



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
Spread of Covid-19 Coronavirus	Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups Elderly people Pregnant workers Those with	<u>Hand Washing</u> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Staff will be reminded to wash hands more frequently. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with hand dryer • Position of hand sanitiser in locations 	<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 https://www.hse.gov.uk/skin/professional/healthsurveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are</p>	Manager	01/12/20	done

<p>existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ 	<p>available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</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.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
	<p>Social Distancing Social Distancing — Reducing the number of persons in any work area to comply with the 2 meter or 1-metre plus gap (from July 4th) recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time as is necessary. Also relocating workers to other tasks where</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 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>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>Side By Side or Back to Back 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>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.			
		<p>One Way Systems Where one way systems are</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.			

		<p>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>Wearing of Gloves 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>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.			
		<p>PPE <i>Please ensure you observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Face coverings/masks must be worn at all times. Staff are reminded that face mask/face coverings 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 –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>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).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half mask/face covering) should not be used by more than</p>			

			<p>one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask/face covering/face covering-ppe-rpe-coronavirus.htm</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>			
		<u>Handrails, taps, PDQ & till screens</u>	Handrails, PDQ machines, till screens, and all high contact areas to be sanitised regularly at 20 minute intervals.			
		<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'. 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>				

		https://www.publichealth.hscni.net/ Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress	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.			
		Signage & Communication 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 Track & Trace app. 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			
		Adverse weather 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			
		Queueing Outdoor pavement has been marked to remind customers to maintain 2m distance				

		<p><u>Entertainment</u> 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><u>Ordering Food & Drink</u> Orders are taken at a table or through a mobile ordering app (launching shortly)</p>				
		<p><u>Layout & Capacity</u> Tables are all arranged in accordance with the government guidance: appx 2 meters inside & app 1 meter outside. Customers will be reminded to stay 1 meter away from each other/groups. Maximum capacity is calculated and will be monitored by having a staff member managing online bookings and seating customers.</p>				
		<p><u>Ordering, collection & table service</u> Ordering through mobile app will be largely encouraged. All orders will be delivered to customers' tables.</p>				
		<p><u>Food service</u> 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.</p>	There will be no self serving to cutlery, condiments, etc			
		<p><u>Toilets</u> Toilets have soap and posters reminding customers to wash their hands. They will have a more frequent cleaning schedule.</p>				

		<p><u>Recording of customers & visitors</u></p> <p><u>NHS track and trace poster is displayed at the entrance as well as on QR codes at the table</u></p>	<p>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.</p> <p>Advance reservations will be asked to send those details in advance</p>			
		<p><u>Payments</u></p> <p>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.</p>	<p>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</p>			
		<p><u>Customer and staff contact</u></p> <p>Staff will be wearing shields/masks/face coverings.</p>				
		<p><u>Staff uniforms</u></p> <p>Staff will be asked to change into their work clothes at work</p>				
		<p><u>Ventilation</u></p> <p>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</p>				
		<p><u>Bookings</u></p> <p>Limited and staggered booking slots are being arranged to reduce potential queues building up</p>	<p>Advance reservations will be encouraged to cycle, avoid public transport & crowded areas</p>			
		<p><u>Managing number of customers</u></p> <p>Managing numbers of customers is done through reservations and different time slots.</p>				

		Deliveries The majority of deliveries will be scheduled before our opening hours				
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