

RISK ASSESSMENT

River Edge Cafe

RISK ASSESSMENT FORM

Hazard / Risk Description - identify hazards & associated risks	Persons at Risk <i>refer to table</i>	Existing Controls in Place e.g. training, information, physical controls	Additional Controls Required	Risk Level
PLEASE NOTE THAT THROUGHOUT THIS DOCUMENT: 2m social distancing includes 1m with mitigation when 2m is not viable or possible				
<p><u>ALL PERSONNEL</u></p> <p>Risk of lack of knowledge of systems and procedures leading to contraction and spread of the virus.</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Formal procedures are in place for control of Covid-19 in the workplace. • Safety briefing/induction including a COVID-19 delivered and attendance records kept. • Workers are advised of the need for social distancing at work and at home. • Personal are monitored in the workplace and encouraged to follow all company protocol. • Vulnerable employees to be identified e.g. high-risk asthmatic, underlying high risk health conditions. These persons are risk assessed on a case by case basis and the safe measures put in place, including self- isolation when necessary. • Customers made aware of current government guidance prior to their visit. • In the event of adverse weather conditions, it must be clear that customers cannot seek shelter indoors unless social distancing can be maintained. • All River Exe Café guidance to be adhered to. 	<p>Supervise, monitor and enforce compliance with employees including travelling arrangements, social distancing, hygiene, cleaning, worker systems of Covid-19.</p>	<p>LOW</p>
<p><u>WHEN TO TRAVEL TO WORK</u></p> <p>Risk of contracting and spreading the virus.</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Social distancing: All to follow HM Government and HSE Guideline; staying at home and away from others. (social distancing). • Self-Isolation: Any person who has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Covid-19 should not come to work but must follow HM Government guidance on self-isolation. • Persons at increased risk: Any person who is at increased risk of severe illness from Covid-19 to be strongly advised not to come to work and be very stringent on following social distancing measures. • Persons defined on medical grounds as extremely vulnerable: Any person identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people. • Living with persons in one of the above groups: Any person living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from the Covid-19 should stringently follow the guidance on social distancing and minimise contact outside the home. • If an employee falls ill: If an employee develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Ensure their manager is informed immediately • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough, or sneeze into the crook of their elbow • They must then follow the guidance on; self-isolation and not return to work until their period of self-isolation has been completed 	<p>Managers to ensure the 'fitness to work' of all employees prior to travelling on the Water Taxi to the restaurant or work in the office.</p>	<p>LOW</p>

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<p><u>TRAVEL TO WORK</u></p> <p>Risk of contracting and spreading the virus.</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Wherever possible, employees should travel to work alone using their own transport. If employees have no option but to share transport: • Journeys should be shared with the same individuals and with the minimum number of people at any time. • Good ventilation (i.e. keeping the windows down), facing away from each other may reduce the risk of transmission. • The vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on contact points; e.g. handles and other areas where passengers may touch surfaces. <p>Consideration given to:</p> <ul style="list-style-type: none"> • Other means of transport to avoid public transport • Provision of hand cleansing facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available. <p>How someone taken ill would get home</p>	<p>Company management to continually review transport arrangements and ensure that employees are fully aware of the control measures to comply with</p>	<p style="text-align: center;">LOW</p>
<p><u>TRAVEL TO RESTAURANT</u></p> <p>Risk of contracting and spreading the virus on the Water Taxi journey to the restaurant. (employees)</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<p>When travelling to the restaurant employees should:</p> <ul style="list-style-type: none"> • Share with the same individuals and with the minimum number of people at any one time • Wherever possible maintain a distance of two metres and avoid touching their faces • Maintain good ventilation (i.e. keeping the canvas open) and face away from each other during the journey • Use hand sanitiser before entering and after getting out of the boat • Boat driver to regularly clean the vehicle using standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. • Wear a face covering on the journey. <p><i>All staff to be aware of full government guidance on wearing a mask</i></p>	<p>Company management to continually review transport arrangements and ensure that employees are fully aware of the control measures to comply with</p>	<p style="text-align: center;">LOW</p>
<p><u>TRAVEL TO RESTAURANT</u></p> <p>Risk of contracting and spreading the virus on the Water Taxi journey to the restaurant. (customers)</p>	<p>Employees</p>	<p>When travelling to the restaurant customers should:</p> <ul style="list-style-type: none"> • Wherever possible maintain a distance of two metres and avoid touching their faces • Maintain good ventilation (i.e. keeping the canvas open) and face away from each other during the journey • Use hand sanitiser before entering and after getting out of the Taxi • Wear a face covering on the journey. Reminders given to avoid touching the face or face covering when on 	<p>Company management to continually review transport arrangements and ensure that customers are fully aware of the control measures to comply with. Boat Drivers to conduct safety brief prior to leaving the quay.</p>	<p style="text-align: center;">LOW</p>

