



**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Spread of Covid-19 Coronavirus</b>	<b>Staff</b> <b>Visitors to your premises</b> <b>Cleaners</b> <b>Contractors</b> <b>Drivers</b> <b>Vulnerable groups</b> <b>Elderly people</b> <b>Pregnant workers</b> <b>Those with</b>	<u><b>Hand Washing</b></u> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Staff will be reminded to wash hands more frequently.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with hand dryer</li> <li>• Position of hand sanitiser in locations</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. 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 and hand sanitiser will be made available.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/healthsurveillance.htm">https://www.hse.gov.uk/skin/professional/healthsurveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>            Posters, leaflets and other materials are</p>	Manager	30/6/20	

<p><b>existing underlying health conditions</b></p> <p><b>Anyone else who physically comes in contact with you in relation to your business</b></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> </ul>	<p>available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
	<p><b>Cleaning</b></p> <p>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. Blue roll will be used and disposed of immediately to reduce risk of transmission.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
	<p><b>Social Distancing</b></p> <p>Social Distancing — Reducing the number of persons in any work area to comply with the 2 meter or 1-metre plus gap (from July 4<sup>th</sup>) recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time as</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>To monitor and ensure enforcement</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Frequent Staff checks especially in outside areas</p>			

		<p>is necessary. Also relocating workers to other tasks where possible.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Taking steps to reduce activities and assigning staff to different tasks in different areas</p> <p>Using walkie-talkies for staff to communicate with each other whilst working in different areas</p> <p>Calls to be used for arranging events instead of face -to -face meeting where possible.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in smoking area.</p> <p>Reminding staff and customers of social distancing guidelines by having signs back and front of house</p> <p>Customers with children will be reminded that they are responsible for their supervision</p>				
		<p><b><u>Side By Side or Back to Back</u></b> Staff to work side by side or back-to -back and wearing mask/face coverings or shields as necessary. They must not work face- to -face.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
		<p><b><u>One Way Systems</u></b></p>	<p>Rigorous checks will be carried out by line</p>			

		<p>Where one way systems are applicable to ensure they are enforced and monitored at all times to enable flow and minimal contact</p> <p>Both entrance gates will be kept open throughout opening periods with each dedicated to an entrance and exit (ramp – entry; steps exit)</p>	<p>managers to ensure that the necessary procedures are being followed.</p>			
		<p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. However regular handwashing is always the most important factor in prevention and gloves may deter this so should only be used where absolutely necessary.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
		<p><b><u>PPE</u></b> <i>Please ensure you observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Face shields must be worn at food and drink collection/service points. Personal face mask/face covering/ must be worn to collect plates, glasses and general cleaning. Please ensure that face mask/face covering are put on and removed very carefully by avoiding touching the face, eyes, mouth or the main part of the mask/face covering itself that is in contact with your face.</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable mask/face coverings should clean the mask/face coverings themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask/face coverings). Test face pieces that cannot be adequately disinfected (e.g. disposable half mask/face</p>			

			<p>covering) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference  <a href="https://www.hse.gov.uk/news/face-mask/face-covering/face-covering-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask/face-covering/face-covering-ppe-rpe-coronavirus.htm</a></p> <p>Staff will be trained on how to put on and take off mask/face coverings safely.  Face shields will be sanitised regularly</p>			
		<b><u>Handrails, taps, PDQ &amp; till screens</u></b>	Handrails, PDQ machines, till screens, and all high contact areas to be sanitised regularly at 20 minute intervals.			
		<p><b><u>Symptoms of Covid-19</u></b></p> <p>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'. 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</p>				

		precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a>			
		<b>Mental Health</b> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>	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.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open door policy for those who need additional support.		
		<b>Signage &amp; Communication</b> Appropriate signage will be used both back and front of house to remind both customers and staff to wash and sanitise hands frequently, maintain social distancing guidelines. Bookings will be emailed guidance on social distancing & hygiene prior to arrival	Additional signage will be placed in customer areas to remind them to adhere to social distancing guidelines  Additional signage at the entrance & bar informing customers to register on the app unless they have a booking. Staff will also be trained to check app registrations if customers order at the bar  Signage throughout the venue to remind customers, visitors & staff to maintain social distancing. Individual areas are also marked with limited capacity signs at the entrance		
		<b>Adverse weather</b> Customers in outside areas including bookings will be informed via email/signage that in event of adverse weather conditions they might not be able to relocate inside if it's not possible to maintain social distancing guidelines	All enquiries will be advised prior to booking that they might not be able to relocate inside in case of adverse weather		
		<b>Queueing</b>			

		<p>Outdoor pavement has been marked to remind customers to maintain 2m distance</p> <p>Toilets and collection points are also marked to remind staff and customers to adhere to social distancing guidelines</p>				
		<p><b><u>Entertainment</u></b> No live performances/entertainment will be taking place. Music will be kept at low/background volume.</p>	All possible steps will be taken to avoid people needing to raise their voices in order to prevent risks of aerosol transmission			
		<p><b><u>Ordering Food &amp; Drink</u></b> To be updated once kitchen re-opens</p>				
		<p><b><u>Layout &amp; Capacity</u></b> Tables inside are all arranged 2 meters away from each other. The majority of outside tables will be removed to create more standing space. Customers will be reminded to stand 1 meter away from each other/groups. Maximum capacity is calculated and will be monitored by having a staff at the entrance during peak times to ensure social distancing guidelines are maintained</p>				
		<p><b><u>Ordering, collection &amp; table service</u></b> Ordering through mobile app is largely encouraged. Orders will be delivered to customers' tables inside. Different order and collection points for mobile app orders outside. Customers may order and collect at the upstairs</p>				

		bar. Should queue start to form, customers will be asked to use the app for ordering to avoid queues forming/congestion at the bar. Staff will be trained to provide table service to as many customers as possible				
		<b><u>Food service</u></b> Food will be delivered to customers' tables along with cutlery and individual portions of condiments. Tables won't be set up with cutlery and condiments.	There will be no self serving to cutlery, condiments, etc			
		<b><u>Toilets</u></b> Toilets have soap and posters reminding customers to wash their hands. They will have a more frequent cleaning schedule.				
		<b><u>Recording of customers &amp; visitors</u></b> Most orders will be placed through the mobile app. Both booking system and mobile app will keep customer details on their database.  Walk-ons will be asked to register their details on the app also.	All customers will need to show that they have registered for the App to come onboard. This is how we will ensure that we have their details recorded. Staff will be checking all larger groups for their registration.  Advance reservations will be asked to send those details in advance			
		<b><u>Payments</u></b> We largely encourage card payments and encourage to use contactless payment where possible. Payments will also be made through the mobile app before mobile orders are processed.	Cash payments will be accepted as last resort if customers cannot pay by card and do not require change. We do not keep change/float on the premises			
		<b><u>Customer and staff contact</u></b> Staff will be wearing shields at				

		customer contact points. All other staff will be required to wear mask/face coverings				
		<b>Staff uniforms</b> Staff will be asked to change into their work clothes at work				
		<b>Ventilation</b> Extra fans have been installed inside to ensure the space is properly ventilated. Doors will also be kept open to increase ventilation as well as reduce contact points				
		<b>Bookings</b> Limited and staggered booking slots are being arranged to reduce potential queues building up	Advance reservations will be encouraged to cycle, avoid public transport & crowded areas			
		<b>Managing number of customers</b> Managing numbers of customers is done through reservations and different time slots.				
		<b>Deliveries</b> The majority of deliveries will be scheduled before our opening hours				