

# COVID-19 Risk Assessment

## Assessment Details

<b>Business Name:</b>	Completehotels Ltd T/as The Vine Inn	<b>Date:</b>	18 <sup>th</sup> July 2021
<b>Address:</b>	105 The Street, Black Notley Essex CM77 8LL	<b>Completed by</b>	Robert Smith & Liam Hopkins

## Completion Guide

The example below demonstrates how this Risk Assessment works. Give the Severity (S) and Likelihood (L) a score based on the table below. Multiply (S) by (L) to create a risk score (R). Score each job hazard rather than each control measure.

<b>Severity (S):</b>	6 Multiple Death	5 Single Death	4 Major Injury	3 Lost Time Injury	2 Minor	1 Delay
<b>Likelihood (L):</b>	6 Certain	5 Very Likely	4 Likely to Happen	3 May Happen	2 Unlikely to Happen	1 Very Unlikely to Happen

The figures will give a risk score between **0** and **36**:  
**0-10 low risk (Green)**, **11-20 medium risk (Amber)** and **21-36 high risk (Red)**.

Focus should be placed on any high risk areas and where risk can be mitigated.

Notes go here...

Job Hazard Exposure / Detailed Hazard	Possible Harm and Effects	Existing Control Measures	Recommended Controls / Information (In Priority Order)	S	L	R
<b>Deliveries</b>	Becoming infected with COVID-19 and further spread the infection	All deliveries come into back yard through controlled gate.	Check with delivery companies what their updated social distancing procedures are and how does that affect your business Less deliveries/ different time of deliveries / train staff to step away / wash hands after each delivery  Sanitiser to be available in yard where deliveries are received.	2	2	4
<b>Daily service of food &amp; beverage – Person to Person contact during Covid 19</b>	Becoming infected with COVID-19 and further spread the infection	During hours of operation all windows and door will be open to provide maximum ventilation	Have a clear timed availability for dining – we use an online table reservation system	3	3	9

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		<p>Staff to wash hands every 30 minutes for at least 20 seconds</p> <p>Diners are encouraged to book a table in advance</p> <p>No standing or socialising at the bar. Bar stools removed,</p> <p>An enhanced cleaning procedure is in operation whereby all tables are cleaned before guests arrive and after they have departed</p> <p>Social Distancing Signs and Wash Hands signage are positioned in the bar, restaurant, toilets &amp; back of house areas.</p> <p>Hand sanitising stations at front door, in bar &amp; restaurant &amp; toilets will remain.</p> <p>Customers can order &amp; pay using online app or if no smartphone via staff</p> <p>Customers encouraged to use contactless card payments</p> <p>Screen arrangements are available on request</p> <p>Guests order food from their table using an app or via staff using app</p> <p>Staff member will be wearing masks until they are fully vaccinated to keep both staff and customers safe</p> <p>Staff encourage to obtain LFT from Gov for home delivery as and when they feel necessary – as a small employee ( less than 5) we do not qualify for gov workplace scheme</p> <p>NHS check in not being used as could be a point of friction between staff &amp; customers</p>	<p>FAQ on booking system to keep customers informed of measures.</p> <p>Guests encouraged to maintain social distancing by signage</p> <p>Monitor pinch point at hall to toilets &amp; ensure extra cleaning in these areas.</p>			
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<p><b>Public usage and cleaning of toilets</b></p>	<p>Becoming infected with COVID-19 and further spread the infection</p>	<p>Route to toilets is a highlighted &amp; signed pinch point.</p> <p>Public areas and Toilets checked and cleaned every hour</p> <p>A cleaning checklist with recording is in operation</p> <p>Manager on duty will ensure the cleaning protocols are adhered to</p> <p>Cleaning personnel wearing PPE</p> <p>Perform a deep clean of these areas daily</p> <p>Have cleaning in progress signage</p>	<p>Monitor the cleaning schedule is in place for the public toilets</p> <p>Monitor the cleaning standards</p> <p>Regular checks of toilets supply of sanitiser gel &amp; hand soap.</p>	<p>3</p>	<p>3</p>	<p>9</p>
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