



ROYAL OAK
NEWPORT
DERWEN FRENHINOL

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Coronavirus (COVID-19) Risk Assessment

Contents

Transmission from non-essential works
Individuals at increased risk
Travel
Social Distancing
Hygiene
Food safety & infection control
Public H&S
Stress (including mental health)
Deliveries
Emergency arrangements

Hazard	Risk	Control measures	RR	Persons at risk
Transmission from non-essential workers	4 x 4 = 16	1) Only essential workers to work at the bar / restaurant. It will be determined what the minimum number of people is needed on the premises to operate safely and effectively	4 x 1 = 4	Employees
Individual workers at a higher risk of contracting COVID 19	4 x 5 = 20	1) Clinically extremely vulnerable individuals shall remain shielded in accordance with their medical advice 2) If clinically vulnerable (but not extremely clinically vulnerable) worker will be offered the option of the safest available on-site roles 3) We assess and make reasonable adjustments to avoid disabled workers being put at a disadvantage	4 x 1 = 4	Employees
Risk of COVID 19 transmission - Staff travelling to and from work	4 x 4 = 16	1) We recommend commuting to work via walking, cycling or private transport where possible 2) Public transport to be used as last resort and face covering recommended when travelling 3) We have staggered the arrival and departure times at work to reduce crowding into and out of the workplace 4) We have reduced congestion, by having more entry points to the workplace	4 x 1 = 4	Employees and contractors
Social distance when using the premises	4 x 4 = 16	1) Maintain social distancing in the workplace wherever possible 2) Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue and implement additional measures 3) We use 'fixed teams or partnering' where possible (so each person works with only a few others) 4) Drinkers at the bar shall not be permitted Table service provided 5) We have setting up 2m signage	4 x 2 = 8	All persons using our premises
Welfare & hygiene - handwashing, sanitation facilities and toilets	4 x 4 = 16	1) Good hand hygiene is crucial simple & effective. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser hand washing technique to be adopted as directed by NHS 2) We have provided handwashing facilities, or hand sanitiser where not possible, at entry and exit points 3) All staff should avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin 4) We have Increased and revised our	4 x 1 = 4	All persons using our premises

		<p>cleaning rota / schedule in the work area</p> <p>5) We enhance our cleaning regimes for toilet facilities particularly touch points such as door handles, locks and the toilet flush</p> <p>6) Staff to ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place</p> <p>7) We encourage payments to be taken by contactless card if possible</p>		
Food safety	<p>4</p> <p>x</p> <p>2</p> <p>=</p> <p>8</p>	<p>1) We have revise our food safety management system (FSMS) including Hazard Analysis and Critical Control Point (HACCP) processes</p> <p>2) We use the food standards agency (FSA) guidance and available checklists to ensure food safety remains through COVID secure measures</p> <p>3) Allowing kitchen access to as few people as possible</p> <p>4) Minimising interaction between kitchen staff and other workers, including when on breaks</p> <p>5) Minimising access to for example, with only one person being able to access these areas at one point in time</p> <p>6) Adjusting put-away and replenishment rules to create space for social distancing</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	All persons using preparing, serving and consuming food and drink on the premises
Infection control	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	<p>1) We review our infection control policies used to ensure they remain valid</p> <p>2) Limited team members into shifts to restrict the number of workers interacting with each other</p> <p>3) Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers</p> <p>4) Using safe outside areas for breaks</p> <p>5) Opening windows and doors frequently to encourage ventilation, where possible</p> <p>6) Wedging doors open, where appropriate, to reduce touchpoints.</p> <p>7) Providing only disposable condiments or cleaning non disposable condiment containers after each use</p> <p>8) Staff already using PPE in our work activity to protect against non-COVID-19 risks, you should continue to do so</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	All persons using our premises
Members of the public and protecting servers staff	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	<p>1) Cleaning and disinfecting in our premises used to be something that was hidden from the customers' view. Now, it's likely that people will feel safer walking into a building if they see comprehensive cleaning taking place frequently</p> <p>2) Staff should make sure customers have free, easy access to hand sanitiser containing 70% alcohol when entering to our premises to clean their hands</p> <p>3) We introduced visible social distancing measures for our premises. For example,</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	All persons using our premises