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<p><u>PRIOR TO ARRIVAL TO RESTAURANT</u></p> <p>Risk of contracting and spreading the virus on arrival at restaurant</p>	<p>Employees Customers General Public Vulnerable persons Suppliers Contractors</p>	<ul style="list-style-type: none"> • Clear guidance given on expected behaviours, social distancing, hygiene on or prior to arrival • Awareness of current guidance displaying any relevant information setting out behaviour at restaurant in order to keep everyone safe • Employees to remind customers to follow social distancing advice and clean their hands regularly and thoroughly. If soap and water is not available then hand sanitiser is used 	<p>Company management liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant.</p>	<p style="text-align: center;">LOW</p>
<p><u>ARRIVAL TO RESTAURANT</u></p> <p>Risk of contracting and spreading the virus on arrival at restaurant (employees)</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Stop all non-essential visitors • Staggered start and finish times to reduce congestion and contact at all times • Plan restaurant access upon arrival and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies • Allow plenty of space between people waiting to disembark • Use signage: reminding of key facts to ensure employees adhere to guidelines. • Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the restaurant. Use hand sanitiser where soap and water is not available. • Regularly clean common contact surfaces • Reduce the number of people in attendance at the restaurant • Consider arrangements for monitoring compliance. 	<p>Company management liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant.</p>	<p style="text-align: center;">LOW</p>
<p><u>ARRIVAL TO RESTAURANT</u></p> <p>Risk of contracting and spreading the virus on arrival at restaurant (customers)</p>	<p>Customers General Public Vulnerable persons Suppliers Contractors</p>	<ul style="list-style-type: none"> • Control numbers on each Water Taxi to ensure ease of exiting and ability to adhere to safety guidance. • Plan restaurant access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies • Allow plenty of space between people waiting to enter restaurant • Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing, waiting or having to move more slowly. • Restrict entry and exit gates operational by customers and clean after use if essential. Staff to operate when possible • Require all customers to sanitise when entering and leaving the restaurant • All customers who are accompanied by children should be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. • Consider arrangements for monitoring compliance 	<p>All employees liaise with customers to ensure all reasonably practicable control measures are implemented at the restaurant.</p>	<p style="text-align: center;">LOW</p>

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		<ul style="list-style-type: none"> • Temporary record (21 days) of those customers not booked onto restaurant booking system 		
<p><u>RESTAURANT SERVICE AND OPERATION</u></p> <p>Risk of contracting and spreading the virus through poor hygiene</p>		<ul style="list-style-type: none"> • Maintain social distancing from customers when taking orders • Table service only • Adjusting service approaches to minimise staff contact with customers. • The use of social distance markings to remind customers to maintain social distancing between customers of different households • Payment via contactless or App where possible • Layouts under continual review to allow government guidance to be adhered to • Kitchen access to as few staff as possible • Space kitchen work areas to maintain social distancing and use floor signage when necessary • Use of one-way traffic flows where possible • Minimise interaction between kitchen staff and other workers • Screens and tables positioned to minimise contact between front of house workers and customers • Ensure maximum ventilation at all times 	Company management liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant.	<ul style="list-style-type: none"> • LOW
<p><u>FOOD SERVICE: OWN BOATS</u></p> <p>Risk of contracting and spreading the virus through poor hygiene</p>		<p>Points additional to the above.</p> <ul style="list-style-type: none"> • Encourage ordering through the App • Customers to be served from their boat and would remain in their boat if no tables available to seat them 	AS ABOVE	LOW
<p><u>HAND WASHING</u></p> <p>Risk of contracting and spreading the virus through poor hygiene</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Allow regular breaks to wash hands • Ensure adequate supplies of soap and fresh water is readily available and kept topped up at all times • Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable • Regularly clean the hand washing facilities • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Additional hand sanitisers made available to workers • Additional tissues made available for workers • NHS Hand washing guidance communicated and displayed on site. 	Employees to ensure all reasonably practicable control measures are implemented on premises.	LOW

