

Plough at 38 – Covid-19 Risk Assessment

Updated in accordance with new government rules 22 September 2020



Working safely during Coronavirus COVID-19 – Risk Assessment

As an employer, you have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them. The Coronavirus COVID-19 has introduced new risks which need to be addressed in the same way as all other workplace risks. Fortunately there is guidance both on how to assess and manage risk and, more specifically how to address risks from COVID-19 in your type of business. For general advice on risk assessment for businesses visit <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

This template has been developed to help businesses implement the government COVID-secure guidelines. Currently the guidance is based around 5 key steps or actions which are contained within <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> and are summarised below. These are applied through more sector-specific guides, including one for shops and branches, at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Nothing in this template should be considered to substitute for the government guidance and you don't have to use this template to complete your risk assessment. We have created it to support the risk assessment process you must carry out by providing a convenient place to record your key assessment findings and actions. It can be freely copied and used but it is best completed on the computer as the boxes expand. We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely. **All assessments must cover risks to customers and other visitors to your business as well as employees**

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How to use this template

- **First** - consider the 5 key actions for your business
- **Second** - decide which industry guide(s) apply to your business and work through them
- **Third** - work out then take and record the actions which enable you to address the requirements in the guidance
- **Finally** - save and upload your risk assessment onto your website or other appropriate place, then print out and display the notice on your shop window or outside your door.

Note – This update is written having operated the business with Covid-19 Rules for Hospitality, implemented and operated since July 2020 and further updated on 22 September 2020. These onsite operations have allowed staff and managers to gain on-site training during this time and any lessons learnt have ensured safest and efficient application of rules.

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- **First - consider the 5 key actions for your workplace:**

1. **Carry out a COVID-19 risk assessment**
2. **Develop cleaning, handwashing and hygiene procedures**
3. **Help people to work from home**
4. **Maintain 2m social distancing, where possible**
5. **Where people cannot be 2m apart, manage transmission risk**

1. **Carry out a COVID-19 risk assessment, in consultation with workers or trade unions**

“This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so”.

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www.oxford.gov.uk



What consultation with workers or trade unions will you do?

The business has discussed this Risk Assessment revision 1 in July and refresher training will occur in September 2020.
The business has trained the staff in accordance with the 5 key actions associated with Covid-19 safety.
Guidance for customers safety during COVID-19 in restaurants, pubs, bars and takeaway services has been given to staff.

Will you publish the results of your risk assessment on your website?

Results will be issued to staff and yes published on our website.

Business name and address:

The Plough at 38
38 Cornmarket
Oxford
OX1 3HA

Person carrying out risk assessment:

Chris Mulhall Director.

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Signed and dated (when completed):

Yes.

2. Develop cleaning, handwashing and hygiene procedures

“Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points”.

This business will reinforce cleaning processes by:

Approved sanitiser gel provided at our single point of entry and exit that will be managed by a member of staff. This shall be used by all customers entering and leaving the premises.

All vacated tables and chairs cleaned and disinfected after each use when customers leave and before the next customer sits down.

Sanitisers / disinfectant hand wash provided in all toilet areas with instructions.

Sanitisers will also be provided outside of toilets / just before entry to upstairs restaurant and serve same purpose on exit.

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Toilets cleaned and sanitised regularly for protection of customers and staff.

What arrangements are there for sending people home if an employee or customer is displaying symptoms of COVID-19?

All staff advised not come to work if displaying symptoms, they should then request a test and stay home until the test is returned negative. While self-isolating they should follow all government guidelines and their household should self-isolate and test with them.

Staff displaying symptoms at work to be sent home wearing a mask and asked to self-isolate, request a test and not to return until test is negative. While self-isolating they should follow all government guidelines and their household should self-isolate and test with them.

Customers shall be asked to leave wearing a mask with their party and all will be advised to return home and self-isolate and seek government guidelines. Staff will then check that all other customers details are up to date on the track and trace book and app.

Any further cleaning or other actions that you would take to if this happens?

Our protocol would be to monitor the situation, speak to staff the following day for a health update and request they stay home.

What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?

We shall ask staff to provide this information prior to arriving at work and we would request they do not come to work on that day until it was clear they were safe, self-isolate, test and return only when test is negative. If this happened during work time we would speak to staff and send them home to self-isolate, test and only return when in receipt of a negative test.

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3. Help people to work from home

“All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open”.

Which employees can work from home?

We do not have a work from home policy due to nature of business.

If your workplace has not been told to close, when do you plan to open?

Opened since July 4th 2020 – Doors closed strictly at 10pm latest from September 24th 2020.

How have you communicated with staff about this?

Yes, managers informed to communicate with all staff this risk assessment.

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4. Maintain 2 metres social distancing, wherever possible

“Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms”.

This business will maintain 2 metre distances between people by:

The business deploys ALARP/ ALARA principal of safety. (As low as reasonably practicable and as low as reasonably achievable).

