which will be kept under review
- Written policy. For example: staff policy on covid-19
- Signed records of policy and guidance provided. For example: that staff have read/understood all requirements for safety and hygiene related to Covid 19
- Checklist(s) and records. For example: for staff food handling, cleaning of toilets
- Discussions with employees. For example: on Covid symptoms and when not to attend work
- Training. For example: on food hygiene.

Evidence of measures taken includes:

- Invoices. For example: for staff PPE, disinfectant sprays and hand sanitisers
- Photographs. For example: of external signage, risk assessment certificate, 2m distancing marks in toilets where applicable/if used by more than person at a time, poster on hygiene in kitchen
- Inspection records. For example: of toilets
- Testing records. For example: of ventilation units in kitchen
- Training records. For example: on hygiene.

1. Staff Members (The Steamboat Inn Team)

What we Have Assessed	Risk factor(s)	Risk Assessment Comments	Risk Control(s) in Place	Responsible Person
Staff exposure to coronavirus outside of work	Member of staff living with a key worker or worker(s) exposed to a larger population of people, including member of staff that has taken on such a role whilst furloughed.	Review of returning staff. No member of staff returning to work is understood to have this exposure.	POLICY: Staff policy on coronavirus notes the requirement for staff to make the proprietors aware.	Kate Reczko
Staff travelling to and from work	Member of staff that travels to work on public transport or with another member of staff.	<p>Review of returning staff. Some members of staff are expected to use public transport.</p> <p>As the Steamboat is remote and public transport limited, there may be some circumstances where members of the team travel together, or transport will be provided by the proprietors or another member of the team.</p> <p><i>Update: 23rd September:</i> The Scottish Government advised Scottish people not to share cars, unless no other approach was possible. As the Inn is remote, with limited public transport options, and staff do need to share cars – staff will follow the guidance from Transport Scotland i.e. permitted car sharing where no other alternative exists.</p>	<p>POLICY: Staff travelling on public transport to wear a face covering in line with the policy noted by Transport Scotland. Two members of the kitchen staff will travel together, and as they are both single and live alone – have formed an “extended household”.</p> <p>For members of the team providing transport to another member of the team, this must be in line with Transport Scotland guidance – as at 23rd Sep.</p> <p>PROCESS: Staff have been notified of the Transport Scotland guidance as at 23rd Sep: <i>We recognise that there may be occasions when there is no alternative but to travel with people from out with your household. This should be limited as much as possible.</i></p> <p><i>On such occasions, you should:</i></p> <ul style="list-style-type: none"> • <i>keep to small groups of people, up to 6 at any one time</i> • <i>keep your distance and take care</i> 	Kate Reczko

			<ul style="list-style-type: none"> • <i>entering and exiting the vehicle</i> • <i>sit as far apart as possible in the vehicle, avoiding face-to-face</i> • <i>maintain good ventilation by keeping the car windows open</i> • <i>wear a face-covering, unless you are exempt</i> • <i>clean your hands before and after your journey</i> • <i>if the vehicle is your responsibility, clean the door handles and other areas that people touch.</i> • <i>If you regularly share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.</i> 	
Symptoms of Covid 19, or exposure to Covid 19	Member of staff who has or is demonstrating symptoms of Covid 19, and/or lives with another member of their household displaying symptoms or that have tested positively for Coronavirus.	Review of returning staff. Three members of the team are expected to return initially, and all will be provided with information on symptoms via the policy of the Inn.	POLICY: Staff have signed that that have read and understood the guidance on symptoms and the need for self-isolating – and not coming to the Steamboat to work.	Kate Reczko
Staff with pre-existing medical conditions or risk factors for Covid	Member of staff with any pre-existing medical condition or other risk factor for Covid that puts them into a higher or moderate risk band: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-	Review of returning staff.	POLICY: Staff will be requested via the Steamboat policy to discuss this with the proprietors on a case by case/as required basis.	Kate Reczko

