

COVID-19 RISK ASSESSMENT



Location:

Hopscotch Independent Bars LTD
 HOP & SCOTCH
 9 Institute Road
 Kings Heath
 Birmingham B14 7EG

Date: 13/05/2021
Status: Current
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Authorised by: Sam

A copy of this risk assessment is available at:
www.hopscotchbrum.com/covid

WHAT ARE THE HAZARDS?	The spread of COVID-19 Coronavirus
WHO MIGHT BE HARMED?	Staff, visitors to our premises, cleaners, contractors, delivery drivers/draymen. <i>Vulnerable groups:</i> the elderly, those who are pregnant, those with underlying health conditions Anyone else who physically comes into contact with you in relation to your business
CONTROLS REQUIRED	ADDITIONAL CONTROLS
<p>HAND WASHING Hand washing facilities with soap and water in place, plus appropriate signage. Stringent hand washing taking place. See hand washing guidance at: www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying hands with disposable paper towels, if possible. Staff encouraged to protect the skin by applying emollient cream regularly. Gel sanitisers in prominent positions inside the premises.</p>	<p>Staff will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems at the earliest opportunity. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. www.gov.uk/coronavirus Posters, leaflets and other materials are available for display. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
<p>CLEANING Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks to be carried out by managers to ensure that the necessary procedures are being followed.</p>
<p>SOCIAL DISTANCING Reducing the number of persons in any work area to comply with the 2m (or 1m+) rule. Taking steps to review work schedules including start & finish times/shift patterns to reduce the number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing is in place. Ensuring sufficient rest breaks for staff. Social distancing also is to be adhered to in staff areas and smoking areas.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both inside the premises and outside areas. Management checks to ensure all protocols are adhered to.</p>
<p>WEARING OF GLOVES Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>
<p>PPE In all settings, individuals are asked to observe social distancing measures and practice good hygiene behaviours.</p>	
<p>SYMPTOMS OF COVID-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or customer has developed Covid-19 and were recently on our premises, the management team will ensure that the track and trace policy is followed.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
<p>MENTAL HEALTH Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>