

## Risk Assessment: COVID-19

Company name: SCREAM ENTERPRISES LTD

Assessment carried out by: KEIRAN LYTHE

Date of next review: 13<sup>th</sup> JULY 2020

Date assessment was carried out: 1<sup>st</sup> JULY 2020

Action:	Controls Required:	Additional Controls:	Responsibility:	Action By:	Done
<b>Staff Training</b>	As part of their return to work, all team members are to receive coronavirus training, including new ways of working and all updates on our new service cycle.	Daily team member briefings to be held to reinforce the key controls around regular hand washing, personal hygiene, enhanced cleaning regimes and social distancing.	Team Members	Monday 6 <sup>th</sup> July	Ongoing
<b>Cleaning &amp; Hygiene</b>	<p>Hand sanitiser stations to be provided at all guest entrance points, guest toilets, as well as additional stations located at high risk contact areas.</p> <p>All Guest areas have been thoroughly cleaned and sanitized to a high standard by professional cleaners.</p>	<p>Enhancing our standards of cleanliness and increasing the frequency of cleaning. Sign off sheets have been updated to reflect these measures.</p> <p>We will be particularly focusing on all high-risk contact points in our front of house areas, including guest toilets, and all door handles &amp; dispensers.</p>	Team Members	Monday 6 <sup>th</sup> July	Ongoing

Action:	Controls Required:	Additional Controls:	Responsibility:	Action By:	Done
<p><b>Social Distancing</b></p>	<p>Social distancing of all variables to be reviewed to comply with guidelines set out by the government.</p> <p>Floor, table and wall signage implemented to assist staff and customers to remain socially distant.</p> <p>Ensuring that those who can work from home continue to do so (e.g. if there is not an operational requirement for them to be onsite)</p> <p>Ensuring that anyone onsite is able to socially distance by changing the layout of working areas, and working back to back, or side to side where social distancing isn't possible.</p>	<p>Providing screening between tables where social distancing isn't possible.</p> <p>Displaying clear signage to confirm the maximum number of people allowed in certain areas at any one time, e.g. guest toilets.</p> <p>Staggered start, finish and break times for all workers to reduce congestion in working and non-working areas.</p> <p>Limiting contact our staff and customers have with one another by having sections in operation during service time, looked after by a single member of staff who will take orders, deliver drinks, and process payment.</p>	<p>Manager</p>	<p>Monday 6<sup>th</sup> July</p>	

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<p><b>Service Cycle</b></p>	<p>Drink service reviewed to keep guests and team member's safe at all times.</p> <p>Guest seating to be wiped down with Anti-viral Sanitiser between each seating.</p> <p>All members of staff to have their own individual Card Terminal, which will be sanitized between each transaction where contactless is not available.</p>	<p>All service to be operated strictly at the table until further notice or instructions.</p> <p>Seated Tables will be for groups of up to a maximum of 6 people.</p> <p>Staff will be provided with their own individual set of detergent &amp; sanitizer.</p> <p>Guests will be provided with a single-use disposable menu at each individual seating.</p>	<p>Team Members</p>	<p>Monday 6<sup>th</sup> July</p>	<p>Ongoing</p>
<p><b>Health Screening</b></p>	<p>We are screening our team members' health on a daily basis to make sure they are safe to come to work.</p> <p>Should anyone become unwell with a new continuous cough, or high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Management will promote mental health &amp; wellbeing awareness to staff, and operate an open door policy to those who require additional support.</p> <p>Staff will be provided with a dry cleaner bag to keep their belongings separate whilst at work.</p>	<p>Manager</p>	<p>Ongoing</p>	<p>Ongoing</p>

Action:	Controls Required:	Additional Controls:	Responsibility:	Action By:	Done
<b>Hand Washing</b>	Stringent hand washing taking place. (20 seconds with soap & hot water)  Taps and Hand dryers located in guest toilets are motion activated, reducing the need for hand contact.	We're displaying clear signage outlining hand washing /sanitizing procedure around the premises.  Hand sanitizer will be available in key points around the premises where hand washing facilities aren't readily available.	Manager	Ongoing	Ongoing
<b>PPE</b>	Fresh PPE, including disposable gloves & face masks will be provided to all team members at the start of their shift for single shift use only.  Team members will change PPE whenever leave the bar area, and between any breaks, in addition to washing their hands for 20 seconds with soap & hot water.	Additional PPE will be provided to team members who need to visit back of house areas.  All used PPE will be disposed of in additional waste receptacles throughout the premises, and emptied in a sealed bin bag at the end of every night.	Team Members	Ongoing	Ongoing
<b>Contact Tracing</b>	Guests will be required to fill in "Check-In" forms via our online portal to comply with NHS Track & Trace.	All information gathered will be stored for a period of up to 21 days, and kept in accordance	Guests	Ongoing	Ongoing

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		with the data protection act 1998.			
<b>Evaluation</b>	Regular management meetings to discuss ongoing developments and feedback to workers via email and other mediums which minimise social contact.	Workers are regularly updated and consulted on the current situation.	Manager	Ongoing	Ongoing

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