

# Covid-19 specific Risk Assessment



**Company name: The Harwellian  
Committee**

**Assessment carried out by: Harwellian Management**

**Date of next review: 30<sup>th</sup> Aug 2020**

**Date assessment was carried out: 29<sup>th</sup> June 2020**

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. As such, it is critical that businesses take a range of measures to keep everyone safe.

This risk assessment captures the Management Committee's analysis and decisions on how to work safely and keep our customers safe during this pandemic, ensuring as many people as possible comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

This document is based on the government guidelines "Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services" (updated 23 June 2020):

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>

In addition to this Risk Assessment, the required Control measures will be captured in Action Lists for all those that have responsibilities.

The master copy of this Risk Assessment and the associated Action Lists will be stored on the The Harwellian GoogleDrive document store.

| What are the hazards? (numbers in brackets refer to gov guidance para numbers) | Who might be harmed and how? | What are you already doing to control the risks?  | What further action do you need to take to control the risks?  | Who needs to carry out the action?                               | When is the action needed by? | Date done |
|--|------------------------------|---|--|--|-------------------------------|-----------|
| <b>Covid-19:</b><br>Keeping Members and Guests safe (2.1 & 2.4))               | Workers, members and guests  | Entrance to building is limited to members and their guests. Guests are signed in on arrival. Management committee have consulted with HPC to take into account the impact of our processes on public spaces. Emailing members in advance to provide clear guidance | <ol style="list-style-type: none"> <li>1. Reconfigure indoor and outdoor seating and tables to maintain 2m social distancing guidelines.</li> <li>2. Reconfigure entrances to building and toilets to avoid bottlenecks.</li> <li>3. Institute a paper register of all members and guests present on each day, including a contact number or email address. The register will be retained for 21 days.</li> <li>4. Tape off snooker and pool tables to prevent their use.</li> <li>5. Provide clear guidance on social distancing and hygiene to customers on arrival by signage and visual aids.</li> </ol> | Management committee   | Before opening                | 3.7.20    |
| <b>Covid-19:</b><br>Interactions continued (2.1 & 2.4)                         | Workers, members and guests  | Consulting with bar manager who manages the other bar staff and cleaners.   | <p>Implement processes to be followed by staff and committee members to take responsibility for the following:</p> <ol style="list-style-type: none"> <li>1. take names and contact details of all arriving members and guests</li> <li>2. to encourage customers to use hand sanitiser or handwashing facilities as they enter the building</li> <li>3. to explain social distancing constraints/ use of tables/ supervision of children</li> </ol>   | Management committee via 'Checklist for arrival and lounge area' | Before opening                | 3.7.20    |

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| <b>Covid-19:</b><br>Managing service of food and drink (2.2)                   | Workers, members and guests<br>- | No food to be served other than pre-packaged snacks (crisps and confectionery).<br>Encouraging contactless payments.<br>Bar counter between bar staff and customers. | To minimise contact between bar staff and customers –<br>1. remove bar stools.<br>2. place tape on floor to indicate where customers should stand to place orders (far enough away to prevent leaning on the bar).<br>3. place marks on floor to indicate safe queuing area.<br>4. add outdoor seating area  | Management committee   | Before opening                | 3.7.20    |
| <b>Covid-19:</b><br>Managing service of drink continued (2.2)                  | Workers, members and guests<br>- |  | Implement processes to be followed by staff and committee members to take responsibility for the following:<br><br>1. maintain social distancing from customers when taking orders<br>2. encourage customers to remain at tables where possible<br>3. encourage contactless payments where possible<br>4. prevent customers from remaining at the bar after ordering | Management committee via Bar Staff Checklist and 'Checklist for arrival and lounge area' | Before opening                | 3.7.20    |