	higher-risk/whos-at-higher-risk-from-coronavirus/ .			
Ensure 2m distancing where possible for staff	Adequate distancing between staff when at work.	<p>Review of internal and external workflow, and designated work areas.</p> <p>Review of 2m distance for staff inside the Inn.</p> <p>No staffroom exists requiring distancing arrangements at the Inn.</p> <p><i>Update 14th July:</i> Face covering to be worn should 2m be difficult to achieve as more members of the team are returning to work.</p>	<p>PROCESS: Staggered arrival times, with 2m distance for any staff members arriving at the same time (as above - members of staff may use public transport and as a result might have less control over arrival time). Two members of kitchen staff who are single and live alone – and will travel and work together – are forming an extended household, as are two members of the team who are family members.</p> <p>Use of designated entry point, to the side of the Inn.</p> <p>Use of designated workstations, including:</p> <ul style="list-style-type: none"> - Kitchen/chef(s) - Kitchen/kitchen porter - Bar/bar staff - Beer garden/welcome and waiting area and pick-up area. <p>Handwashing – in line with hygiene guidelines.</p> <p>POSTER: Hygiene poster already in kitchen.</p>	<p>Kate Reczko (general).</p> <p>Kitchen staff – kitchen workstations.</p> <p>Bar staff – bar workstation and toilets.</p>
Hygiene when entering the Steamboat and during shift	Potential for contamination at entry points.	Review of key entry points, and walkways within the Inn.	<p>PROCESS: Hand sanitiser provided at entry point for the team (side entrance), and to be used by all members of the team. Door handles and any light switches to be regularly cleaned/sanitised.</p> <p>Main door to the Inn will at times be closed e.g. when windy/rainy.</p> <p>Automatic hand sanitiser specially ordered, and has been placed at the front door for use when entering/exiting.</p>	Kate Reczko

			<p>Enhanced handwashing – in line with hygiene guidelines.</p> <p>SIGNAGE: “Please use the hand sanitiser provided” at the front door and other areas in the Inn.</p> <p>TRAINING: Staff have been on health and hygiene courses.</p>	
Use of face coverings	<p>Exposure by not being able to observe the 2m distance rule when picking up food, delivering food and drinks to customers and/or clearing tables, or in proximity to other members of the team.</p>	<p>Review of face coverings.</p> <p><i>Update 14th September:</i> Scottish Govt. advice has changed to require face coverings in indoor hospitality, for staff and customers – unless the individual is eating or drinking.</p> <p>Guidance specifically notes: <i>“Face coverings for customers and staff is now mandatory when entering, exiting and moving around hospitality. There is an exemption for when customers are seated for the service of food and drink and for back of house roles such as kitchen staff or staff who are behind protective screens separating them from customers.”</i></p> <p><i>Update 23rd September:</i> Scottish Government permitted an exemption for face coverings from the 21st Sep. Despite discomfort for kitchen staff, the Inn has taken a risk based approach – and asked all staff to wear face coverings – when</p>	<p>PPE: *Staff have been provided with face coverings for circumstances where 2m distance might not be possible to observe**.</p> <p>*NOTE: Should 2m social distancing be possible to maintain, face coverings will be optional.</p> <p>**As at the 24th September, all staff to wear face coverings – when 2m cannot be observed - unless they are part of the same household – or extended household.</p> <p>The Inn notes that some exemptions apply for staff e.g. individuals who have a health condition: https://www.gov.scot/publications/corona-virus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/#exemptions</p>	Kate Reczko