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<p><u>TOILET FACILITIES</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and not social distancing</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p> <p>Contractors</p>	<ul style="list-style-type: none"> ● Restrict the number of people using toilet facilities at any one time (e.g. member of staff to monitor) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing ● Wash or sanitise hands before and after using the facilities ● Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. Disposable cloths or paper roll to clean hard surfaces ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Signs and posters to build awareness of good handwashing techniques ● Promote good hygiene at all times with access to sanitiser. Liquid soap and paper towels for hand drying with clear availability of bin for disposal. Regular emptying or waste and removal from restaurant. ● Keep areas well ventilated 	<p>Management and staff to liaise with workers to ensure all reasonably practicable control measures are implemented on site</p> <p>N/B: Office staff to follow signage in Marina Toilets and following thorough hand washing guidance displayed on the walls.</p>	<p>LOW</p>
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<p><u>BREAKS FOR EMPLOYEES</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and not social distancing</p>	<p>Employees</p>	<p>Employees should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops (office only).</p> <ul style="list-style-type: none"> ● Breaks should be taken on the pontoon weather permitting. If this is not possible then breaks should be made away from customers. ● Break times should be staggered to reduce congestion and contact at all times. ● All staff to bring own water bottles. ● Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves ● Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area ● A distance of 2 metres should be maintained between users, wherever possible ● All rubbish should be put straight in the bin and not left for someone else to clear up ● Tables should be cleaned between each use ● Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use ● Workers should wash their hands often with soap and water for at least 20 seconds before and after handling food ● Consider arrangements for monitoring compliance. 	<p>Management should liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant and in the office/store.</p>	<p>LOW</p>
<p><u>CHANGING FACILITIES</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and not social distancing</p>	<p>Employees</p>	<ul style="list-style-type: none"> ● One person to use the staff room at a time. No crossover in the passage. ● Introduce staggered start and finish times to reduce congestion and contact at all times ● Introduce enhanced cleaning of all facilities throughout the day and at the end of each day ● Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. ● Staff maintain high standard of hygiene. ● All staff to keep clothes in bag on peg in staff room when changing on site 	<p>Management should liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant and in the office/store.</p>	<p>LOW</p>
<p><u>PLANNING TO AVOID CLOSE CONTACT</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and not social distancing</p>	<p>Employees</p>	<p>In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.</p> <p>The restaurant and office space to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within the government guidelines.</p>	<p>No further additional controls required – work may proceed.</p>	<p>LOW</p>

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	<p>Site management and supervisors to remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.</p> <p>Hierarchy of Controls If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.</p> <p>Eliminate:</p> <ul style="list-style-type: none">• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)• Avoid skin to skin and face to face contact <p>Meetings</p> <ul style="list-style-type: none">• Only absolutely necessary meeting participants should attend• Attendees should be at least two metres apart from each other• Rooms should be well ventilated / windows opened to allow fresh air circulation• Consider holding meetings in open areas where possible <p>Reduce:</p> <ul style="list-style-type: none">• Where the social distancing measures (2 metres) cannot be applied:• Minimise the frequency and time workers are within 2 metres of each other• Minimise the number of workers involved in these tasks• Workers should work side by side, or facing away from each other, rather than face to face• Regularly clean common touchpoints, doors,		
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		<p>buttons, handles, vehicle cabs, tools, equipment etc.</p> <ul style="list-style-type: none"> • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment <p>Isolate:</p> <ul style="list-style-type: none"> • Keep groups of workers that have to work within 2 metres: <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible <p>Control:</p> <ul style="list-style-type: none"> • Where face to face working is essential to carry out a task when working within 2 metres: <ul style="list-style-type: none"> • Keep this to 15 minutes or less where possible • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance <p>PPE:</p> <ul style="list-style-type: none"> • Sites should not use PPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. • Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy <ul style="list-style-type: none"> • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused <p>In addition:</p> <ul style="list-style-type: none"> • Washing of worker clothes at the end of shift at home 		
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		<p>Behaviours: The measures necessary to minimise the risk of spread of infection rely on everyone in the company taking responsibility for their actions and behaviours.</p> <p>Management to encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>		
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<p><u>FIRST AID AND EMERGENCIES</u></p> <p>Injury, major injury or fatality. Illness to employees on site.</p>	<p>Employees</p> <p>Customers</p> <p>General Public</p> <p>Vulnerable persons</p> <p>Suppliers</p>	<p>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.</p> <ul style="list-style-type: none"> ● Planning site activities; the provision of adequate first aid resources will be agreed between the relevant parties on site ● Emergency plans including contact details to be kept up to date ● Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources 	<p>No further additional controls required – work may proceed.</p>	<p>LOW</p>
<p><u>CLEANING</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and cleaning regime</p>	<p>Employees</p>	<p>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ● Taps and washing facilities ● Toilet flush and seats ● Door handles and push plates ● Handrails on staircases and corridors ● Machinery and equipment controls ● All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, desks, etc ● Telephone equipment ● Tills and PDQ machines ● Keyboards, photocopiers and other office equipment ● Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. ● Maintain good ventilation in the environment. For example, open canopy, windows, doors where possible <p>KITCHEN:</p> <ul style="list-style-type: none"> ● Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures. ● Wash hands before handling plates and cutlery ● Well organised bins for disposal of all waste 	<p>Management should liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant and in the office/store.</p>	<p>LOW</p>

