



## Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)	Likelihood of Occurrence (b)
<b>1 – Trivial</b> (eg discomfort, slight bruising, self-help recovery) <b>2 – Minor</b> (eg small cut, abrasion, basic first aid need) <b>3 – Moderate</b> (eg strain, sprain, incapacitation > 3 days) <b>4 – Serious</b> (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks) <b>5 – Fatal</b> (single or multiple)	<b>1 – Remote</b> (almost never) <b>2 – Unlikely</b> (occurs rarely) <b>3 – Possible</b> (could occur, but uncommon) <b>4 – Likely</b> (recurrent but not frequent) <b>5 – Very likely</b> (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>-STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

# Risk Assessment Record

<b>Risk Assessment of:</b> Covid – Bar Environment	<b>Assessor(s):</b> Darren Herbert	<b>Date:</b> 27/06/2020	<b>Ver: 1.1</b>
<b>Overview of activity / location / equipment / conditions being assessed:</b>	Bar environment		
<b>Generic or specific assessment?</b> Generic risk assessment	<b>Context of assessment</b> (delete as appropriate): <b>planning stage</b> / 'desk-top' exercise / site visit / in consultation with employees / in consultation with managers / other (please describe)		

## COVID-19 BAR RISK ASSESSMENT

This document should be read in conjunction with the generic risk assessment for office environments and the event management plan. Staff must not work if they display the COVID-19 symptoms or have been in close contact with somebody who has the symptoms. This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance. To comply with current Government requirements for re-opening businesses in the hospitality sector, this document forms an assessment of risk of COVID-19 to determine the controls necessary to reduce risks to those who work in and enter the premises.

This document has been developed to demonstrate that the business has considered the routes people take through the business and the hazard and risks encountered by both customers and the staff at various steps to therefore give confidence to customers, staff and enforcement agencies that due consideration has been given to this serious issue.

Customers can be advised of actions taken to give confidence that the business has considered everyone's safety. This will also be useful to ensure that customers know what the new "rules" are so that everyone's expectations are managed in advance and that there is a reduced risk of any aggressive behaviour during their visit.

Whilst businesses will need to implement changes in relation to COVID-19, they must also continue to follow normal food safety and health and safety policies and procedures and ensure that any new controls do not in themselves cause conflict with those necessary for other legal or licensing requirements.

A COVID-19 Site Risk Assessment has been carried out and produced to identify and describe controls in place at Barrow Rugby Football Club to manage the risk and protect the staff, customers, volunteers and business from COVID-19. The control measures specified to reduce risk are based on current guidance from the UK government. The level of risk differs depending on who is affected. Worst case severity, with no controls, will be fatality. Worst case likelihood, based on current knowledge, will be very likely which will score 25-High Risk on the Risk Assessment form.

A COVID-19 Area Specific Risk Assessment must be carried out and by the relevant Manager to ensure the COVID-19 Site Risk Assessment control measures to reduce risk can be achieved in the workplace for activities performed in that area. Where the COVID-19 Site Risk Assessment control measure cannot be followed, further review of the area or activity is required to identify additional controls. The General Risk Assessment for the task should also be consulted before making any changes.

### THE MAIN CONTROLS ARE:

- Social distancing – 2m apart or 16m<sup>2</sup> per table
- Disinfecting touch points and hand contact surfaces
- Hand washing and hand sanitiser use
- Not touching eyes, mouth or nose with contaminated fingers

The controls set out in this document will be specific for this operation, taking into account how the business operates, and how customers and staff use the premises and interact.

NOTE: Masks, gloves and visors are available should staff require them. In line with Government guidance, wearing of face masks/coverings is not mandatory. Used face masks and gloves should be treated as any other disposable PPE and deemed to be potentially contaminated. The Manager should arrange a designated contaminated waste bin containing a liner. Waste containing potentially contaminated items should be double bagged and stored securely for 72 hours before transfer into the general waste stream.

Who is at risk?:

Staff       Customers       Contractors       Visitors       Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person enters site

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Staff and customers to follow general guidance and not attend if displaying coronavirus symptoms or living with someone who has coronavirus symptoms.</p> <p>Site opening times restricted.</p> <p>Staff &amp; volunteers advised to arrive at work before their planned start time to minimise tailgating.</p> <p>Staff induction will be provided prior to commencement of work. Briefings will be held pre-opening and post-closing each day.</p> <p>Staggering arrival and departure times at work to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics.</p> <p>Review the fitness to work of all staff daily.</p> <p>Staff to adhere to social distancing measure on entry.</p> <p>Hand sanitiser positioned near site entrance for use immediately on entry and prior to exit.</p> <p>Carry out daily briefings for all staff and review problems and issues that occurred during previous service sessions.</p> <p>Remind all staff of social distancing practices.</p> <p>Remind all staff of the importance of thorough and frequent handwashing.</p>	5	3	15	<p>Additional hand sanitiser to be purchased for entrance/exit and sanitising stations.</p> <p>Define process to ensure any new staff will receive information on safe working requirements prior to attending site.</p> <p>Additional minor signage to be reviewed.</p>	<p>Darren Herbert</p> <p>Steve Neale</p> <p>Darren Herbert</p>	<p>20/06/2020</p> <p>01/07/2020</p> <p>01/07/2020</p>	<p>22/06/2020</p>	5	2	10