		2m cannot be observed, unless they are part of the same household – or extended household e.g. sister and brother are chefs.		
Managing transmission exposure if within 2m of colleagues	Exposure by not being able to observe the 2m distance rule when working alongside colleagues.	Review of workflow and distancing. <i>Update 14th July:</i> As at the 15 th July, the Inn will be open inside and out, and a larger team will be working at busy times.	<p>PROCESS: Management of staff rotas to ensure where possible the same team members work together.</p> <p>Kitchen staff will work side by side.</p> <p>Pick up of food from the table at the front of the kitchen area – to the side of the workstation of one of the chefs.</p> <p>Team members bringing in anything to the kitchen e.g. dirty plates, access a separate and different part of the kitchen from the workstation of the chef.</p> <p>For delivery of items to the KP, staff and the KP to use their face covering when 2m might be difficult to maintain (note – there is a hatch between the sink for use by the KP and chefs).</p> <p>The cellar and dry store areas have been designated for use by one member of the team only due to restricted space. In the event that additional members of the team are in these areas, face coverings to be worn.</p> <p>Regular disinfectant and cleaning of all workstations and frequently touched surfaces - including the chef workstations, KP and dishwasher areas, food pick up points, and bar staff workstation(s).</p> <p>Hand sanitisers provided for staff</p>	<p>Kate Reczko</p> <p>Kitchen staff including KP – kitchen areas.</p> <p>Bar staff – bar and toilets.</p>

			internally, and externally.	
Hygiene of items used to prepare and serve food – washing - and food service process.	Managing hygiene now that non disposable plates, crockery etc is being reintroduced. Managing transmission exposure when serving food and drinks.	Review of how service will be conducted. <i>Update 14th July:</i> When the Inn opened outside, it did so with use of takeaway food containers, plastic cutlery (not provided previously for take-away only service), and sachets of condiments. Now that the Inn is opening inside and out, and with the safety of customers in mind and refuse/recycling – the Inn will be returning to use of crockery, cutlery and glasses (not disposable).	PROCESS: Crockery, cutlery and glasses (not disposable) will be used, except for takeaway food (when/if available). These items – including all food preparation and cooking items - are to be washed in line with Govt. guidance i.e. industrial dishwasher that operates at 60c where possible – and in hot soapy water for wooden items and other items that might warp in the dishwasher, or be too large for the dishwasher e.g. pots. Good hand hygiene guidance applies when unloading the dishwasher, and handling items that have been washed – and when picking up crockery, cutlery and glasses for use when serving. Good hand hygiene by chefs and the KP. Regular disinfectant and cleaning of workstation(s), and frequently touched surfaces. Food and drinks will be served to tables. Food, cutlery and condiments will not be on tables at all times, but provided when food is served. Menu boards will be used externally. **Paper menus will be provided at each table internally. **Paper menus represent a possible source of contamination and should not be reused unless not used for 72 hours between each use.	Kate Reczko
Hygiene and	Hygiene for use of toilets by	Review of available toilet facilities,	PROCESS:	Kate Reczko

cleaning - toilets	customers and staff	and cleaning regime. <i>Update 14th July:</i> Scottish Government guidance is that toilet cleaning must be more regular. Link and reference at the end of this risk assessment.	With more customers as the Inn is open inside and out, there will be regular cleaning of the toilets – and a record kept and displayed i.e. by whom, and the time. Cleaning frequency is every 15 minutes preferred, and not less than three times per hour. There are three toilets available – and these will be open as required and in line with the number of customers.	
Background music in the Inn	Minimising the need for customers to raise their voices or shout.	<i>Update 7th August:</i> Background music is not permitted under current guidance.	PROCESS: Staff have been notified that music should not be played.	Kate Reczko
Group sizes and households	Managing the maximum number of individuals in a group booking, in line with Scottish Government guidelines.	<i>Update 14th September.</i> The maximum number in any group is six (excluding those under 12), from a maximum of two households. <i>Update 23rd September.</i> Scottish Government guidance remains broadly the same i.e. no more than six people in a booking – from two different households, with under 12s not counted as part of the six people. INDOORS: Indoors in public spaces (from tomorrow, Wednesday September 23 2020) <ul style="list-style-type: none"> A maximum of six people from two households can meet in public indoor spaces 	PROCESS: Staff have been trained to understand the constraints on group sizes and maximum number of households in any one booking.	Kate Reczko