Staff will follow good practice to maintain safe distances from each other and arrive separately during the day. Operations will also follow this principal.

Where the law or mandatory rules/ legislation exist such as rule of 6 or track and trace this to be strictly enforced.

Managed traffic flow where possible will be deployed to prevent bunching, pinch points where people may congregate trying to pass.

Seating will be rearranged for customers to provide 1m+ separation with staggered flow in and flow out where possible

Toilet usage for customers will be minimised and a sign to identify this at entry.

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5. Where people cannot be 2 metres apart, manage transmission risk

“Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other”.

This business will manage transmission risk where people cannot be 2 metres apart by:

People managed at entry to building and the outside café areas by a “waiting to be seated sign at entry” All customers led to their seats by staff, where table only service is provided. Customers are requested they wear masks while been led to their tables only removing when seated. All staff will be wearing masks and / or face protection at all times during service.

Tables and chairs arranged to maximise minimum safe distances.

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Second decide which guides are relevant, put the measures you are taking into the table below, and implement them

The sector-specific guides cover a range of different types of work. Some businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you consider what you need to do to keep people safe.

Currently there are 8 guides- Construction and other work, factories, plants and warehouses, labs and research facilities, offices and contact centres, homes, restaurants offering takeaway or delivery, shops and branches, vehicles. Further guides are likely to be published shortly. **All sector-specific guides are available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>**

The relevant workplace guides for this business are:

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HM Government

Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services

COVID-19 secure guidance for employers, employees and the self-employed
18 September 2020



The workplace guides have been examined and measures applied in the table below, amended September 2020.

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Third - work out then take and record the measures which enable you to address the requirements in the guidance

Once you've read the guide(s) which are relevant to your business, put the relevant measures in the table below. There is a lot of information in the guides and it is important to remember that their aim is to help implement the 5 points, and the "steps that will usually be needed" in each guide are key to this. Some associations are also providing helpful additional guidance to businesses as to the most appropriate steps to take in their work area.

Steps that are needed from workplace guidance.	How implemented, any consultation?	Periodic management check (walk-around are the measures working, being complied with by staff and customers?)	Further measures following management check.
<i>Example- hazard tape on floor marking 2 m distance from checkouts for queuing customers</i>	<i>Discuss with employees and put down tape.</i>	<i>No, some customers still too close.</i>	<i>Staff told to remind customers to socially distance. Laminated signs telling customers to stay behind the line.</i>
1 – Risk	<ol style="list-style-type: none"> 1. Staff who feel unwell or show symptoms prior to work, must issue WhatsApp message on staff group and call their line manager. They will be asked to stay home and self-isolate. 2. Staff feeling unwell or showing symptoms during work will be stood down and asked to go home, 		

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	<p>wearing a mask and self-isolate. They cannot return until in receipt of a negative test.</p> <ol style="list-style-type: none">3. Customers feeling unwell or showing symptoms while inside our business will be requested to leave, go home and self-isolate and follow government instructions.4. Staff will be instructed to handwash using anti-bacterial soap in accordance with HSE guidelines while at work.5. Surface cleaning – See 5 below.6. All customers will be seated 1m+ apart with additional risk mitigation set out in the guidance document where reasonably practicable.7. Customers tables and chairs will be sanitised before they sit down and after they leave ready for the next customer.8. Staff areas will be regularly sanitised in accordance with HSE guidelines and the guidance document.9. The business shall implement a table service only.10. All staff will work side by side and face to face working will be prevented as far as is reasonably practicable. They will be trained to socially distant where practicable.		
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	<ol style="list-style-type: none"> 11. Staff will have specific area duties, thus reducing over mixing with other staff and communication will be by electronic means. 12. Vulnerable staff will not be permitted to work at the business. 		
<p>2 – Keeping Customers & Staff Safe</p>	<ol style="list-style-type: none"> 1. Customers details will be taken either electronically or manually as part of a mandatory track and trace system, no exceptions. Customers will not be served where details are not provided. 2. Tables and chairs will be configured at 1m+ distance rule and where possible have back to back between different groups to protect staff. 3. Customers will be guided by a meet and greet system and shown to their table. This will mitigate against customers wandering into other group spaces. 4. Customers will be advised to wear mask while waiting at entry and during transit to their seat and when standing or going to the toilets, only removing mask when seated. 5. Staff will guide all customers entering the premises to their table. 6. Staff will wear mask during service. 7. A maximum of 6 persons seated at any table will be enforced and advised at entry. 		

