



## Pipe of Port Covid-19 Risk Assessment

Assessment carried out by:

Martin Day & Katy Mendes-Day

Version:

4.0

Assessment Date:

19th July 2021

Review/Renew Date:

19th September 2021

Risk	Who May Be Harmed	Current Mitigation (if applicable)	Additional Action Required	Status
Customers visiting restaurant in groups of more than 2 households in contravention of current government transmission risk mitigation guidance.	Staff/Customers		No longer applicable as of 19th July 2021	Completed
Customers visiting restaurant in groups of more than 6 in contravention of current government transmission risk mitigation guidance.	Staff/Customers		No longer applicable as of 19th July 2021	Completed
Customers "bubbles" sitting in close proximity of others.	Staff/Customers		No longer compulsory but continuing with reconfiguration of seating to ensure minimum of 2m between customer tables.	Completed
Customers congregating in bar area whilst waiting to be seated.	Customers		Booking times staggered to reduce likelihood of customers congregating whilst waiting to be seated. Customers asked to pre-book and arrive at their booked time.	Open
Taking orders and payment: proximity/contact between staff and customers, handling of menus and payment machine.	Staff/Customers		Continuing to advise staff to be mindful of proximity when taking orders and taking payment. Returning to paper menus as of 19th July 2021. Card payment encouraged and card machine disinfected after every use.	Completed
Staff delivering food/drinks to table - proximity between staff and customers.	Staff/Customers		Front of house staff encouraged to wear to wear plastic visors (regularly disinfected) or face coverings and wash/sanitise hands regularly. Customers encouraged to wash hands and utilise sanitising points placed around the restaurant regularly.	Completed
Interaction between front of house and kitchen staff on breaks.	Staff		Current shifts not long enough to require formal breaks but staff allowed informal breaks if needed, which must be taken outside. To be encouraged to maintain social distancing during these.	Completed
Congregation of either staff and customers in bar area.	Staff/Customers	Collection point at each end of bar for front of house to collect drinks with no interaction between bar staff and themselves. Dirty glasses dropped off in separate area.	No longer applicable as of 19th July 2021	Completed
Front of House staff congregating and interacting.	Staff/Customers	Front of house staff already have their own section and generally serve a table for the duration of the customer's visit.	Only 1 person per section on shift at any given time due to reduction in capacity. Reinforce that staff can only work in their assigned section/tables and encourage them to maintain distance.	Completed
Front of House/Kitchen staff congregating and interacting.	Staff/Customers		Front of house to only access kitchen to drop off dirties, if communication between areas needed then manager(s) to communicate.	Completed
Staff working in close proximity (i.e. kitchen staff).	Staff	Barriers between section already exist due to layout of kitchen.	Kitchen working coordinated to enable back to back working and 1 person per section. Face masks encouraged (available at entrance to kitchen).	Completed
Only one Entrance/Exit - risk of customers meeting each other on doorways or on stairs.	Customers	Customers are already greeted on entry and shown to their table.	No longer applicable as of 19th July 2021	Completed

