

Risk assessment for Hazard: Coronavirus (COVID19)

– Park Members/Customers/Visitors/Members of the Public/Delivery Drivers

Company name: **R Barber & Son (Trading as New Barns Caravan Park)**

Date of risk assessment: 17th May 2021 Revised 13th of June 2021

Impact of Hazard: Although for most people COVID-19 causes only mild illness, it can make some people very ill. More rarely, the disease can be fatal. Older people, and those with pre-existing medical conditions (such as high blood pressure, heart problems or diabetes) appear to be more vulnerable. It is the responsibility of R Barber & Son to take every reasonable precaution to prevent the spread of COVID19 to anyone visiting or working in the Bob in cafe whether they be a customer, employee, sub-contractor or delivery driver. This risk assessment will focus on actions that R Barber & Son must take in order to prevent the spread of the virus to anyone visiting/working in the Bob-in Café. How does this virus spread? Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

The Bob-in café will display the official NHS QR poster and will require all customers, visitors and employees to check in via this by downloading the app. (NB employees can also check in via this but it is not a requirement as the company will record their shift patterns and have their contact details on their database).

The business will take the following details of all individuals who have a sit-down meal at the premises (i.e. not take-away); if they do not use the NHS Track and Trace system.

- The name of the customer or visitor
- The telephone number of the customer/visitor
- Date of visit and time.

The business will keep a record of this information for 21 days.

All data will be stored securely in accordance with GDPR.(EU GDPR). (A note will be displayed in the main notice board stating what information each visitor needs to provide, what the information is used for and how it will be stored/shared.

Activities/Areas to Examine which may spread virus	Sources of infection?	How can named group be protected by this source of infection?	Action, Training and PPE required	Action by who?	Action by when?	Done
Entering/exiting the café (main door)	Door handles – anyone opening and closing the door – customers/visitors/ employees	Anti-microbial coating to be sprayed on all high touch areas – proven at eradicating virus droplets that contact surfaces. Training and purchasing of kit and coating to be completed. Sanitiser to be provided by the entrance to the main café door and the exit to the rear of the premises.	Partner of the business to be trained in the in-house application of the anti-microbial coating.	R Smith	May 2021	Actioned
			PPE required – gloves, mask, overalls	R Smith	May 2021	Actioned
			Antimicrobial coating to be applied to all areas of the café except those in contact with food (i.e. kitchen exempt) – food prep areas in front of house exempt)	R Smith/D Barber	June 2021	Actioned
			Signage to be displayed next to the entrance and exit requesting all customers, visitors and employees to use the sanitiser with instructions on how to sanitise hands effectively.	R Smith/D Barber	June 2021	Actioned

Visiting the washrooms	Door handles to washrooms – anyone opening and closing the door – customers/visitors/employees	Sanitiser to be provided by each washroom toilet door. (On the outside of the toilet) Anti-microbial coating to be sprayed on all high touch areas – proven at eradicating virus droplets that contact surfaces. Training and purchasing of kit and coating to be completed.	Signage to be displayed next to the door requesting all that use the washrooms to use the sanitiser with instructions on how to sanitise hands effectively. (This should be done on entering and exiting the washroom). Please see above	R Smith/D Barber	June 2021	Actioned
	Toilet seats (possible spread of virus should surfaces be contaminated and contact be made by customers/visitors/employees)	Toilet seat cover dispensers to be provided for protection (in each toilet cubicle). Anti-bacterial wipes to be provided should anyone wish to wipe down surfaces before they use the toilet. (These should be placed in a safe dispenser). All areas of the toilet (including sinks and toilet seats) to be coated with the anti-microbial coating	Signage to be displayed informing customers/visitors/employees about the toilet seat covers – how to use and dispose of them. (This is displayed on the dispensers). Signage to be displayed informing customers/visitors/employees about the anti-bacterial wipes and how they are to be disposed of safely. See above	D Barber R Smith R Smith	May 2021 13th June 2021 12th June 2021	Actioned Actioned Actioned
	Sinks & bins (use of by customers, visitors and employees)	Soap to be provided in the dispensers for each sink with paper towels for drying hands. Bins should be operated by pedal so that the lid lifts automatically for the paper towels to be placed in.	Signage to be placed above each sink notifying the customer/visitor/employee how to wash their hands properly. (Achieved in May 2020 for employees using washroom facilities) Also, include a reminder of the need to increase frequency of handwashing, to avoid touching face and to cough or sneeze into a tissue which is binned safely, or into arm if a tissue is not available. (Message on blackboard to be displayed above walkway by till)	R Smith Jade Brailsford/ Grace Attwood	May 2020 June 2021	Actioned Actioned