		<p>such as cafes, pubs and restaurants</p> <ul style="list-style-type: none"> • Children under 12 from those two households do not count towards the limits <p>OUTDOORS: Private gardens or public outdoors spaces (from tomorrow, Wednesday 23 September 2020)</p> <ul style="list-style-type: none"> • A maximum of six people from two households can meet in outdoor spaces • You should limit as far as possible the total number of households you meet in a day • Under-12s do not count towards the maximum number of households or number of people who can meet outdoors. Under-12s do not have to physically distance 		
Table Service	Driving down infection rates. UK wide policy.	Table service is now required in all settings. The Inn has two areas for drinks, to manage numbers when tables are at capacity.	<p>POLICY: Table service only.</p> <p>SIGNAGE: Signs on tables.</p>	Kate Reczko

		Drinks are served to customers i.e. table service only/no standing - all customers seated.		
Closing Time	Driving down infection rates. UK wide policy.	<p>As of the 25th Sep, the UK and Scottish Government have introduced a new policy, requiring pubs, bars and restaurants to close at 10pm.</p> <p><i>Update 8th Oct 2020:</i> The Scottish Govt has revised guidance. The Inn sits outside of the central belt, and is permitted to open outdoors until 10PM, and indoors with food and soft drinks to 6PM.</p> <p>As the weather is getting colder, and as the Inn is sited on the coast, a decision has been taken to open inside and out to 6PM (18:00) only.</p> <p>Inside for food and soft drinks, outside for food and soft or alcoholic drinks.</p>	<p>POLICY: Closing time/last orders preferably by 17:00 (and no later than 17:30). Service stopped and doors shut by 18:00. Inside and out.</p> <p>PROCESS: Staff training.</p>	Kate Reczko
Takeaways	Ensuring food for guests in accommodation, and for the local community.	<p><i>Update 8th Oct 2020:</i> The Scottish Govt has revised guidance. Takeaway food is subject to local licensing, and ongoing good hygiene and queue management policies.</p>	<p>POLICY: Takeaway food will be provided until 19:00 on days of service. Pre-order only. Pick up will be at a designated time – which will be staggered to assist social distancing. Pick up from a window at the Inn, when the Inn is not open inside or as directed when ordering.</p>	Kate Reczko

Weddings	Ensuing compliance with current guidance from Scottish Government.	<p><i>Update 8th Oct 2020:</i></p> <p>The Scottish Govt has revised guidance. Weddings which have already been booked may proceed, and were noted to have an exemption for this form of “life event”. Scottish Government guidance noted that “exemption for specific life events (e.g. wedding receptions), which may continue (with alcohol) as per current meeting rules (e.g. 20 person limit in regulated premises)”.</p> <p>A call was placed to Dumfries and Galloway Council to confirm the exemption re an existing wedding i.e. could be held inside the Inn, to 10PM, with alcohol served – subject to guidance e.g. on numbers attending.</p> <p>Confirmed as acceptable to proceed with an event hosted inside by the Council on the 8th Oct 2020.</p>	<p>POLICY: Prebooked weddings to continue, including inside the Inn with optional alcohol service, subject to closure of the Inn by 22:00 (10PM) and other Scottish Govt. guidance on numbers attending etc.</p>	Kate Reczko
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2. Customers