<p>Reduce congestion, bar is closed to general Public. Staff only.</p> <p>Provision of storage for staff clothes and bags.</p> <p>Customer numbers on site restricted, operating with a one in/one out policy dependant on maximum capacity being reached.</p> <p>Contractor numbers on site restricted and arranged by prior appointment. Contractors to abide by social distancing measures and safe working practices.</p> <p>Main gate will be separated with one side for entry, the other for exit.</p> <p>Social distancing advised for queuing customers. Stewards to monitor entry &amp; exiting by customers.</p> <p>Customers limited to socially distanced tables and picnic rugs/chairs etc outside on pitch.</p> <p>On-pitch table service provided.</p> <p>Payment by card machine available and actively encouraged to restrict cash handling.</p> <p>Staff communication to reinforce safe working requirements e.g. Travel on own where possible; avoid public transport where possible, site entry and exit processes; no thoroughfare.</p>									
--	--	--	--	--	--	--	--	--	--

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person enters an occupied work area

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Reducing job and location rotation, assigning workers to specific areas or keeping temporary personnel dedicated to one area (bar, cellar, pitch etc)</p> <p>No admittance to office or bar area by General Public/Customers – Staff only.</p> <p>Alternative door opening methods where practicable e.g. hands-free (with consideration for fire doors)</p> <p>Workers keep socially distanced from others.</p> <p>Workers reminded to wash hands regularly.</p> <p>Restrictions on kitchen areas etc. where floor area permits only one person at a time.</p> <p>Reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Arrangements are made with suppliers to allow safe delivery of goods to the premises.</p> <p>Deliveries are made by prior arrangement and those in the delivery area made aware of the need to socially distance.</p> <p>A safe area is made available for deliveries to be left.</p> <p>While the delivery is checked, the driver must step away 2m.</p> <p>Remove external packaging and discard, wash hands.</p>	5	3	15	<p>Separate lined lidded bins and bags available in work areas for disposal of used masks and any other potentially contaminated items e.g. tissues.</p> <p>Floor marking to highlight social distancing where required e.g. high traffic areas such as entrances, pedestrian routes.</p> <p>Visual reminder of social distancing to re-inforce control where required e.g. area signage, barriers, floor markings</p>	<p>Steve Neale</p> <p>Joe Slater</p> <p>Joe Slater/ Darren Herbert</p>	<p>01/07/2020</p> <p>01/07/2020</p> <p>01/07/2020</p>		5	2	10

<p>Wash hands after putting deliveries away.</p> <p>Adjusting put-away and replenishment rules to create space for social distancing.</p> <p>Where social distancing cannot be maintained due to venue design, sufficient mitigation strategies should be designed and implemented.</p> <p>Employees receive appropriate information, instruction and training e.g. Putting on/taking off gloves and masks, personal hygiene measures (e.g. 'catch it, bin it, kill it'), safe waste disposal of potentially contaminated items such as tissues and wipes.</p> <p>Daily monitoring / supervision by manager to confirm control measures are followed e.g. social distancing, hygiene and hand washing</p>									
---	--	--	--	--	--	--	--	--	--

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person works on task requiring >1 person in the immediate area

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Tasks are reviewed and re-designed or re-planned where required to ensure 2 metre safe distancing can be achieved (e.g. reduce numbers of people involved, change layout of work area and/or sequencing of task, change orientation of workers so they are not facing each other.</p> <p>Face masks provided for use as and when necessary.</p> <p>Working in Close Proximity guidelines are implemented for any tasks requiring &gt;1 person where a 2m distance cannot be maintained at all times.</p> <p>Employees identified as 'Vulnerable' due to underlying health conditions are not permitted to work in close proximity to others. Social distancing measures (&gt;2m) are stringently applied.</p> <p>All managers are aware of 'Vulnerable' colleagues.</p>	5	2	10	Review of all tasks as part of task/area specific assessment to ensure safe distancing	Steve Neale	Ongoing		5	2	10



**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person works on task which requires working in close proximity to others (<2m)