High usage of the washrooms	All touch areas as detailed in the "visiting washrooms" activity above	Daily Cleaning to be undertaken in all washrooms: to take place in the morning, and through the day – checks to be completed (where necessary cleaning to be undertaken). The application of the anti-microbial coating will last for 30 – 60 days at a 96% efficacy rate; thereby reducing the need for additional COVID specific deep cleaning.	Daily cleaning checklist to be followed and checked by Cleaner.	S Slater	June on-going	Actioned
			Full PPE kit to be worn by whomever is carrying out these cleans. (PPE to include gloves, apron, and mask)	S Slater	On-going	Actioned
			Cleaning during service to be undertaken as per spot check requirements.	Abi Cooper	On-going	Actioned
		Frequent spot checks – 30 minutes to hourly to be undertaken	Cleaning check sheet to be displayed and filled in by team members for customers/visitors to see	Abbie Cooper	13th June 2021	Actioned

Being inside the café – using communal areas	Air droplets (aerosol) which may be infected by COVID19 – breathing this in.	All customers/visitors/employees must wear their face masks when they enter the café premises and also at all times when using the washroom facilities. This requirement should be listed on signage as you enter the café and also on an COVID employee expectations form – to be signed by all employees.	Signage face masks must be worn when inside the café at all times (unless sitting down at a table to eat).	R Smith	13th June 2014	Actioned
			Face masks to be purchased for all team members – material (3 layered) – 2 to be given to each team member	R Smith	By 13th June 2021	Actioned
			Spare disposable face masks to be purchased for customers who may forget their masks when they visit the cafe	R Smith	By 14th of June 2021	Actioned
			All employees must wear their face masks at all times when they are working inside the café – training to be provided on the safe usage of them – all staff to sign, date and return acceptance & understanding forms. COVID employee pack to be developed	R Smith	13th June 2021	Actioned
			Café supervisor to ensure all team members read through the pack and sign the acknowledgement form for the first time that they return to work in the café – also new employees on their first day – or prior to their first day.	Abbie Cooper	From 14th of June onwards	Being Actioned
		Ensure the front door and the rear door are kept open, where possible – weather depending and/or windows for ventilation.	Team members	Abbie Cooper	From 14th of June onwards	
		All surfaces to be coated with the microbial coating which draws down infected air droplets and eradicates the virus through an electro-magnetic mechanical process.	<i>See previous actions regarding this</i>	R Smith	By 14th of June	Actioned

