

Risk assessment template

Company name: Ranchers Steakhouse LTD Trading as The Oak at Kingshill

Assessment carried out by: Ian Goulding Licensee, Jon Lane Head Chef and Becky Lane Front of House Manager. Rosie Goulding (Director in consultation with Kitchen and front of house staff.)

Date of next review: Weekly

Date assessment was carried 27 June

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spreading Coronavirus. Not observing social distancing guidelines	Staff and customers	Business has been closed in line with government guideline	To reopen business for food and drink service. With best practice protocols in place to provide a safe environment for staff and customers See individual hazards	The Oak and senior staff members	4 July	
Access to front building	Staff and public risk of spreading virus. Mild infection to death	As above	Front restaurant door – entrance Front bar door Exit. Access to garden for staff through Still room. Access to garden for customers rear door by smoking area. Disabled access	All staff and Customers	4 July	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			through side function room One way system through venue with floor markings to aide social distancing	The Oak Senior Staff team		
Access to function room	As above	As above	Signage for customer information	The Oak Senior Staff Team		
Disabled people accessing the building People smoking on patio risk of social distancing not being observed	As above	As above	Disabled access will be via the function room. Smoking area to be moved off of patio area and rear smoking area to be closed Signage to be put up to inform customers where they can be seated. All doors and windows to be kept as much as possible in line with government guidelines and reduce the risk of spreading coronavirus	The Oak Senior Staff Team	4 July	
Using toilets and infection	Staff /customers	As above	Customers to use gents and ladies in the bar.	Signs to be put up	4 July	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>control</p> <p>Disabled access and Nappy changing</p> <p>Staff toilets</p>			<p>Disabled toilets and nappy changing area remains in Bar Gents and Ladies toilets in Restaurant to be for staff use</p> <p>Anti bac and hand washing facilities to be provided</p> <p>Facilities to be cleaned at regular intervals, Signage handwashing and cleaning check</p> <p>Staff to use PPE as provided and incident kit to be on hand for cleaning</p>	<p>The Oak Senior Staff Team To put signs and floor markings</p> <p>All staff team</p>	<p>4 July</p> <p>4 July</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			bodily fluid spillages which may require extra PPE. No reuse of single use PPE. Ensure there is adequate PPE available	The Oak Senior Staff Team	4 July	
Table and seating not maintaining social	Customers and staff	As above	Tables to be arranged in accordance with social distancing	Senior Staff team and All staff.	4 July	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>distancing.</p> <p>Bar activities causing spread of virus</p>			<p>guidelines. Customers will be assigned a table on entry No standing or seating at bar No Pool table in bar Darts using own equipment will be permitted. At quieter times</p>	<p>The Oak Senior Staff Team Bar staff to monitor</p>	<p>From 4 July</p>	
<p>Social distancing in garden.</p>	<p>As above</p>	<p>As above</p>	<p>Information signage to be displayed. Drinking only in rear Garden all Food service to be in restaurant and bar.</p> <p>Customers who show lack of respect for guidance or staff implementing them will be asked to leave the premises, Bar snacks and sweet to be sold in sealed packages only Tables to be arranged to observe distancing guidelines Tables to be cleared after every use.</p>	<p>The Oak Senior Staff Team</p> <p>All staff and customers.</p>	<p>July 4</p> <p>July 4</p>	
		<p>Signage Social distancing Staff bubbles training</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Children and social distancing in Outside play area	<p>Children/staff and customers risk of spreading virus due to not social distancing</p> <p>Customers/children and staff</p>		<p>Signage to be displayed and markings to be put on floor to encourage safe social distancing</p> <p>Children should be under close supervision of parents. The outside play area to remain closed To be revised when restrictions lifted</p> <p>All children must be under the supervision of parents and wherever possible remain at their family tables and limit movement to visiting the toilet</p>	<p>The Oak Senior Staff Team</p> <p>The Oak Senior Staff Team to enforce</p> <p>All customer and staff</p>	<p>July 4</p> <p>July 4</p>	
Dogs	<p>Family /staff and other customers Not enjoying a safe environment dogs All customers and staff, mild infection to death not maintaining social distancing</p>	<p>The Oak has previously welcomed responsible dog owners</p> <p>Tables will be</p>	<p>Dogs will continue to be welcome but must be kept on lead and under supervision Signs to be put up</p>	<p>The Oak Senior Staff Team to enforce Staff to remind all customers and report any problems Senior</p>	<p>July 4</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Too many people in small area leading to break down of social distancing</p> <p>Weather- can be very changeable</p> <p>Customers wanting to move inside if rains resulting in over occupancy and social distancing being compromised</p>	<p>Customers and staff mild infection to death</p> <p>Staff and customers</p>	<p>arranged to observe social distancing and staff training</p> <p>As above</p>	<p>On reaching capacity. We will ask people to return later or another day</p> <p>To ensure that customers are aware that if weather changes they will only be able to move inside if the venue has capacity</p>	<p>Staff Team</p> <p>Shift leaders to monitor</p> <p>Staff and shift leaders.</p>	<p>July 4</p> <p>July 4</p> <p>July 4</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19