

Risk assessment template

Company name: Clare College Bar

Assessment carried out by: Alexander Galvin

Date assessment was carried out: 09/08/20
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
Infection from COVID-19	Customers and visitors; General transmission of COVID-19	Complying with NHS Test and Trace, keeping a record of customers and visitors for 21 days (CSRID).	Create form (either in paper or Google Form) to keep a record of all customers.	President and Bookings Manager.	September	
Infection from COVID-19	Customers; Touching contaminated surfaces.	Asking customers not to lean on the Bar when ordering. Customers cannot switch tables during their visit.	Put signage up around the Bar displaying guidelines.	Bar Committee.	September	

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		Bar staff to clean each table every time a group leaves.				
Infection from COVID-19	Customers; Ordering from tables where available.	Encouraging use of contactless ordering from tables (*dependent on whether card machine operates in Cellars*). Workers required to wear face covering when taking table orders and payments.	Test the card machine to see if it works at a distance from the till. Inform workers about table service duties and ensure they are trained accordingly.	Catering Dept. to test card machine.	September	
Infection from COVID-19	Customers; Congregating at points of service.	Only staff are to collect and return empty glasses to the Bar.		All staff		
Infection from COVID-19	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	September	

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		times to improve ventilation.	be opened at the start of shifts.			
Infection from COVID-19	Customers and Workers; Using toilets.	Portable toilets 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.	Signage to be provided by Maintenance, put up by Bar Committee. Cleaning duties TBC.	September	
Infection from COVID-19	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 Cellars. Explaining that failure to observe measures will result in service not being provided.	Bar Committee.	September	

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Infection from COVID-19	Customers; Using the darts board.	Darts board placed away from any seating zones. Darts held in the safe behind the Bar, accessible only by CamCard deposit. Darts to be cleaned before and after use.	Hand sanitiser to be placed near Darts Board.	Bar Committee. Darts board usage policy to be emailed to all students by President.	September	
Infection from COVID-19	Customers; Using the pool table.	Pool balls and cues to be cleaned before, during, and after each shift. Hand-touched surfaces to be cleaned at similar times.	Cleaning supplies need to be stocked. Cleaning policy must be emailed to all workers.	Cleaning supplies provided by maintenance. Policy to be emailed by President. Cleaning to be done by staff.	September	
Infection from COVID-19	Workers; Touching contaminated surfaces.	Staff maintain excellent personal hygiene including handwashing for 20 seconds at regular	Hand wash, D-10 disinfectant spray and hand sanitiser to be provided.	Maintenance Dept. to provide hand wash and D-10 disinfectant.	September	

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		<p>intervals throughout their shift. No hand to mouth contact without washing hands first. Regular cleaning of contact areas (tables, bar, door handles).</p>				
<p>Infection from COVID-19</p>	<p>Workers; Being behind the Bar.</p>	<p>Limit the maximum number of workers behind the bar to 2 at any time. Customers not allowed to sit at the Bar. Screen to be installed in the centre section of the Bar with space for card machine. Screen to be installed in the right-</p>	<p>Screens need to be ordered Wooden board to be produced for the left-hand section of the Bar.</p>	<p>Screens to be ordered by Catering Dept. (Lee) Board to be produced by the Maintenance Dept.</p>	<p>September, as screens take 4-8 weeks to arrive.</p>	

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		hand section of the Bar with space for passing drinks through. Left-hand section of the Bar to be boarded up.				
Infection from COVID-19	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. 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.	Print and laminate a safety guide for workers to have behind the Bar. Hand wash, D-10 disinfectant spray and hand sanitiser to be provided.	Bar President	September	

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Infection from COVID-19	Workers; Commuting to work.	Hand sanitiser or hand wash used upon entry and exit of the Bar. Everyone either walks or cycles, no public transport or cars to be used.	Hand wash and hand sanitiser to be provided. Maintaining social distance at all times while travelling.	Maintenance Dept. to provide hand wash. All staff.	September	
Infection from COVID-19	Workers; Serving customers at the Bar.	One-way system around the Bar with 2m markings made with floor tape.	Floor tape to be ordered and placed around the Bar.	Floor tape to be provided by Maintenance Dept.	September	
Infection from COVID-19	Workers; Using the card machine.	Regularly clean the card machine with disinfectant wipes.	Disinfectant wipes to be provided.	Bar Treasurer will purchase wipes.	September	
Infection from COVID-19	Workers and Customers;	Anyone who feels unwell or displays COVID-19	College-wide email to be sent at the beginning of term outlining the new rules and regulations.	President.		

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	People who feel unwell coming to the venue.	symptoms should not come to the Bar.				
Infection from COVID-19	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.	President.	September.	
Infection from COVID-19	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 Manager. Bar Manager to keep a record of these individuals.	All staff.		

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Infection from Covid-19	Workers; Entering and exiting work.	One-way system in place: only entry point is entrance near the Chapel, only exit point is exit near the stage.	Put entrance and exit signs at corresponding points.	Bar Committee.	September.	
Infection from COVID-19	Workers; Preparing drinks behind the Bar.	Using floor tape to divide the workspace in two sections so that workers can distance behind the Bar.		Bar Committee.	September.	
Infection from COVID-19	Workers, Customers, Visitors; Touching doors	Keeping all non-fire doors wedged open.	Doorstops need to be provided.	Maintenance Dept.	September.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/