

COVID-19 Risk Assessment

The Anchor Inn:

What are the hazards?	Who might be harmed and how?	Actions in place to limit risk:
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Customers ▪ Suppliers ▪ Contractors <p>Vulnerable groups such as pregnant workers and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Vulnerable people Those considered vulnerable are asked to continue to shield and not be present in the business at this time.</p> <p>Travelling to Work Staff car park onsite Change in shift patterns to reduce congestion during peak travel periods Hand wash facilities provided at entrances</p> <p>Work Area/ Social Distancing Social distancing in the workplace wherever possible. If not other controls in place.</p> <p>Social Distancing:</p> <ul style="list-style-type: none"> • The number of persons in any work area have been reduced to comply with the 1m+ rule. • Work schedules have been reviewed including start & finish times/shift patterns, to reduce number of workers on site at any one time. Also relocating workers to other tasks. • Break times have been staggered in line with 1m+ rule. • Instruct the team to wash their hands and clothes after helping someone in an emergency • Make sure the team are trained to keep people safe in our environment in regards to social distancing • All scheduled meetings to adhere to social distancing where possible, if not via video conference call. • One way system implemented and reinforced with visual guides. • Separate staff toilets in place. • Use freed up space from people working remotely to create break areas • Limit access to kitchen • Limit contact between kitchen workers and other employees (also when on breaks) • Move equipment further apart where possible • Have one person at a time getting things from pantry, fridge and freezer

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		<ul style="list-style-type: none"> • Minimise contact with other employees when handing over food <p>Where we cannot stay 1m+ apart, we will:</p> <ul style="list-style-type: none"> • Wash hands and clean surfaces regularly • Use screens and barriers to separate people where possible • Work side by side or back-to-back rather than face-to-face • Have fixed teams to minimise exposure • Keep workstations 1m+ meters apart where possible • Avoid sharing workstations, for example by assigning employees to one role • Avoid people passing objects, for example by having drop-off stations • Ask people to store personal items in personal boxes <p>Good Hygiene</p> <p>Staff to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Posters to be displayed at entrance and strategically throughout the building to remind employees and customers of controls: hand washing/ 1m+rule</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Stringent hand washing taking place. ▪ Hand washing guidance communicated to staff ▪ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ▪ Drying of hands with disposable paper towels. ▪ https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-

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		<p>hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> ▪ Staff encouraged to protect the skin by applying emollient cream regularly ▪ https://www.nhs.uk/conditions/emollients/ ▪ Gel sanitisers in any area where washing facilities not readily available <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Increased cleaning regime implemented</p> <p>Information and Guidance We will keep informed of developments and Government advice</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Cleaning checklists provided.</p> <p>To minimise the risk of the virus spreading we</p> <ul style="list-style-type: none"> • clean the site before you reopen • clean work areas, surfaces and equipment frequently between use with your usual cleaning products • clean busy areas more often and more thoroughly • restrict the use of items that are touched often • provide more bins and empty them more often • clear workspaces and remove waste and belongings from the area at the end of a shift <p>PPE (person protective equipment) Provided as follows: Washable face mask assigned to each requiring member of staff, personal plastic face shield assigned to each requiring member of staff, individual refillable hand sanitiser issued to each requiring member of staff, 70% alcohol wipes issued to each requiring member of staff, hygienic personal storage for individuals PPE for when they are not on duty, access to washing machine and detergent to clean face mask after each shift.</p> <p>Handling goods, equipment and merchandise There may be a risk of the virus coming into the workplace through goods, merchandise or vehicles. To avoid this we will:</p> <ul style="list-style-type: none"> • make sure workers handling goods and merchandise know to wash their hands more often • provide more handwashing facility if possible and hand sanitiser, if not

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		<ul style="list-style-type: none">• have a process for cleaning goods and merchandise coming into the workplace or onsite <p>Helping to stop the spread specifically in our workplace Once you're open we will:</p> <ul style="list-style-type: none">• wedge doors open, where appropriate, to reduce touchpoints• dispose of paper menus after each use• clean non-disposable condiment containers after each use• ask workers to wash their hands before handling plates and takeaway boxes and regularly throughout the day• keep our kitchen area as clean as possible - follow government guidance on cleaning food preparation and service areas• clean the parts of shared equipment we touch after each use• handle laundry in a way that prevents contaminating surrounding surfaces, raising dust or dispersing the virus• minimise contact at drop-off and collection

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		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>