What we Have Assessed	Risk factor(s)	Risk Assessment Comments	Risk Control(s) in Place	Responsible Person
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Social distancing: on arrival and when parking	Managing the potential for too many cars - precluding safe distancing. Managing distancing of customers (locals and visitors) that walk to the Steamboat. Safe distancing in available outside and inside spaces.	Review of how bookings will be taken, and customer flow on arrival, when being seated – and when leaving the Inn.	<p>BOOKING CONDITIONS: Customers will be asked to book a table. Tables – including for e.g. for walk-ins - will only be allocated by staff when there is sufficient capacity. In the event of an overspill, people will be asked to either:</p> <ul style="list-style-type: none"> - Stay in their cars - Return by a certain time of the day/evening. <p>SIGNAGE: Sign put up to ask customers to remember 2m distance. TEST AND PROTECT: Information on individuals booking will be taken and retained as per Govt. guidance. This will include the name of the lead person booking, their contact number, and postcode, plus the table the booking group was allocated to. Data will be retained in line with the GDPR policy of the Steamboat Inn.</p>	Kate and Blazej Reczko
Managing number of customers and distancing between tables	Managing customer flow, and safe distancing in available outside and inside space.	Review of customer flow. <i>Update 14th July:</i> Although the Scottish Government has permitted a 1m distancing dispensation, the Steamboat Inn has opted to maintain the larger distance of 2m between tables. This approach has been adopted for the safety and wellbeing of its customers, and its team.	<p>PROCESS: Customers to wait to be told which is their allocated table. All tables numbered. All tables reserved pending booking. Table arrival times staggered via booking times. Tables set 2m apart. Some chairs removed at internal tables to enable clear walkways. No moveable bar chairs in the internal bars (x 2) - to enable the Scottish Government policy of “no standing at the bar”. All customers to</p>	Kate and Blazej Reczko

			<p>be seated. No picnic blankets allowed in the beer garden (permitted in prior years) to ensure 2m distance. SIGNAGE: 2m distancing reminder, and 2m marked as a physical reminder. Signage asking customers to wait to be seated and allocated their table.</p>	
Hygiene of tables, seating, menus, crockery, cutlery and glasses	Maintaining good hygiene before customers arrive, and after customer leave - and any new customer(s) are allocated to that table and seating.	Review of approach for hygiene at tables, and serving.	<p>PROCESS: Chairs and high chairs to be disinfected (spray) before and after use. PROCESS: Tables to be disinfected before use, and between customers (spray). Menu board established externally. Paper menus provided internally, in plastic folders – which can be disinfected. To maintain the best standard of hygiene:</p> <ul style="list-style-type: none"> - No cutlery on tables - No condiments or salt/pepper mills on tables - No menus on tables. <p>Required items (as appropriate) will be provided when food and drinks are served. Hygiene pump action bottles of sanitiser on tables for customer use.</p>	Kate and Blazej Reczko
Health and hygiene when taking orders and interacting with staff	Managing health considerations wherein staff come within 2m of customers e.g. to deliver a highchair, or take orders.	Review of process for taking orders, and when serving and clearing.	<p>PPE: Staff have been provided with face coverings for circumstances where 2m might not be possible to observe e.g. when taking orders, or delivering orders. NOTE: Where recommended social distancing can be maintained, face coverings will be optional.</p>	Kate and Blazej Reczko

			<p>PROCESS: Food and drinks will be delivered to customers, observing the 2m distancing approach reflected elsewhere in the risk assessment i.e. use of face coverings where 2m might not be possible to observe. Externally, a table has been set up for pick-up and payment, with 2m distance from the member of staff on duty.</p> <p><i>Update 14th July:</i> Change to non takeaway food containers, and disposable cutlery and glasses. Scottish Government guidance on hygiene and washing of crockery, cutlery, glasses and food preparation and service items will be followed.</p> <p>No items on tables prior to service i.e. cutlery, menus, condiments. These will be provided as food and drinks are served.</p> <p>Menu boards in use externally, and paper menus in plastic folders (can be sanitised) in use internally.</p> <p>Hand sanitisers provided for staff, and also for customers use (on tables).</p>	
Use of face coverings by customers	Managing distancing, and in particular when booking an internal table or using the internal toilets.	<p>Review of current Scottish Government advice on use of face coverings by members of the public.</p> <p><i>Update 14th September:</i> Scottish Govt. advice has changed to require face coverings in indoor hospitality, for staff and</p>	<p>PROCESS: Customers are asked to use face coverings when entering the Inn, moving around, and/or using toilets - unless eating or drinking.</p> <p>Face coverings will be provided on request, should customers not have access to their own when visiting the Steamboat.</p> <p>The Inn notes that some exemptions apply for</p>	Kate and Blazej Reczko