Being inside the café – using communal areas	Air droplets (aerosol) which may be infected by COVID19 – breathing this in.	Anyone visiting the washrooms may find that they are occupied. In such circumstances customers are to wait socially distancing and wearing their facemasks.	Signage should be clear respective to the requirements of customers to wear facemasks.	Abbie Cooper – through track and trace doc	14th June 2021	Actioned
			Social distancing markers to be place down on the floor so that customers know where to wait.	Grace Attwood	14th June 2021	Actioned
			Should the toilet area get too busy – team members to manage this either by asking people to wait back at their table or outside – area to be monitored and actions to be reviewed to ensure they are working.	Abbie Cooper to monitor	On-going	
Being inside the café – using communal areas	Air droplets (aerosol) which may be infected by COVID19 – breathing this in.	A device for each washroom should be placed on each toilet door so that it is clear when each washroom is occupied/vacant. This helps the next person to easily see whether the washrooms are vacant or occupied.	Appropriate signage should be displayed on the outside and inside of the toilet asking each person to alter this device as they use the washrooms	R Smith	18th June	Actioned
Being inside the café – using communal areas	Air droplets (aerosol) which may be infected by COVID19 – breathing this in.	Via social distancing – one-way system to ensure that customers and visitors do not pass each other – get too close to each other. <i>NB: Common Sense to prevail – i.e. If the café is quiet and there is no-one in the vicinity then the customer can walk back directly to their table without having to walk round the one-way system to get back to their table.</i>	Café front door = entrance (clearly displayed). Café rear door = exit (clearly displayed). A no-entrance sign to be purchased and displayed on the rear gate area/rear door.	R Smith	June 2021	Actioned
			Social distancing and one-way markers on the floor to illustrate the one-way system (2 m apart)	G Attwood/J Brailsford	By 14th June 2021	Actioned
			Arrows on the inside toilet doors pointing to the right to emphasize the one-way system, reminding customers to turn right when they leave the washrooms.	V Smith	By 14th June 2021	Actioned

Being in close contact with other people outside of your bubble/social household.	Air droplets (aerosol) which may be infected by COVID19 – breathing this in.	Separate inside and outside tables so that they are 2 metres apart without dividers or 1 metre apart with dividers. Dividers to be placed at the entrance and exit of the café and by the till.	Company to be sourced that can provide dividers that retain a nice ambience for customers in the café.	R Smith	14 th June 2021	Actioned
		Create a document showing the table plan layout – issue to front of house, pot wash and kitchen.	Dividers to be placed to optimize table seating covers whilst ensuring a COVID safe environment – in line with the document showing the COVID safe table layout.	R Smith	14 th June 2021	Actioned
		Introduce safety screen for employees operating the till	Perspex divider to be placed by the till – purpose built	L Jackson	Q1 2021	Actioned
			All staff to be trained in understanding of importance and requirement to adhere to layouts.	Abbie Cooper	13 th June 2021	Actioned
		New processes to be established for customers eating in and ordering take-away. (Signs and guidance to be clearly displayed so expectations are clear) <i>“Find yourself an empty, available table and once seated please stay seated unless ordering, using the restrooms or playground. One person per party to order at the till where possible. Your drinks, cakes and food will be served at your table. Please know your table number before you order. Masks must be worn at all times whilst inside the cafe premises unless seated at your table inside the cafe. Upon leaving the cafe please adhere to the one-way system and exit through the back of the building, not the door in which you entered”.</i>	Tables to have information regarding the processes so that customers know the café COVID procedures	Abbie Cooper	14 th June 2021	Actioned
			Yellow lines to be sprayed onto the ramp access to indicate social distancing markers.	R Smith	11 th June 2021	Actioned
			Menu dispenser to be supplied by the ramp access – at the corner for safety. Customers to help themselves to laminated menus. Used Laminated Menus to be sanitized before being replaced into the dispenser for the next customer. Dispenser to be sprayed with anti-microbial coating.	D Barber/R Smith/A Cooper/V Smith	11 th June 2021	Actioned
		Takeaway processes – queue up the ramp into the café – ensuring social distancing. Operation of a raffle ticket system – those with takeaway orders are given a raffle ticket – the raffle ticket number is entered on the till (which will be displayed on the kitchen cheque (order)– the customer is asked to wait outside in the takeaway area whilst their food is cooked– takeaway orders to be delivered to customers waiting in the takeaway areas.	Takeaway waiting areas to be established at rear of café. Customers asked to wait in a vacant take away area. Take away areas to be designated using yellow lines – 3 areas to be developed. Whereby any of these are in close proximity to outdoor seating in the courtyard; dividers are to be purchased and placed to ensure COVID safe areas.	L Jackson/R Smith/J Brailsford/G Attwood	11 th June	Actioned
All information to be advertised on social media – in order to give customers the information they need before they visit.						

