

**Roots and Seeds Events Ltd**

**presents**

THE

[ s c e n i c | s u p p e r ]

**Risk Assessment for COVID-19**

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**



What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> <li>• Sanitising stations as customer enter the venue.</li> </ul>	<p>Employees to 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.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	All directors and staff.	From now until the event closes.	

		<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, tables, chairs, cutlery and plates etc.</p> <p>All surfaces to be cleaned with anti bacterial spray before every service.</p> <p>On site toilet to be cleaned every 20 minutes whilst the event is live.</p> <p>All kitchen and bar surfaces to be cleaned continually every 20 minutes whilst event is live.</p> <p>Any signs that can be touched by staff and customers also to be cleaned before and after every service.</p> <p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 1.5 metre (5 foot) gap recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Cleaning checklist in place for the greenhouses to make sure nothing is missed.</p> <p>An updated and rigorous cleaning regime for both kitchen and bar.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			
--	--	---	---	--	--	--

		<p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in smoking area.</p> <p><b><u>Wearing of Gloves</u></b> 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><b><u>PPE</u></b> All staff will be issued PPE; face masks, gloves and an apron. Whilst cooking, making drinks and serving customers, masks will be worn at all times.</p>	<p>Onsite one way system in place to avoid any 'bottle necking' or passing of staff and guests.</p> <p>Signs reminding people of the 2 metre gap to be on display.</p> <p>All guests to be sat within their own dining space for the duration of their experience unless leaving to use the toilet.</p> <p>Guests to arrive with in a 2 hour window of time to avoid al guests arriving at the same time.</p> <p>Only 1 member of staff to be using the bar at one time.</p> <p>Only 2 staff to operate within the kitchen as to allow a working environment whilst adhering to a social distance.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Reminders of wearing PPE signage during service will be placed around the serving areas and back of house.</p>			
--	--	--	--	--	--	--

		<p><b><u>Symptoms of Covid-19</u></b>          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.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Drivers</u></b></p>	<p>A PPE check that everyone has correct items and spares will be carried out before service.</p> <p>Directors of Roots and Seeds Ltd will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
--	--	--	--	--	--	--

		<p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b>          Roots and Seeds Ltd will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help          Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	--	---	--	--	--