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Control measures for tasks requiring &gt;1 person in work area have been considered to eliminate the requirement for close proximity working.</p> <p>Where people must work in close proximity (&lt;2m), the following control measures are implemented at all times:            Teams of workers kept together (cohorting) and teams kept as small as possible.</p> <p>Colleagues work side by side or facing away from each other rather than face-to-face wherever possible.</p> <p>Washing / hygiene facilities are available close to where the activity is carried out.</p> <p>All workers wash their hands before and after the activity with soap and warm water or use a hand sanitiser.</p> <p>Face masks and face shields are available and may be worn subject to risk assessment (e.g. where colleagues may need to work facing each other at &lt;2m distance).</p> <p>Consideration of Perspex screening where appropriate.</p> <p>Disposable gloves available for use.</p>	5	2	10	Ensure provision of required items such as hand sanitiser and wipes, and to maintain adequate minimum stock levels.	Steve Neale	01/07/2020				

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person enters eating / rest area

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Break times are staggered to ensure social distancing guidelines can be met at all times.</p> <p>Suitable facilities in place for washing hands and cleaning eating utensils.</p> <p>Workers reminded to wash hands regularly, before entry to the area and after eating; supported by signage.</p> <p>Workers take responsibility for cleaning their own eating utensils immediately after use.</p> <p>Tables &gt; 2m apart and workers keep a 2m distance from others, including when seated.</p> <p>Anti-bacterial cleaning spray is available.</p> <p>Daily monitoring / supervision by manager to confirm control measures are followed e.g. 2m distance, hygiene and hand washing</p>	5	2	10	<p>Review additional eating/rest area cleaning requirements.</p> <p>Instruct staff to sanitise eating area/tables before and after use.</p>	<p>Steve Neale</p> <p>Steve Neale</p>	<p>26/06/2020</p> <p>20/06/2020</p>	26/06/2020			

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Control of bar/office areas

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>No admittance to General Public, Staff only.</p> <p>Windows/doors opened where possible to facilitate regular air changes.</p> <p>Worker educated on good hygiene methods e.g. 'catch it, bin it, kill it'</p> <p>Workers reminded to wash hands regularly</p> <p>Provision of hand sanitiser, wipes etc.</p> <p>Step back after placing foods / drinks on counter for collection.</p> <p>Step back after payment machine presented in front of the customer.</p> <p>Disposable glasses in use.</p> <p>Equipment (such as ice machine, glass washer) should be cleaned and sanitised immediately after use or frequent cleaning if used continuously.</p> <p>Daily monitoring / supervision by manager to confirm control measures are followed e.g. 2m distance, hygiene and hand washing</p>	5	2	10	Provision of sneeze screens for bar service area	Steve Neale	01/07/2020				

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Beer Garden Management

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Maximum number of customers defined that can reasonably follow social distancing at the venue taking into account total outdoor space, furniture, toilet facilities, staffing levels, pinch points and busy areas. Ensure this number is never exceeded.</p> <p>Customers encouraged to use hand sanitiser upon entry.</p> <p>Staff and Customer details recorded upon entry to site. Details held for 21 days.</p> <p>Customers encouraged to use own pens when signing in to reduce risk of spread of infection.</p> <p>Customers accompanied by children are reminded they are responsible for supervising them at all times and should follow social distancing guidelines.</p> <p>Customers provided with guidance on expected behaviour, social distancing and hygiene to people on arrival, on-site signage and displayed on website and social media.</p> <p>Customers informed that failure to observe safety measures will result in service not being provided.</p> <p>Customers informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.</p> <p>Written and spoken communication of the</p>	5	2	10	<p>Staff encouraged to remind customers to follow social distancing advice and clean their hands regularly.</p> <p>Monitor music sound levels. Keep to minimum.</p>	<p>Steve Neale</p> <p>Steve Neale</p>	<p>Ongoing</p> <p>Ongoing</p>				

<p>guidelines communicated to both workers and customers inside and outside the venue.</p> <p>Periodic announcements will be made via the public address system outlining safety procedures and general guidance.</p> <p>Posters displayed providing information on how customers at the venue to keep everyone safe.</p> <p>Where necessary, customers informed that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action.</p> <p>Tables/seating configured to maintain social distancing of customers of different households.</p> <p>Customers bringing own chairs/blankets etc will be monitored and requested to maintain social distancing guidelines.</p> <p>Sanitising stations will be widely available on the field in addition to those in toilet areas.</p> <p>Designated walkways established to facilitate movement to/from the field and to/from toilet facilities.</p> <p>Step back after placing foods / drinks with customer.</p> <p>Step back after payment machine presented in front of the customer.</p> <p>Disinfect the card machine between uses with a suitable disinfecting wipe.</p> <p>Disposable glasses in use.</p> <p>Use disposable gloves when collecting waste/ clearing tables etc.</p>										
---	--	--	--	--	--	--	--	--	--	--