Touching shared bottles - condiments Using cutlery	From further research British Medical (ref: BMJ 2021;373:n913) evidence suggests that COVID is contagious through infected airborne droplets rather than contact with surfaces. As a precautionary measure steps are being undertaken to minimize any risk of COVID spreading via contact with shared surfaces.	Shared condiment bottles (e.g. salt/pepper/tomato ketchup etc) to be withdrawn and replaced by sachets which are to be placed on the customers tray as they require. All cutlery is soaked in hot soapy water before being transferred to our commercial dishwasher. All cutlery is then dried with clean tea towels. Napkins are to be placed onto the customers tray (from front of house) with cutlery placed immediately on top of the napkin. Cutlery and napkins to be handled to the minimum required. No wrapping of cutlery in the napkins	Staff training and communication – ensuring all employees follow these procedures. Sanitiser to be provided on Front of House to ensure all staff continually sanitise their hands in between customers. All staff to wash their hands (using the sink – front of house) – as required.	Abbie Cooper	14th of June – onwards	Being actioned
Touching shared surfaces - i.e. tables, chairs, toilets etc		All tables and chairs (including arms) to be sprayed with anti-microbial coating which through laboratory testing is proven to eradicate the COVID virus on surfaces (see earlier details regarding this). This is to be tested after 30 days and 60 days to test for it's on-going efficacy. Chair arms to be cleaned with sanitiser regularly Wooden tables to be cleaned with warm soapy water Outside tables – rear courtyard to be cleaned with sanitiser. No cushions to be used at any time. (All must be taken out of circulation).	List of areas sprayed Outdoor tables – picnic benches Gates Railings by café entrance Café door – inside and outside Toilet areas Corridor All dividers Indoor tables and chairs Front of house divider Front of cake fridge. Binds – blind pullies Window handles Window ledges Pictures. Daily cleaning regimes – maintaining hygiene in the café (Through daily training and management)	R Smith	May/June 2021	Actioned
				Abbie Cooper R Smith	From re-opening	Actioned

		Reinforcement of cleanliness and provision of PPE (all training must be signed off – training sheets to be established)	<p>Clear guidelines on cleaning washrooms, kitchen, front of house and main café area. (Deep Clean process)</p> <ul style="list-style-type: none"> • Cloth and mop designation guide • Cleaning diagram chart • Cleaning product stocklist • Cleaning checklists for all areas of the café • Employees to watch gov.uk/HSE guidelines video – handwashing and surface cleaning <p>Cleaning records to be kept.</p>	R Smith Abbie Cooper S Slater	From re-opening onwards	Being actioned
Workwear – prevention of contamination	Ensuring all members of the team have the correct workwear for their roles and enough of a supply to last them through the week	<p>All employees to have sufficient workwear so that it can be washed and dried in time for their next shift.</p> <p>Workwear specific to winter to be consider and ordered</p> <p>Kitchen staff to be issued with clear specific uniform that they change into on arrival at work should they be cooking in the kitchen during their shift.</p>	<p>Order Aprons (x2 for each member of staff)</p> <p>Order T-shirts (x2 for each member of staff) – 3 or 4 sets of T-shirts for anyone in full time roles</p> <p>Kitchen – chef/sous chef – to have following</p> <p>Chef's trousers Chef's apron Chef's top Crocs.</p>	<p>R Smith R Smith R Smith</p> <p>R Smith R Smith R Smith R Smith</p>	<p>From re-opening onwards</p> <p>14/06/21 14/06/21 14/06/21 14/06/21</p>	Being actioned

This risk assessment will be reviewed if we think it is no longer valid or there are further changes respective to COVID19 government regulations.

Notes:

The assembly point for customers is currently in the 5 Aside football field.