		<p>customers – unless the individual is eating or drinking.</p> <p><i>Update 23rd September:</i> Use of face coverings for customers remains mandatory by the Scottish Government.</p>	<p>customers e.g. individuals who have a health condition: https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/#exemptions</p>	
Use of internal toilets in the Inn	Managing health and hygiene for customers and for staff.	Review of access, flow, distancing in toilets, and cleaning.	<p>PROCESS/ACCESS and FLOW: Front doors to the Inn will be open where possible to minimise touching of the doors and handles (closed e.g. when windy/rainy). Automatic hand sanitiser specially ordered, and has been placed at the entry to the toilets for use by customers when entering/exiting.</p> <p>SIGNAGE: Some cubicles and toilet basins have been marked off as inaccessible to maintain distancing.</p> <p>PROCESS/CLEANING: Toilets cleaned thoroughly before service starts. Staff will clean toilets no less than three times per hour.</p> <p>No removable baby mat, only the one fixed to the wall in the disabled accessible toilet. More frequent cleaning rota per Scottish Government guidelines.</p> <p>PROCESS/HYGIENE in TOILETS: The number of toilets open will be aligned to customer numbers.</p> <p>Disabled accessible toilet, gents and ladies are likely to be open when the outside and inside tables are operating at full or near full capacity.</p> <p>Some cubicles and hand sinks have been</p>	Kate and Blazej Reczko

			<p>marked as inaccessible to maintain safe distancing.</p> <p>Dryers are being temporarily switched off as there is a risk that they can disperse droplets.</p> <p>Paper towels have been introduced.</p> <p>Disinfectant sprays for use by staff as well as by customers inside the toilets.</p> <p>Hand sanitiser for use by customers and staff inside the toilet areas.</p>	
Payment by customers	Minimising contact with cash, contactless where possible, and disinfection of handheld payment terminals when the amount of spend is greater than allowed via contactless.	<p>Review of payment processes.</p> <p><i>Update 23rd September:</i></p> <p>The Inn had an issue with the payment device not having a WiFi signal in all areas of the Inn.</p> <p>To best risk manage the situation, the Inn has invested in two new payment machines – from a new provider – to enable contactless payment signal throughout the Inn.</p>	<p>BOOKING CONDITIONS: Customers to use contactless payment where possible, or bring cash including required amounts of change if that is not possible.</p> <p>PROCESS: Where paper cash or coins are used – and as not all customers have access to a payment card – tills are in use by staff with good hand hygiene practices by staff.</p> <p>Payments to be taken at tables.</p>	Kate and Blazej Reczko
Symptoms of Covid 19, or exposure to Covid 19	Customer who has or is demonstrating symptoms of Covid 19, and/or lives with another member of their household displaying symptoms or that have tested positively for Coronavirus.	Review of customer exposure to other groups and staff.	<p>BOOKING CONDITIONS: To protect staff, customers – in the same way as staff – have been asked not to come to the Steamboat if they have symptoms or been in contact with anyone with symptoms / positively tested for Covid.</p> <p>PROCESS: Anyone displaying symptoms, will be requested to leave.</p>	Kate and Blazej Reczko
Driving down infection rates (23 rd Sep):	Driving down infection rates. UK wide policy.	As of the 25th Sep, the UK and Scottish Government have introduced new guidance to drive	<p>POLICY:</p> <p>Closing time/last orders at 21.45.</p> <p>Doors shut and lights off by 22:00.</p>	

