

## RISK ASSESSMENT FORM

<b>ACTIVITY AND LOCATION:</b>			
Operation of Seacourt reception, restaurant and bar after Covid 19 shutdown with effect from 12 April 2021			
<b>DETAILS OF THE HAZARD(S) IDENTIFIED:</b>			
Contact with the Covid 19 virus, via direct contact, airborne or surface to surface			
<b>PEOPLE AT RISK:</b>			
Catering staff Seacourt staff Seacourt Members and guests attending restaurant and bar			
<b>PRECAUTIONS ALREADY TAKEN TO REDUCE THE RISK:</b>			
<ul style="list-style-type: none"> <li>• Only Seacourt members &amp; their guests allowed to attend</li> <li>• Compliance with guidelines set out in Government guidance document Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services. 9 Nov 2020.</li> </ul> <p>Essential elements:</p> <ul style="list-style-type: none"> <li>• Booking in advance only with limited group sizes. Limited number of tables.</li> <li>• Publishing rules to members before bookings. (Wellness, numbers, social distancing etc)</li> <li>• Table service only. Records of attendance (records for Track and Trace).</li> <li>• Social distancing of tables and traffic and managing arrivals.</li> <li>• Hygiene and cleaning procedures. Toilet hygiene awareness and queuing control.</li> <li>• Publish cleaning, handwash and hygiene procedures for staff and ensure all staff are trained and compliant (includes PPE and stringent personal hygiene)</li> <li>• Signage on spacing and hygiene.</li> <li>• Contactless payments.</li> <li>• Entertainment banned.</li> <li>• First aiders higher awareness for PPE.</li> <li>• Publish table layout and ensure compliance (no movement by customers)</li> <li>• Process for dealing with arrivals who have not booked.</li> </ul>			
<b>DO YOU CONSIDER THEM TO BE ADEQUATE?</b>		<b>YES</b>	
<b>IF NO:</b> <b>FURTHER ACTIONS/PRECAUTIONS PLANNED:</b>  Produce cleaning, handwash and hygiene procedure for staff Monitor for compliance and adequacy		<b>BY WHOM:</b>  Bar Mgr JJ	<b>DATE PLANNED:</b>  
			<b>DATE COMPLETED:</b>  
<b>ASSESSMENT PREPARED BY:</b>	<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
	M Bedford		Update 6/4/2021 v3