

# RISK ASSESSMENT

Assessment completed by: Ruth Gibson	Reference BR/COVID/RG
DEPARTMENT            Brazz Bar & Restaurant	
WORK TASK or ACTIVITY Serving Customers Food & Beverage in Brazz	
PEOPLE INVOLVED/EXPOSED Staff, Visitors, Contractors, Guests <u>Note VISITORS/CONTRACTORS COULD ALWAYS BE EXPOSED</u>	
DESCRIPTION OF OPERATION: <ul style="list-style-type: none"> <li>• Busy Bar &amp; Restaurant with high volume of Guests</li> <li>• Arrival and departure for guests at Brazz Entrance</li> <li>• Stair access to the Toilets</li> <li>• Allocation of Guest Seating</li> <li>• Menu Delivery</li> <li>• Food &amp; Beverage Order Taking</li> <li>• Delivery of Table ware to the table</li> <li>• Delivery of Food &amp; Beverage to the table</li> <li>• Clearing tables</li> <li>• Cleaning Tables</li> <li>• Bill Payments</li> <li>• Use of till order screens and hand held tablets</li> <li>• Cash handling for both staff and guest</li> </ul>	
FREQUENCY OF OPERATION <ul style="list-style-type: none"> <li>• The hours of 11am – 12pm</li> </ul>	
HAZARDS INVOLVED AND POSSIBLE SHORT OR LONG TERM INJURIES  Exposure to Covid-19 Infection <ul style="list-style-type: none"> <li>• High traffic area and limited space can increase proximity and risk of aerial transmission</li> <li>• Door handles prone to constant contact</li> <li>• Contamination to table surfaces, seats, PDQ, till and tablet screens, menus</li> <li>• Contact points to access toilets</li> <li>• Contact to bannisters whilst accessing stairs and ramp</li> </ul>	LIKELIHOOD  Possible

### Existing Controls

- Signage outside main entrance for all visitors and staff to advise on guidance and regulations on respecting social distancing whilst in the property
- Signage inside the property to advise all of hygiene and sanitation with respect to washing hands or using hand sanitizers
- Hand Sanitizer one inside at the Brazz Entrance at sanitisation station
- Hand sanitizer at the top of the stairs going down to the toilets to be used before entry to the toilets
- Antibacterial Cleansing wipes to be used on the hand rails of the stairs
- Hand Sanitizer in the Restaurant on a sanitising station
- Hand Sanitizer spaced around the Bar and Restaurant for team and guests to use.
- Surface disinfectant for staff to use to sanitize the several surfaces, equipment and stationaries they use before, after and during their shift
- Antibacterial Cleansing wipes for ease and frequency of sanitizing.
- Box of gloves and masks for staff members should they choose to wear whilst working on the floor and behind the bar.
- Dedicated sink behind the bar for regular hand washing by the team members
- Staff training reiterating social distancing, hand hygiene, surface hygiene according to the Brazz Covid-19 policy
- One in one out policy for the toilets, doors pined open for ease of entry, regular cleaning by house keeping team with COVID-19 transmission in mind
- All guests to be allocated socially distant tables and instructed to stay seated and not approach the bar
- Instructions given to the Guests on arrival at the table to maintain social distancing at all times
- Menus to be accessed in a digital format on the guests device to minimise contact with server
- Disposable paper menus also to be provided for single use and disposed of
- Ordering to be encouraged remotely using guests personal device
- If ordering at the table is needed then this will be carried out by the floor team member working in that zone at a 1m plus distance
- Hand washing and sanitization is required by the team member delivering, before Food & Beverage is delivered to each table
- Cutlery and napkins will be taken to the table in sanitized pouches that the guests open themselves
- Condiments, Salt, Pepper and Sugar will be delivered to the table if requested and in single use sachets
- Drinks will be delivered on a tray from the Bar to the table by the server
- Trays will be sprayed and sanitised after each delivery
- Wherever possible tables will be cleared by the server in the zone they are allocated to work
- Glasses will be returned to the Bar for cleaning and sanitization in the dishwasher
- Plates and cutlery will return to the kitchen for cleaning and sanitization
- Tables will only be cleaned once the guests have vacated the table, a deep clean and sanitization will take place between each guest visit at the table
- At the end of the last service each day the booth seating will be steam cleaned and sanitized
- Guest information digitised using Open Table Bookings, and bill payment to be contactless on card to reduce the need to handle cash
- PDQ machines to be sanitized using wipes between each guest payment
- Till screens will be cleaned and wiped regularly by the team members using that specific screen

### Adequacy

All Good

<ul style="list-style-type: none"> <li>• Floor team members will be allocated a specific till or tablet screen to use to minimise COVID-19 transmission risk</li> <li>• Removal of soft furnishings to minimise risk of COVID-19 transmission between different guest bookings</li> <li>• Removal of some tables and chairs to increase space to allow for social distancing</li> <li>• Establish and implement SOP's for Brazz Team with C-19 infection transmission and sanitation in mind</li> <li>• Small team groups on shift with the same team members working together</li> <li>• Team members allocated specific zones of working to aid social distancing</li> <li>• No access for non-Brazz team in Brazz to avoid contamination</li> <li>• Uniform to be clean every day</li> <li>• Staff training on monitoring and reporting procedures in situations where symptoms are experienced</li> <li>• Self-isolation as per government guidelines to be adhered each time staff is suspected of symptoms</li> <li>• Staff asked to wash hands with soap regularly and thoroughly, for at least 20 seconds</li> <li>• Continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>	
<b>RISK RATING</b>	
<b>Rating</b> (CIRCLE THE RATING)	Risk category
<b>1 - (2) - 3</b>	<b>1. High</b> - More detailed controls/urgent safety action required. <b>2. Medium</b> - Risk controlled, safety actions required as detailed. <b>3. Low</b> - Minimal risk.
Date: 04.07.20	