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		<ul style="list-style-type: none"> • High frequency of hand washing throughout the day. 		
<p><u>CLEANING (OFFICE)</u></p> <p>Risk of contracting and spreading the virus through poor hygiene and cleaning regime</p>	Employees	<ul style="list-style-type: none"> • There is a clean desk policy in place. • Workers to maintain their desk / workstation in a clean and uncluttered manner. This is monitored by Management. • Desks to be sanitised at the beginning and end of each working day. 	Management should liaise with employees to ensure all reasonably practicable control measures are implemented in the office/store.	LOW
<p><u>GENERAL PUBLIC, CLIENTS, VISITORS, DELIVERIES AND OTHERS</u></p> <p>Risk of contracting the virus</p>	<p>Workers</p> <p>Visitors</p> <p>General Public</p> <p>Vulnerable Persons</p> <p>Suppliers</p>	<p>General</p> <ul style="list-style-type: none"> • Visitors are kept to a minimum and essential only. • Meetings are conducted remotely when at all possible. • Visitors are provided with basic induction which explains our Covid-19 strategy and rules. • Safe distances are maintained during face to face meetings (minimum of 2mt apart). • Where clients visit site; safe distances are maintained (minimum of 2mt apart). Where required, this is marked on the floor and advised through signage. Numbers are limited to enable safe distancing to be carried out. <p>Deliveries</p> <ul style="list-style-type: none"> • Delivery companies are advised to ring ahead. • Keep 2mt apart from other workers. • Where reasonably practicable; Deliveries are not signed for; other methods e.g. electronic, are used as confirmation. 	Management to liaise with workers to ensure all reasonably practicable control measures are implemented and complied on the restaurant and in the office.	LOW
<p><u>STRESS AND ANXIETY</u></p> <p>Risk of developing stress and anxiety due the Covid-19 situation</p>	Employees	<ul style="list-style-type: none"> • Regular briefings of the company situation to be given to all employees and relevant workers, e.g. company measures, changes to procedures, update on contracts etc. • Clear procedures put in place for those employees or workers that are exhibiting elevated signs of stress and anxiety. • Awareness posters to be displayed in visible locations. • Management to hold regular meetings and remain vigilant regarding stress in the workplace. 	Management should liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant and in the office/store.	LOW
<p><u>MEETINGS</u></p> <p>Risk of contracting due to contact with infected persons</p>	Employees Visitors	<ul style="list-style-type: none"> • Face to face meetings are limited to essential only. • Where practicable; meetings to be conducted remotely using Zoom or similar. • Meeting schedules to be planned proactively so that workers have access to meeting software and devices when it is needed. • When conducting business meetings including inductions, daily briefings, these are to be carried out in in open areas using recommended distancing. 	Management should liaise with employees to ensure all reasonably practicable control measures are implemented at the restaurant and in the office/store.	LOW

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