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## STIPERSTONES INN



# Risk Assessment

28 June 2020

Risk Update: Covid

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### Training - Risk Mitigation

- All personnel to be aware of the effects of Covid 19 and transmission methods
- All personnel to be aware of the risk assessments in place for the tasks being performed.
- To ensure all employees have read, understood and signed the Covid 19 risk assessment

### Risk Minimising

Unfortunately it is impossible to work from home in this industry.

It is important that Staff and Customers who feel unwell do not come to the Inn. Staff will be required to check their temperatures upon arrival. Customers will be reminded of their responsibility to reduce the likelihood of transmission. Any customer who appears ill will be asked to leave the premises and return home.

Hand washing stations must be well stocked at all times and sanitiser dispensers have been set up at all entrance points to the building, Toilets and work stations.

No Mobile Phones to be used whilst working. Phones should be left in the office. If you absolutely need to use your phone make sure you wash your hands before doing so for your own safety. For the safety of others sanitise your hands again after use.

Eating whilst working is not allowed. If your shift is longer than 5 hours you can have a break of up to 15 minutes to eat a snack from the kitchen. If your shift is longer than 8 hours you can have a break of up to 30 minutes to eat a meal from the kitchen. All food must be served on a plate and eaten at a table in the restaurant maintaining social distancing.

Drinking whilst working. Wherever possible all drinks should be drunk through a straw or from a drinks bottle. Try to avoid touching your straw near to your mouth! If you are drinking from a Mug or Cup try to only touch the handle with your hands and not the mug or cup itself.

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## Hand Washing

You should wash your hands for a minimum of 20 seconds (the time it takes to sing Happy Birthday twice)

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### How should I wash my hands?

First wet your hands, then apply enough soap to cover your hands in suds

Rub your hands together palms facing each other

Use one hand to clean the back of the other hand, including between the fingers. Then do the same for the other hand.

Interlock your fingers and rub your hand together.

Rub the back of your fingers against your palms.

Use the fist of one hand to clean the thumb of the other hand and then do the same for the other hand.

Rub the tips of your fingers on the palm of the other hand and then do the same for the other hand.

Rinse your hands with water.

Dry your hands thoroughly with a disposable paper towel.

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### When should I wash my hands?

Every time you enter the kitchen to begin food preparation.

After handling meat & vegetables.

Before Eating.

After sneezing or blowing your nose.

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### When should I sanitise my hands?

After handling dirty dishes & glasses.

After Answering the Phone.

After handling Cash.

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Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu, Covid or diarrhoea.

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## RISK ASSESSMENT

Kitchen	Risk of Catching	Risk of Transmission	Mitigating Measures
Food Preparation	Low	Low	<p>Regular Hand washing - every time you leave the kitchen</p> <p>Hand Sanitiser in Kitchen</p> <p>Regular changing of cloths</p> <p>Weekly deep clean of Kitchen</p> <p>Whenever possible keep 2m between staff, when an activity requires you to be closer than 2m this should be for as short a time as possible. If possible staff should be side by side rather than face to face</p>
Answering Phone	Low	Low	<p>Hand sanitiser located next to the phone. Sanitise hands after use.</p> <p>Phone to be cleaned daily.</p>
Goods Incoming	Low	Low	<p><a href="https://www.gov.uk">gov.uk</a> website states "There should be no need to sanitise the outer packaging of food. This is because food businesses are required to have a <a href="#">system for managing food safety</a> in place, which should include keeping packaging clean.</p> <p>Hands must be washed after all goods have been put away.</p>

Back Kitchen	Risk of Catching	Risk of Transmission	Mitigating Measures
Dish washing	Low	Low	<p>Covid 19 is Fat based- Hot water and detergent are the most effective way of killing the virus.</p>
Goods Incoming	Low	Low	<p><a href="https://www.gov.uk">gov.uk</a> website states "There should be no need to sanitise the outer packaging of food. This is because food businesses are required to have a <a href="#">system for managing food safety</a> in place, which should include keeping packaging clean.</p> <p>Hands must be washed after all goods have been put away.</p>

Waitressing	Risk of Catching	Risk of Transmission	Mitigating Measures
Delivering Food	Medium	Medium	Visors to be worn when delivering food to tables to reduce risk of transmission.  Staff should limit their time in close contact with customers.
Sauces & condiments	Low	Low	Sauces to be served in disposable paper ramekins.  Condiments to be removed from the table and cleansed in between uses.
Collecting Dishes	Medium	Low	Staff should inform the customer that they are coming to collect the used dishes,  Customers should be encouraged to stack their plates to reduce the time spent at the table.
Ordering	Risk of Catching	Risk of Transmission	Mitigating Measures
Taking Orders	Medium	Medium	To reduce the exposure of both staff and customers the Inn will provide customers with the possibility of ordering remotely as soon as it is feasible to do so.  Visors to be worn when it is necessary for a member of staff to take an order from a table. Orders should be taken as quickly as possible from a distance of 2m wherever possible.  When taking orders include sauces & condiments to reduce the number of visits staff make to the table.  When it is necessary for customers to come to the bar to order, they will be asked to remain on the other side of the protective screen whilst their drinks are being prepared and only to move across once they are ready to pay/collect.
Table preparation	Low	Low	Tables to be laid up to reduce contact between customers, taking account of other tables in the room and walkways through the room.  Menus and cutlery to be brought to the table so customers can see they have not been left on the table.

Customer Interaction	Risk of Catching	Risk of Transmission	Mitigating Measures
Customers Arriving	Medium	Medium	<p>Customers will be encouraged to book to ensure there is a steady flow of customers and to avoid over crowding at peak times.</p> <p>Customers will be assigned a table by a member of staff and be told if they must sit on specific chairs.</p> <p>Customers will be reminded that children must remain with them at all times and dogs must be kept on a short lead.</p> <p>If a table consists of members of 2 separate households they will be reminded of the need to separate as much as possible.</p>
Multi-Household groups	Medium	Medium	<p>The guidance for gatherings of groups places the onus on the individuals within those groups to follow the guidance for social-distancing, whether that is a household group or a group of up to six from different households. We will take reasonable steps to help those groups maintain social-distancing, but there is no requirement for the staff to ensure those customers are complying.</p> <p>When meeting indoors only 2 households are allowed to meet. When meeting outdoors up to 6 people from a mix of households are allowed to meet.</p>
Track & Trace	Low	Low	<p>We are required to support the government with track &amp; trace to the best of our ability.</p> <p>We will record details for each booking in the restaurant and each drinker in the bar wherever possible. All information will be kept for 21 days and then destroyed.</p>
Toilets	Low	Low	<p>Toilets are to be cleaned and well stocked regularly throughout the day.</p> <p>The gents toilet will operate on a one in one out system.</p> <p>Ladies will be asked not to leave the cubicle until the sink is free to use.</p>