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	<ol style="list-style-type: none">8. Recirculation of mechanical ventilation air will be switched off.9. Customers will be asked to sanitise hands on entry and exit and this guidance will be provided with signage.10. Signage will identify to use toilets when they are free.11. Maximum of three persons to the shared toilets will be allowed at any one time and one person to the disabled toilet, signage at entry will identify this.12. Disinfectant wipes will be provided in each toilet cubicle for customers to wipe the toilet before and after each usage, bins will be provided to dispose of wipes.13. Sanitiser and disinfectant soap will be provided for customer use in the toilets.14. Signage will be clearly displayed identifying allowable limitations with gatherings.15. Staff will take order from customers at table service only while maintaining the 1m+ distance rule where practicable.16. Cutlery, plates and condiments will be provided at time of food receipt. Condiments will be disposable type.		
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	<ul style="list-style-type: none"> 17. Contactless payments will be requested as far as reasonably practicable. 18. Front of House Staff will be separated by 2m from Kitchen Staff when collecting food to take to tables. 19. Staff collecting food to and from the kitchen will obey a safe passing regime and minimum interaction. 20. Toilets will have frequent cleaning and sanitising daily. 21. Signage indicating good hygiene in accordance with government guidance. 		
3 – Work from Home	<ul style="list-style-type: none"> 1. No working from home unless vulnerable persons due to nature of business. 	Yes, any vulnerable persons will not be asked to work from business.	N/A.
4 – Workers Social Distancing	<ul style="list-style-type: none"> 1. Staff will be advised to arrive separately and change separately. 2. No face to face working will be undertaken where practicable. 3. Staff will implement an arms length proximity working pattern where 2m cannot be operated. 4. Staff will have dedicated zones and specific non shared roles to prevent crossover and passing where reasonably practicable. 5. Staff additional risk mitigation will be implemented by the wearing of masks during service. 		

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	<ol style="list-style-type: none"> 6. Working areas will be changed to allow maximum separation where staff have to work in the same areas, 7. Kitchen staff and front of house staff are separated by 2m via food pass barrier. 8. Kitchen staff will occupy separate work stations, 9. Kitchen flow system shall be implemented. 10. Kitchen staff will occupy separate areas and implement a proximity system to meet 2m where reasonably practicable. 11. Staff will not use customer toilets and will ensure separation of use. 12. Staff will have separate breaks. 13. Breaks will be taken outside where possible. 14. Staff will be trained in the implementation of socially distance guidance. 		
<p>5 – Cleaning the Workplace</p>	<ol style="list-style-type: none"> 1. Ventilation will be non-recirculation and additional windows will be open throughout the premises. 2. Food preparation and kitchen health and safety has been reviewed in accordance with separate Covid-19 guidance, as as a visible completed re-opening Covid-19 checklist. 3. All handheld equipment, card machines, tills etc will be regularly cleaned and disinfected after each use. 		

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	<ol style="list-style-type: none">4. All tables, chairs and items handled by customers will be cleaned and disinfected before and after leaving table.5. Toilets will be additionally cleaned in accordance with guidelines.6. Staff will be trained to follow cleaning following a covid-19 suspected incident. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings7. Stringent kitchen hygiene and re-opening checklist displayed locally.8. Awareness signage for Covid-19 will be displayed in relevant areas.9. Hand sanitisers will be located at entry and exit and in toilets and stairs to restaurant.10. Anti-bacterial hand wash will be provided in toilets.11. Enhanced cleaning and sanitising deployed in work areas.12. Staff handwashing protocol between different customers and tasks.13. Good received from suppliers to be handled with gloves and cleaned where appropriate to mitigate against transition from services to staff hands.		
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6 - PPE	<ol style="list-style-type: none"> 1. Staff overalls regularly washed are worn by all staff. 2. Mandatory wearing of mask / face visors during service for all staff. 		
7 – Workforce Management	<ol style="list-style-type: none"> 1. Staff will be regularly updated with all relevant Covid-19 guidance. 2. Staff will have this risk assessment and associated guidance provided in a staff handbook. 3. Staff will be trained in the guidance and this risk assessment. 	Latest – September 2020 refresher training in accordance with 22/09/20 amendments.	
8 – Inbound/ Out Goods	<ol style="list-style-type: none"> 1. No integration will take place between suppliers and staff. 2. Goods will be handled with gloves and cleaned. 		

After the risk assessment has been completed, what further regular monitoring will be carried out?

The business will follow the government guidelines and legislation as well as good practice to ensure continued safe working for our employees and a safe environment in so far as is reasonably practicable for our customers. The associated industry guidance provides all necessary information to implement a robust system to ensure safe environmental conditions and safe working practices. September 2020 amendments have been implemented and refresher training to be given subsequently.

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How will any further needed changes be put in place?

We will continually monitor legislation, guidance and good practice including risk-based guidance provided by the HSE, where changes are required, these will be implemented as and when or if required as appropriate.

Finally - save and upload your risk assessment onto your website or other appropriate place, then print out and display the notice. <https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf> **on your shop window or outside your main door**

If you have any enquiries about this template please contact:

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