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|---|------------------------------------|---|---|------------------------------------|-------------------------------|---------------|
| <p><b>Covid-19:</b> Toilets and Cleaning (2.3, 5.2, 5.4)</p>                      | <p>Workers, members and guests</p> | <p>Toilets are kept open during opening hours, and are cleaned after each session. Suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available. Premises cleaned after each session.</p> | <ol style="list-style-type: none"> <li>1. Put up signs and posters to build awareness of good handwashing technique and the need to increase handwashing frequency</li> <li>2. Implement a system to restrict numbers in the toilets.</li> <li>2. Make hand sanitiser available on entry to toilets.</li> <li>3. Set clear cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.</li> <li>4. Put up a visible cleaning schedule and keep it up to date and visible</li> <li>5. Generate cards to be used to indicate clean/used tables</li> </ol> | <p>Management committee</p>        | <p>Before opening</p>         | <p>3.7.20</p> |

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|--|--|---|--|--|-------------------------------|-----------|
| <b>Covid-19:</b> Toilets and Cleaning continued (2.3, 5.2, 5.4)                | Workers, members and guests                      |   | Implement processes to be followed by staff and committee members to take responsibility for the following:<br>1. Clean tables after each use and monitor the card system<br>2. frequent cleaning of objects and surfaces that are touched regularly including bar counter and till<br>3. wedging doors open where possible to reduce touchpoints<br>4. frequent hand washing by whole team throughout the shift (especially after clearing a table) | Management committee via Bar Staff Checklist | Before opening                | 3.7.20    |
| <b>Covid-19: Workers (4.1, 4.2, 4.3)</b>                                       | Workers (bar staff, cleaners, committee members) | Planning for the minimum number people needed in the building to operate safely and effectively<br>Management committee only meeting in person when necessary<br>Handwashing facilities available at entrances. | After reviewing layouts and processes, put in place processes to<br>1. maintain social distancing.<br>2. minimise bar access to as few people as possible  | Management committee via Bar Staff Checklist | Before opening                | 3.7.20    |

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|---|--|---|---|------------------------------------|------------------------------------|-----------|
| <b>Covid-19: Workers at higher risk</b>   | Workers at higher risk                           |   | Clinically vulnerable workers will be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines.                               | Bar Manager                        | Ongoing                            |           |
| <b>Covid-19:</b> People who need to self-isolate (3.2)                            | Workers who need to self-isolate                 | Workers who need to self-isolate are not required to work. Follow government guidance relating to statutory sick pay. | Nothing further required  |                                    |                                    |           |
| <b>Covid-19:</b> Equality in the workplace (3.3)                                  | Workers (bar staff, cleaners, committee members) |   | Review whether any workers have protected characteristics and whether any measures or adjustments are required under equalities legislation. Make reasonable adjustments as required. | Bar Manager                        | Ongoing                            |           |
| <b>Covid-19:</b> Entertainment (4.5)  | Workers, members and guests                      | Live performance programme is suspended   | If televised sports events are shown then disallow standing and discourage shouting.  | Management committee               | Before any televised sports events |           |
| <b>Covid-19:</b> Accidents, Security and other incidents                          | Workers, members and guests                      | Have considered sufficient numbers of trained staff to keep people safe including                                     | Nothing further required  |                                    |                                    |           |

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|   |  | dedicated staff to encourage social distancing (in action list)   |  |   |   |           |
| <b>Covid-19:</b><br>Communications and training   | Workers (bar staff, cleaners, committee members) | Engaging with bar manager during risk assessment process  | Ensure all workers familiar with new processes.<br><br>Review whether processes are working well | Bar Manager<br><br>Bar manager feedback to management committee | Before opening<br><br>After a couple of weeks | 3.7.20    |
| <b>Covid-19:</b><br><b>Inbound goods (8)</b><br><b>Molson Coors 'Post COVID Delivery Process – Customer Communication', 18<sup>th</sup> June 2020</b> | Delivery staff                                   | No staff are present during deliveries. Empties are clearly segregated ahead of crew arriving. Staff are not present in the cellars when crews are making the delivery. | Nothing further required   |   |   |           |