<p>No crockery or cutlery to be used.</p> <p>Wash hands or use sanitiser after handling any items cleared from tables.</p> <p>Food available and can only be ordered via an App with online payment.</p> <p>Food will be delivered to the designated table area using trays which can be sanitised or single use bags that can be disposed of.</p> <p>In the event of adverse weather conditions, customers cannot seek in the stands.</p> <p>No live entertainment will be provided. Background music will be kept to a low level to avoid people needing to unduly raise their voices to each other to mitigate the risk of aerosol transmission.</p>									
---	--	--	--	--	--	--	--	--	--

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Toilet areas

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Socially distanced queuing system whilst waiting.</p> <p>Monitoring of use to ensure compliance with physical distancing rules, and all staff made aware.</p> <p>Clear hand washing signage displayed.</p> <p>Toilets cleaned and sanitised every hour with stocks replenished where necessary. A cleaning schedule will be displayed and completed at each clean.</p> <p>Raiders Bar toilets will be for staff only. No use by general public.</p> <p>Staff to wash hands after using the toilet, and sanitise hands again before starting work if you have touched any surfaces such as doorknobs on the way.</p> <p>Employees and customers reminded to abide by social distancing guidelines at all times.</p> <p>Staff breaks staggered and longer time / greater frequency allowed to use facilities where feasible.</p> <p>Monitoring / supervision by manager to confirm control measures are followed.</p> <p>Waste containing potentially contaminated items should be double bagged and stored securely for 72 hours before transfer into the general waste stream.</p>	5	2	10	Wash hands signage/posters in restrooms	Darren Herbert	01/07/2020		5	2	10

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Infected person requires First Aid treatment

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
<p>Injured party and First Aider follow the hand washing guidance before and after dealing with the first aid case.</p> <p>First Aiders, wherever possible, avoid working in close proximity (&lt;2m) with an injured party or others</p> <p>Where appropriate for the injury, first aiders may provide guidance and support for injured parties to self-administer basic first aid for their own minor injuries without the need to be in close proximity.</p> <p>Where close proximity (&lt;2m) first aid attention is essential, those attending wear a mask and disposable gloves; face shields are available if required.</p> <p>First Aiders receive appropriate information, instruction and training e.g. Correct methods for cleaning equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (e.g. 'catch it, bin it, kill it'), waste disposal of potentially contaminated items.</p>	5	2	10							



<b>Hazard:</b> COVID19 <b>Potential harm:</b> Virus spread <b>Task or Activity:</b> Infected person displays symptoms of COVID 19 infection										
Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
All managers are aware of policy and actions to be taken should a person entering site show COVID-19 symptoms.  Infected person and possible contaminated areas are isolated and COVID-19 guidelines followed.  Where person (strongly suspected or diagnosed), deep clean the work area or area quarantined for 72 hours.	5	2	10							

<b>Hazard:</b> COVID19 <b>Potential harm:</b> Virus spread <b>Task or Activity:</b> Infected person works with colleagues defined as Vulnerable or Extremely Vulnerable (as defined by government guidance)										
Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
'Extremely Vulnerable' (Shielded) colleagues have been identified and are not allowed on site  'Vulnerable' colleagues have been identified and assessed and should not attend site.  Colleagues living with someone who is 'Extremely Vulnerable' (Shielded) have been identified and should work from home.	5	2	10							

**Hazard:** COVID19  
**Potential harm:** Virus spread  
**Task or Activity:** Customers will not follow guidelines

Existing controls & measures	A	B	A X B	Additional controls required	By who	Date due	Date completed	A	B	A X B
Stewards instructed not to breach social distancing guidelines.  Stewards provided with gloves and mask.  Police will be contacted to deal with any issues of non-compliance where customer refuses to leave.	5	2	10							

<b>Assessor signature:</b> <i>D Herbert</i>	<b>Print name:</b> D Herbert	<b>Latest Review date:</b> 27/06/2020
--	---------------------------------	--

## Review Process / Version Control

Version	Date	Purpose / Review by / Input from	Reviewed By	Outcome
1.0	10/06/2020	Original draft.		
1.1	26/06/2020	Meeting held to discuss latest guidance. RA updated accordingly.	Darren Herbert/Karen Scarr/ Steve Neale	RA updated

**Reference:**

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

**Training**

Please ensure a manager's brief has been completed alerting to company specific processes and procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the H&S Manager & HR Dept.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions that medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until they are well enough to do so.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
- PPE and use of hand sanitiser is not a replacement for handwashing.
- Please encourage an open and collaborative approach between your teams where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

## Risk Assessment Action Plan

Action Plan in respect of:					Prepared by:
Ref no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature:				Responsible manager's signature:	
Print name:		Date:		Print name: Date	