Contact between Kitchen, Front of House and Delivery/Collection people during delivery/takeaway food handover.	Staff/Customers	Plates for collection from kitchen are placed on a shelf (the pass) and collected by front of house - no contact required.	Designated collection point on bar where delivery drivers or takeaway customers will collect bagged food for delivery - no contact required.	Completed
Supplier delivery drop off - contact.	Staff	Drinks deliveries dropped off at top of cellar stairs - no contact required.	Food deliveries (through main door) to be dropped off at designated table in C section, no contact required.	Completed
Staff rota - staff working with different colleagues.	Staff/Customers		Staff bubbles trialled but not workable due to size of teams and needing to cover all skillsets and illness/absence. Focusing on minimising interaction/risk whilst at work.	Completed
Staff congregating inside or outside upon arrival or departure. Staff access to change in/out of uniform.	Staff/Customers		Staff rota - staggering start/end times (5 min) to allow them time to use changing room and lockers.	Completed
Toilet use (including staff toilets/changing room).	Staff/Customers	Staff toilet/changing room already 1 in / 1 out.	Customer toilets: No longer applicable as of 19th July 2021	Open
Use of face coverings by customers.	Staff/Customers		Signage placed at entrance and within restaurant encouraging customers to wear a face covering throughout the restaurant unless seated at their table.	Open
Basement (no windows) - ventilation and filtering of air.	Staff/Customers	Air replacement system sucks in external air and expels internal air. Air conditioning system filters and cools air. Both recently serviced and working well.	No further action required at this time.	Completed
Cleanliness of hands - staff.	Staff/Customers	Staff regularly wash hands with soap.	Sanitiser dispensers in kitchen and on each station. Staff encouraged to sanitise their hands regularly with a full 20 second wash as often as practical (instruction signs placed above every sink and reminders throughout).	Completed
Cleanliness of hands - customers.	Staff/Customers		Sanitiser dispensers on entrance/exit and dotted throughout restaurant. Handwashing instruction signs placed above toilet sinks and reminders on door.	Completed
Toilet cleanliness (including staff toilets/changing room).	Staff/Customers	Already cleaned each morning and spot checked throughout day.	Manager to assign staff to perform hourly checks/clean in all toilets (schedule/sign off form mounted on wall in each toilet), including emptying rubbish and cleaning surfaces. Wall mounted hand sanitiser on exit walls.	Completed
Door handle cleanliness.	Staff/Customers		Sanitised at same time as bathroom checks/clean. Entrance door to be kept open at all times.	Completed
Food preparation.	Customers	HACCP up to date to the 24th March 2020.	Identification of any issues surrounding food preparation for dine in and takeaway/delivery. Food Safety Management System review recorded in HACCP plan as per FSA Reopening checklist for food businesses during C-19: <a href="https://www.food.gov.uk/print/pdf/node/4261">https://www.food.gov.uk/print/pdf/node/4261</a>	Open
Contamination of staff uniform either at or outside of the restaurant.	Customers/Staff		Staff to have staggered arrival/leaving times so they can utilise the staff changing room to change into and out of uniform. Lockers to be provided for staff belongings.	Completed
Cleanliness of tables/cutlery/salt and pepper, condiments etc.	Customers/Staff	Mainly implemented before lockdown, condiment receptacles already washed between seatings.	Table, chairs and salt and pepper sanitised between seatings, condiments only available on request and supplied in ramekins which are washed between use.	Completed
Cleanliness of objects and surfaces that are touched regularly.	Staff/Customers	Customer tables, cutlery, toilets etc. dealt with above.	Stations, bar, kitchen surfaces to be wiped down regularly with antimicrobial spray.	Completed
Sharing the results of this risk assessment.	Customers/Staff		Customers: post on website. Staff: COVID-19 handbook created and distributed. Staff training to take place prior to re-opening.	Open

Guidance - customers.	Staff/Customers		Clear guidance on expected customer behaviours, social distancing and hygiene to be available on website ("COVID-19 Customer Conditions"), Avenista online ordering system and within all re-opening comms. Signs/posters around restaurant and in toilets.	Open
Guidance - staff.	Staff/Customers		COVID-19 handbook written and distributed covering updated processes/policies, expected behaviour etc, signs/posters in kitchen, at stations and staff toilet/changing room.	Open
Updating this risk assessment and any associated documentation.	Staff/Customers		Quarterly review of this risk assessment and as and when new gvt. guidelines/policies are published. Update staff handbook, signage etc. in response.	Ongoing
General staff welfare.	Staff		Employee Wellbeing & Assistance Programme put in place. Staff encouraged to approach their manager with any concerns or support needs.	Completed
Side effects of regular handwashing and sanitising.	Staff		Moisturiser provided to all staff.	Completed
Staff use of public transport.	Staff	Cellar can be used for bike storage (3-4 bikes)	Signed up to Bike to Work scheme and encouraging cycling to work. Investigating discounted rates for Tylers Avenue carpark with council.	Ongoing
Staff member experiencing suspected COVID-19 symptoms.	Staff/Customers	All staff currently aware of isolation guidelines and steps to be taken when symptoms are identified (whether at work or home).	Update based on current guidelines ( <a href="https://www.acas.org.uk/working-safely-coronavirus/if-someone-has-coronavirus-at-work">https://www.acas.org.uk/working-safely-coronavirus/if-someone-has-coronavirus-at-work</a> ) including Test/Track/Trace process, recommunicate within COVID-19 staff handbook and posters. Follow COVID-19 return to work process. If staff member attends work or starts showing symptoms during shift - deep clean process implemented as per gvt guidance ( <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> ).	Ongoing
Colleagues who have had contact with a staff member with a suspected or confirmed case of COVID-19.	Staff		Colleagues who have come into close contact (15 or more minutes within 2 meters of distance) identified and informed (sent home if on shift, asked not to come in for their next shift otherwise). Track/trace service will then contact and advise on what further action is needed (e.g. self-isolate).	Completed
Case of COVID-19 amongst staff/customers/visitors and ability to Test & Trace those who may have been exposed (come into close contact).	Staff/Customers/Visitors	Online and telephone bookings already take contact details.	All visitors encouraged to use Test & Trace QR code placed at entrance. Staff to follow guidance from test & Trace service upon confirmation of infection.	Completed