Customers		down infection rates. In support of that, the Inn is closing at the requisite time – and placing a note on all tables reminding customers of the changes.	SIGNAGE: Notice on each table reminding customers about table service only, to wear a face covering when not seated, and sanitize their hands.	
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3. Inn/Premises

What we Have Assessed	Risk factor(s)	Risk Assessment Comments	Risk Control(s) in Place	Responsible Person
Deep clean prior to re-opening external tables	Cleanliness of premises as the Inn has been in lockdown for three months with the exception of take-away service for locals only.	Review of cleaning regime and further cleaning prior to opening. Ongoing cleaning regime.	PROCESS: Continued cleaning by the proprietors during the lockdown period to maintain the premises via regular deep cleans. In anticipation of re-opening. For the take-away service prior to the beer garden opening, continued use of	Kate and Blazej Reczko

			fryers, ovens and microwave, pots and pans etc. <i>Update 14th July:</i> Further staff are returning to work.	
Food and drink stocks	Out of date items, storage conditions of items with long dates, and turnover of stock.	Review of stock arrangements and dates (best before/use by).	PROCESS: Dates checked to be in date before use. Food and drink required for the larger numbers of customers after lock-down restrictions have eased restocked as required/customer numbers increase.	Kate and Blazej Reczko

4. Deliveries to the Inn

What we Have Assessed	Risk factor(s)	Risk Assessment Comments	Risk Control(s) in Place	Responsible Person
Method for deliveries at the Inn	Contactless deliveries. Hygiene when placing items into storage areas.	Review of deliveries, and processes during delivery.	PROCESS: No signature for delivery using third party pen/folder or handheld device. Distance maintained of 2m when deliveries arrive. Use of face coverings when 2m might be difficult to maintain.	Kate and Blazej Reczko

			Items delivered when moved into storage by members of the team, are followed by handwash/hand sanitiser in line with hygiene guidelines thereafter.	
Method for sanitising food and drink when taken into the Inn	Management of contamination risk related to delivery of food, food packages, and/or drinks e.g. cans and bottles.	Review of potential for contamination by the virus of food or drink surfaces. Review of Food Standards Scotland Guidance re covid and hygiene/food handling: https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus/questions-and-answers-covid-19#7.%20How%20to%20handle%20packaged%20and%20unpacked%20foods%20to%20minimise%20the%20risk%20of%20becoming%20infected%20with%20COVID-19 Also: https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus#Advice%20on%20infection%20control%20when%20handling%20food	PROCESS: Wash down of vegetables and fruits before being used. Wash or disinfectant spray of cans and bottles. Retain food cupboard staples for 72 hours before use, and where not possible – decant to clean container(s) - followed by handwash in line with hygiene guidelines thereafter. Good food hygiene standards in place as per food standards guidance.	Kate and Blazej Reczko

5. Community

What we Have Assessed	Risk factor(s)	Risk Assessment Comments	Risk Control(s) in Place	Responsible Person
Visitors to Carsethorn and the Inn	Visitor and/or member of staff who has symptoms or has been diagnosed with coronavirus visiting Carsethorn.	The Inn is a vital part of the local community, and this risk assessment has been conducted to ensure adherence to Government guidance and health and hygiene considerations.	STAFF POLICY/BOOKING CONDITIONS: Staff and customers have been reminded of symptoms and Government guidance on coronavirus, and asked not to visit if they have symptoms or could have been in contact with someone with symptoms	Kate Reczko

			<p>or the virus.</p> <p>Tables will be numbered and only available when booked, and contact details of visitors taken.</p> <p>RISK ASSESSMENT: Risk assessment conducted, and controls identified and implemented.</p> <p>Risk assessment updated.</p> <p>This document is revision 6, updated after the move to phase 3 of the Scottish Government route map and updated requirements from the 14th September.</p>	
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Risk Assessment Informed By:

