

## Risk assessment template

Company name: Clare College MCR Bar

Assessment carried out by: Tom Edinburgh/Pat Taylor

Date assessment was carried out: 14/04/20  
significant change.

Review Date: Every 2 weeks or when there is a

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Infection from COVID-19</b>	Customers and visitors; General transmission of COVID-19	Complying with NHS Test and Trace, keeping a record of customers and visitors for 21 days. Capacity strictly limited to follow government guidance (limited to 20 people in the MCR including Bar Staff). Google Form for booking already created.	No further action required.	Bar Managers	n/a	

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<b>Infection from COVID-19</b>	Customers; Touching contaminated surfaces.	Customers cannot switch tables during their visit.  Bar staff to clean each table every time a group leaves.	Reprint signs for each table.	Bar Managers	May	
<b>Infection from COVID-19</b>	Customers; Ordering from tables where available.	Encouraging use of contactless ordering from tables. Workers required to wear face covering when taking table orders and payments.	Inform workers about table service duties and ensure they are trained accordingly.	Bar Managers, All staff	May	
<b>Infection from COVID-19</b>	Customers; Congregating at points of service.	Only staff are to collect and return empty glasses to the Bar.	Remind customers not to come up to the Bar unnecessarily.	All staff	May	
<b>Infection from COVID-19</b>	Customers; Not having access to fresh air.	Keeping doors and windows open at all	Inform all staff that all windows and doors must	All staff	May	

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		times to improve ventilation.	be opened at the start of shifts.			
<b>Infection from COVID-19</b>	Customers and Workers; Using toilets.	Only toilets in the basement will be used for the foreseeable future.	Signs and posters to encourage good handwashing technique and handwashing frequency. Social distance markers for queuing. Increased frequency of cleaning of hand-touched surfaces.	Cleaning duties - all staff.	May	
<b>Infection from COVID-19</b>	Customers; Not knowing the guidance.	Providing clear guidance on expected customer behaviour regarding social distance and hygiene.	Provide this guidance in a College-wide email. Provide this guidance on online booking forms. Provide this guidance via signs and visual aids around the Bar and MCR. Explaining that failure to observe measures will result in service not being provided.	Bar Managers	May	

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<b>Infection from COVID-19</b>	Workers; Touching contaminated surfaces.	Staff maintain excellent personal hygiene including handwashing for 20 seconds at regular intervals throughout their shift. No hand to mouth contact without washing hands first. Regular cleaning of contact areas (tables, bar, door handles).	Hand wash, D-10 disinfectant spray and hand sanitiser to be provided.	Bar managers	May	
<b>Infection from COVID-19</b>	Workers; Being behind the Bar.	Limit the maximum number of workers behind the bar to 2 at any time. Customers not allowed to sit at the Bar. Screens are installed in the		n/a	May	

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		centre section of the Bar with space for card machine.				
<b>Infection from COVID-19</b>	Workers; Working in a proximity to one another at times where the 1m social distance cannot be kept.	Staff to be organised into fixed teams or alone. Staff to wear face coverings when 1m cannot be kept. Staff will engage in more regular handwashing and surface cleaning. Discourage face-to-face working with one worker making drinks and one taking order and payment/one behind bar and one in front.	Hand wash, D-10 disinfectant spray and hand sanitiser to be provided.	Bar Managers	May	
<b>Infection from COVID-19</b>	Workers; Commuting to work.	Hand sanitiser or hand wash used	Hand wash and hand sanitiser to be provided.	All staff.	May	

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		upon entry and exit of the Bar.  Everyone either walks or cycles, no public transport or cars to be used.	Maintaining social distance at all times while travelling.			
<b>Infection from COVID-19</b>	Workers; Serving customers at the Bar.	Table service only. Floor tape already placed around the Bar.	Furniture in the MCR moved to ensure 2m distancing.	n/a	May	
<b>Infection from COVID-19</b>	Workers; Using the card machine.	Regularly clean the card machine with disinfectant wipes.	Disinfectant wipes to be provided.	Bar Managers	May	
<b>Infection from COVID-19</b>	Workers and Customers; People who feel unwell coming to the venue.	Anyone who feels unwell or displays COVID-19 symptoms should not come to the Bar.	College-wide email to be sent at the beginning of term outlining the new rules and regulations.	Bar Managers	May	

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<b>Infection from COVID-19</b>	Workers; Those who are at higher risk of contracting COVID-19.	Those at higher risk offered the safest on-site roles (only behind the Bar, no table service).	Discuss with all staff and find if any are at higher risk.	Bar Managers	May	
<b>Infection from COVID-19</b>	Workers; Those who need to self-isolate transmitting COVID-19.	Individuals with COVID-19 symptoms, those who live in a household or bubble with someone with COVID-19 symptoms, and those advised to self-isolate as part of NHS Test and Trace are not allowed to come into work for 10 days.	Ensure all workers know that they must report their symptoms to Bar Managers. Bar Managers to keep a record of these individuals.	All staff.	May	
<b>Infection from Covid-19</b>	Workers; Entering and exiting work.	One-way system within MCR, but only entry and exit point is main door.	None	Bar Managers	May	

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<b>Infection from COVID-19</b>	Workers; Preparing drinks behind the Bar.	Using floor tape to divide the workspace in two sections so that workers can distance behind the Bar.	None	Bar Managers	May	
<b>Infection from COVID-19</b>	Workers, Customers, Visitors; Touching doors	Keeping all non-fire doors wedged open.	None	Bar Managers	May	
<b>Infection from COVID-19</b>	Workers, Customers, Visitors; Use of facilities (coffee machine, outward facing fridge)	MCR closed for an hour before the bar opens to allow thorough sanitisation of all facilities regularly used during the day. Visitors to the MCR outside of bar hours advised to sanitise after use themselves.	Signs to request sanitisation after use of facilities in the MCR during the day. Disinfectant wipes to be provided.	All staff, visitors	May	



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<b>Infection from COVID-19</b>	Workers; Dishwasher	All glasses are moved immediately to the dishwasher. Dishwasher door should be disinfected regularly.	Disinfectant wipes to be provided.	All staff	May	
<b>Infection from COVID-19</b>	Workers, Customers, Visitors; Music	Bar staff control any music rather than customers/guests, with volume reduced to prevent shouting or loud talking	Prevent access to sound system, signs to discourage loud music	All staff	May	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)