

Risk assessment template

Company name: The Talbot at Knightwick

Assessment carried out by: Stephen Thorley

Date of next review: 29.07.2020

Date assessment was carried out: 29.06.2020

What are the hazards?	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?	Done
Spread of covid 19 coronavirus	Staff Public Anyone else who comes into contact with the business	Hand washing with soap and water Drying hands with paper towels Gel sanitisers in areas not close to washing facilities	Employees to be briefed on 20 second hand washing, avoid touching face. Cough / sneeze into a tissue or the crook of your arm. Report any health issues to management Remind public with signs	Everyone	04.07.2020	Ongoing
		Cleaning Frequent cleaning and disinfecting of objects, surfaces including handles,	Checks carried out by management and staff Extra cleaning duties will be installed	Staff	04.07.2020	Ongoing

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		switches using appropriate products				
		Social distancing Reduce the number of people in public and private areas to comply with government guidance	Staff to be briefed on government guidance Signage in place for public	Everyone	04.07.2020	Ongoing
		Work areas People can pass within the 1 metre guidance if unavoidable Review work schedules Relocate workers to other tasks where necessary Encourage social distancing and one	One way systems installed where practical Identify vulnerable staff and risk assess where necessary	Staff	04.07.2020	Ongoing

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		way systems where possible				
		Providing PPE to be worn in line with government legislation	Remind staff that gloves etc are not a replacement for good hand hygiene and social distancing	Staff	04.07.2020	Ongoing
		Dealing with the public Encourage bookings Take names and contact details of all visitors in a GDPR compliant manner (e.g. ballot type box for each day)	Use social media, web site to display risk assessments and policies Use visible markings and signage for direction	Everyone	04.07.2020	Ongoing

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		<p>Spacing in line with government guidelines Encourage contactless payments Disposable glasses to be used</p>	<p>Remind staff on a regular basis</p>	<p>Everyone</p>	<p>04.07.2020</p>	<p>Ongoing</p>
		<p>For delivery of goods ensure delivery drivers observe government guidance. If more than one delivery driver arrives at a time ask the second delivery driver to wait in their vehicle until the first one has left unless social distancing can be maintained.</p>	<p>Staff to be briefed</p>	<p>Staff</p>	<p>04.07.2020</p>	<p>Ongoing</p>

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		<p>Return damaged goods Gloves worn when unpacking and hands washed after. Store items correctly</p>				
		<p>Mental health and well being will be promoted to staff</p>	<p>Regular communication with anyone needing additional support</p>	<p>Staff</p>	<p>04.07.2020</p>	<p>Ongoing</p>
		<p>Symptoms of COVID 19 Anyone showing symptoms in the work place to go home immediately. A test will be arranged by the Talbot. Staff to follow the stay at home guidance</p>	<p>Managers to communicate and support</p>	<p>Satff</p>	<p>04.07.2020</p>	<p>Ongoing</p>

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		Work areas will be thoroughly cleaned and sanitized Track and trace will be implemented.				
		No inside areas are currently operational. Outside areas - tables will be distanced in accordance with government guidelines Bins provided for disposable wares and general rubbish	Try to ensure public do not move furniture by using signage and markings Brief staff accordingly	Everyone	04.07.2020	Ongoing
		Toilets – portaloos in place in the outside areas. One person allowed in each area at a time	Signs clearly visible for public and staff Sanitizer provided at each station	Everyone	04.07.2020	Ongoing

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		Regular cleaning of toilets.				

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/