1. **Scottish Government (8th October) – New Measures for Hospitality by Location, Including Wedding & Takeaway Exemptions:** <https://www.gov.scot/publications/coronavirus-covid-19-additional-measures-october-2020/>
2. **Food Standards Scotland. Updated guidance (8th October):** [https://www.foodstandards.gov.scot/downloads/COVID-19 -
FSS Guidelines for Food Business Operators and their Employees.pdf](https://www.foodstandards.gov.scot/downloads/COVID-19-_FSS_Guidelines_for_Food_Business_Operators_and_their_Employees.pdf)

3. **First Minister (7th October 2020): Hospitality changes inside and outside of the central belt:** <https://www.gov.scot/publications/coronavirus-covid-19-update-first-ministers-speech-7-october-2020/>
4. **Scottish Government (from 23rd September 2020): Coronavirus (COVID-19)/Car Sharing:** <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>
5. **Transport Scotland/Car Sharing (from 23rd Sep 2020):** <https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/>
6. **Scottish Government (from 23rd September 2020): Coronavirus (COVID-19)/Face Coverings:** <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>
7. **Scottish Government (from 23rd September 2020): Coronavirus (COVID-19)/Booking and Group Sizes and Households:** <https://www.gov.scot/news/new-measures-to-drive-down-infection-rate/>
8. **Scottish Government (from 23rd September 2020): Coronavirus (COVID-19)/"Table Service":** <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
9. **Scottish Government (from 14th September 2020): Coronavirus (COVID-19):** <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
10. **Scottish Government (21st August 2020): Revised guidance on use of face coverings and background music in the Inn:** <https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/shopping-eating-and-drinking-out/>

11. **Scottish Government (7th August 2020): Coronavirus (COVID-19): Scottish workbook 2020:** <https://www.gov.scot/publications/scottish-covid-19-workbook-2020/>. NOTE: No sector advice card for the hospitality sector as at 14th September 2020.

12. **Scottish Government: Use of Face Coverings and Visors (10th July)/Phase 3:** <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

13. **UK Government Guidance for Face Coverings and Visors (9th July). Close contact services:** <https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-services-090720i.pdf>

14. **Scottish Government: Guidance for Tourism and Hospitality/Phase 3:** <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/overview/>

15. **Scottish Government Guidance on Contact Information for Customers. Test and Protect:** https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/06/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/documents/test-and-protect---hospitality-poster-a4/test-and-protect---hospitality-poster-a4/govscot%3Adocument/00660269_SGV%2BTest%2B_%2BProtect_Hospitality%2Bposter%2BA4_72859.pdf

16. **Scottish Government Guidance - Toilet Cleaning:** <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/hygiene-measures/>

17. **UK Government Guidance for Food Businesses:** <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

18. **UK Health and Safety Executive: Risk Assessments for Food Businesses:**
Food Preparation: <https://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf>
Managing Risks and Risk Assessments: <https://www.hse.gov.uk/simple-health-safety/risk/>

19. **Scottish Government Roadmap / Eating and Drinking Out:**
<https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/shopping-eating-and-drinking-out/>

20. **Food Standards Scotland / COVID-19 Guidance for Food Business Operators and Their Employees:**
<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees>
Updated version: 29th May 2020.

21. **Scottish Government Going to Work / Hygiene:** <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/going-to-work/>
22. **CHECKLIST:RE-STARTING FOOD BUSINESS OPERATIONS DURING COVID-19:** https://www.foodstandards.gov.scot/downloads/FSS_COVID-19_summary_checklist_for_restarting_food_businesses.pdf

23. **UK Government Use of Face Coverings:** <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

24. **Scottish Government Use of Face Coverings:** <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

25. **Food Standards Scotland / Food hygiene:** <https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus/questions-and-answers-covid-19#7.%20How%20to%20handle%20packaged%20and%20unpackaged%20foods%20to%20minimise%20the%20risk%20of%20becoming%20infected%20with%20COVID-19>

Also – handling food:

<https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus#Advice%20on%20infection%20control%20when%20handling%20food>