		<p>using social distancing markers on the floor and to limit the number of people entering the building, etc.</p> <ol style="list-style-type: none"> 4) We have provided our servers with appropriate disposal protective personal equipment (PPE) for their job, for example, gloves and face masks. Whilst previously this may have been alarming, in the current situation this can help reassure and protect both your workforce and customers against the spread of the virus 5) We encourage payment transactions to be contactless. This could include requesting that customers use contactless card payments (the contactless payment limit was recently increased to £45 per transaction), mobile payments, disinfecting a chip and pin pad after every use. 6) We made available disinfectant and disposable cleaning wipes for customers & staff to use alongside self-service/touch screen terminals 7) Orders can be submitted online or over the phone prior to collection and to mitigate the risk of infection, 8) Setting out clear demarcation for 2m distances for customers queuing. 		
Stress - including mental health	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) We have advised staff to use technology apps that can assist with stress management and / or mental health 2) We advise staff enrolled, about occupational health advice available, including any confidential assistance programmes 3) Stress assessments available from H&S / HR specialists 4) We offer flexible working arrangements where possible 5) We advise to our staff members to be safe social interaction which helps promote better mental health 6) Regular walks around light exercise will improve mental health Consult with local authorities if there is additional mental health help available 	$4 \times 1 = 4$	Employees
Delivery drivers and riders - risk of COVID 19 transmission	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) We encourage delivery drivers to sanitise their hand sanitiser containing 70% alcohol before delivering to us They are also encouraged to wash their hands with soap and water as often as possible 2) Introduce contactless collection points for delivery staff where possible to minimise contact between them and our staff We encourage contactless delivery to customers while they collecting their take aways possible. Minimising the number of people can enter the building while delivering goods in any one vehicle, and avoid face-to-face contact 	$4 \times 1 = 4$	Employees and delivery drivers

Emergency incident - accident or fire within the premises	5 x 2 = 10	1) Front house staff who are involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing their hands & sanitizing. We review our first aid to ensure it remains suitable and that first aiders are aware of additional COVID -19	5 x 1 = 5	All persons using our premises
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Training

We ensure to alert all the staff for COVID 19 secure specific processes, policies and procedures. The following links provide additional guidance:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- <https://www.ukhospitality.org.uk/page/coronavirus>

Management - general controls

- Display posters in staff areas to remind teams of the health, safety and infection control procedures in place at work.
- We make sure that staff members' phone numbers and emergency contact details are kept up to date.
- We have reduced the number of available menu items for food and drink serving This will allow kitchen staff to follow safe distancing procedures by streamlining production lines. It's worth noting, it is highly unlikely that COVID-19 can be transferred by food products.
- We have Introduce creative resourcing solutions so there are fewer people in the workplace at any one time to reduce the risk of infection.
- We are using contactless thermometers to check staff members' temperature before entering the premises. If they have a temperature, government guidelines advise they should self-isolate for 7 days.
- As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people

Please stay safe and follow this COVID 19 awareness program at all times COVID 19 awareness programme for the Royal Oak Newport

This COVID 19 awareness information sheet is given to all employees at the Royal Oak Newport. We have taken all relevant measures to ensure your health and safety and your general wellbeing. All our COVID19 measures we have put in place are to minimise the risk of you contracting the virus from work colleagues or customers

The measures we are taking are as follows:-

Social distancing: This we have arranged please stay safe and follow COVID 19 awareness programme at all times at the Royal Oak Newport

This COVID 19 awareness information sheet is given to all employees at the Royal Oak Newport. We have taken all relevant measures to ensure your health and safety and your general wellbeing. All our COVID19 measures we have put in place are to minimise the risk of you contracting the virus from work colleagues or customers

The measures we are taking are as follows:-

Social distancing: arranged at the Royal Oak Newport is to ensure as far as possible that all persons follow the guidelines whether staying 2 meters apart, or following the one way system, only one person in the toilet facilities at any one time.

Personal protective equipment: we have ensured that we have sufficient PPE, for all staff members, please use it at all times.

Hand sanitizer locations: At all entrances of the Royal Oak as well as each room in the main building

1. All customers, on entering the main doors must sanitize, and refusal will mean refusal of access to the main building
2. Behind the till areas, all personal sanitizers must be used after all transactions
3. The kitchen area has sanitizers at all entrances and exits and all employees must wash their hands thoroughly as per the guidelines
4. All toilets, including the staff areas have a sanitizer, and must be used after the facilities have been used.

Cleaning in the workplace:

All bar/ kitchen surfaces, till screens, card machine, door handles, as well as any other surfaces should be cleaned with the appropriate advised cleaner, as frequently as possible during opening times.

You owe a duty of care to your fellow employee's health and safety, as well as the customers, therefore it is your responsibility to take the following measures.

Washing your hands for 20 seconds or more, frequently during your shifts as well as using the hand sanitizer provided.

Avoid touching your eyes, nose or mouth with your hands

Cover your cough or sneeze with a tissue, through away the tissue and wash your hands

Should you or a member of your household develop any COVID 19 symptoms, please self-isolate, in line with government guidelines

If you have any concerns or suggestions regarding your return to work or your situation in work please advise me of them immediately