



COVID 19 SECURE SPECIFIC RISK ASSESSMENT - THE THROCKMORTON

This risk assessment is specifically in relation to the risks related to the spread of Covid 19 within the Throckmorton. It is in addition to all standard risk assessments already in place.

Created By: David Atkinson + Bob Boyd Core H&S

Last Reviewed/updated: 15/07/2021

Covid Related Risk		Who is at risk	Controls Implemented	Ongoing Responsibilities	Who is responsible?
Staff bringing Covid into the workplace	Testing	All	verbal instruction given and copies of this risk assessment issued to all staff.	All staff to regularly complete lateral flow tests before coming to work. At a minimum once per week after days off but ideally twice per week.	All Team
Assisting the national test & trace programme	Track and Trace	All	Signage posted, verbal instruction given	QR code for guests to check in available, paper copy of guest register (optional) available	FOH Team
Covid entering the premises on hands	Contact	All	Signage to alert anybody entering to use the Sanitiser points which are installed at entry points	Team MUST sanitise AND wash hands on entry. Guests Encouraged to do the same.	All
New risks identified	Risk management	All	Guests asked for feedback.	Any distancing or contact issues must be reported to Kitchen or FOH Management. These must be rectified immediately and continuously or reported to Sally/Dave via email.	All
Transfer of covid	Contact	All	Signage posted, verbal instruction given	All staff and guests may wear a face covering indoors if they wish and believe there is a risk. It will not be mandatory as there will never be a time where the venue will be a "crowded, enclosed space" as distancing and full service are to be maintained.	All

Risk of team members bringing Covid into the workplace.	Contact	All	verbal instruction given and copies of this Risk Assessment issued to all staff.	You must not come to work but call in sick, and then self isolate and order a test for covid19 if any of the following apply: you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) you've tested positive for coronavirus – this means you have coronavirus you live with someone who has symptoms or has tested positive someone in your support bubble has symptoms or has tested positive	All Team
Congestion with team arriving at work	Distancing	All Team	Signage posted, verbal instruction given and copies of this Risk Assessment issued to all staff.	Kitchen team must arrive/depart by rear kitchen door (unless opening up). FOH to arrive/depart by bar/deck rear door or office corridor (if have key). MUST NOT USE MAIN ENTRANCE.	All Team
High number of persons on site means distancing becomes unmanageable	Distancing	All	Bookings advised at all times	Ensure non-booked tables are only admitted where spacing and entry flow allows	FOH Management
Insufficient space between table	Distancing	All	Maximum table size of 10	Tables not to be moved from current location	FOH Management
Congestion within toilets	Distancing	Guests	Only 2 guests in each toilet at once. Signs on doors to this effect	Monitor guest compliance	FOH
Too many people entering site at one time	Distancing	All	Flow controls of maximum of 10 guests per 15 minutes	No 'overbooking' on opentable	FOH Team
Transfer of covid on FOH touch points	Contact	All	Increased cleaning of door handles, card machines, tills and toilets	Follow FOH cleaning schedule but also clean any areas you see being touched	FOH Team

Distancing in kitchen	Distancing	All Team	verbal instruction on distancing, signage posted and copies of this risk assessment issued to all staff.	FOH to limit visits to back kitchen or behind pass/pot wash	FOH Team
Distancing and face to face contact at bar	Distancing	FOH Team	Table service only policy	Guests must not be served at the bar for indoor service. Orders for deck drinks to be taken at the screen	FOH Team
Transfer of covid between tables	Contact	FOH Team	copies of this risk assessment issued to all staff.	Team must wash or sanitise hands between clearing/servicing every table (where sanitising hands must be washed after every 3 sanitisations)	FOH Team
Prolonged periods of time not maintaining distancing at tables	Distancing	FOH Team	By changing the table setup and layout number of visits to tables has been reduced.	Where you cannot maintain distance at the table (e.g. serving drinks/meals and clearing plates/glasses) the time that you are not distancing must be as short as possible.	FOH Team
Transmission of covid on glasses	Contact	FOH Team	verbal instruction given and copies of this risk assessment issued to all staff.	Glasses should be picked up from the tables by the base, not the rim (ideally on a tray). Quash sponge should be washed every session (through glasswasher). Glasswasher must be loaded immediately by clearer to minimise number of touches.	FOH Team
Guest exposure to team members at the table	Distancing	FOH Team	verbal instruction given and copies of this risk assessment issued to all staff.	Only the allocated server should be taking orders from their own table. They must also attempt to manage their own tables (i.e. clearing and laying) with minimal assistance from other team members.	FOH Team
Guests sat too close to maintain social distancing	Distancing	Guests	Furniture removed and relocated to ensure distancing	Tables not to be moved from current location	FOH Team
Congestion at main entrance	Distancing	Guests	Guests are greeted upon arrival and shown the signage posted instructing guests of our One way system - enter at main entrance, exit via rear residents door	Guests reminded to exit by rear door on key sessions	FOH Team
Transfer of covid on tableware & condiments	Contact	Guests	Reduced 'stuff' on tables (black books, vinegars, starter cutlery, wine glasses)	Remaining tableware sanitised between every use (salts, peppers and candle holders)	FOH Team
Transfer of Covid between			verbal instruction given and copies of this risk assessment issued to all staff.	All tables plus chair backs and arms must be cleaned with	

Covid in guest rooms	Contact	Residents	verbal instruction given and copies of this risk assessment issued to all staff.	when cleaning a room, focus on cleaning of all hand contact surfaces in rooms. Including, light switches; bedside tables; remote controls; taps; flush handles and toilet seats; door handles – inside and out; hair dryer handles; iron and ironing board; wardrobe doors; kettle handle and lid; heater controls; glasses and water bottles;	Housekeeping
Covid in guest rooms		Residents	verbal instruction given and copies of this risk assessment issued to all staff.	Glasses and crockery should be removed and washed between guests.	Housekeeping