

Organisation: The cricketers	Date: 25.06.20	Assessed by: Ben Rawsthorn	Checked by: Dave Speak	Review date: 26.6.20
Area: covid-19				

Activity	Risk	To whom	Controlled measures in place	action
Staff	Health risks, if procedures are not followed in accordance with government guidelines there is a risk to spreading covid-19 to others	Employees	<p>Procedures set up and in place in accordance with government guidelines. Training will be given to all staff so they understand the importance of these procedures and how to implement them correctly. Guidance posters will be placed around the building encouraging compliance.</p> <ul style="list-style-type: none"> <li>• Staff will be temperature checked on arrival. If over 37.8 they will be sent home</li> <li>• Staff will get changed into uniform in work and changed out of uniform before going home to ensure no contamination from outside the premises. They will be required to have clean uniform every shift</li> <li>• We will operate with 2 distinct teams with fewer numbers of staff working at any one time. Staff interactions will be limited.</li> </ul>	

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Activity	Risk	To whom	Controlled measures in place	action
waste	Health risk. Contamination of waste that may cause ill health if not disposed of properly and safely.	Staff, cleaning Staff.	<ul style="list-style-type: none"> <li>Waste bins provided for certain waste eg. Food waste and general waste.</li> <li>All sanitary bins in toilets will be emptied by an external company ONLY.</li> <li>Staff are instructed not to place hands in to any bins and after having to dispose of anything in a bin, they must wash hands immediately.</li> <li>All staff that have to empty any bins to be aware of the risks and use appropriate PPE to ensure reduced chance of cross contamination. Immediately wash hands after emptying any bin.</li> <li>Any tissue used by a member of staff is to ensure they dispose of it safely and consideration is taken for the cleaners health when they have to empty it.</li> </ul>	

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Activity	Risk	To whom	Controlled measures in place	action
Secretarial equipment, high use equipment e.g. phone laptop, computer, till, card machine.	Health Risk, contamination of equipment used by hand of close to mouth causing high risk.	Staff and customers (card machine)	<ul style="list-style-type: none"> <li>• All equipment will be wiped before and after being used to ensure a reduced risk of cross contamination.</li> <li>• Minimise the amount of staff using the equipment at one time. One person to a till, one person using the phone for the day.</li> <li>• One person to a computer/laptop.</li> <li>• Contactless payments encouraged and posters up to also encourage this.</li> <li>• Use of ordering App to be investigated.</li> </ul>	

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Vulnerable people	High health risk. Staff who are classed as a vulnerable person under government guidelines are more at risk of catching the coronavirus with severe effect on their health.	Staff and guests	<ul style="list-style-type: none"> <li>• Staff who are classed as a vulnerable person will not be able to come to work in accordance with government guidelines, they will be given the option to work from home where available or furlough scheme whilst in operation.</li> <li>• Any one that is caring for a vulnerable person will not be forced to return to work if they feel it will be too much of a risk for them to do so without it causing adverse effects to said vulnerable person.</li> <li>• Staff with family members that work in the health sector will need to be assessed for their return to work to ensure it is safe to do so.</li> </ul>	

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Cleaning	Decreased/inadequate standards of cleaning will contribute to the spread of covid-19 in the way of cross contamination from surfaces.	All	<ul style="list-style-type: none"> <li>• All staff will have full training in ensure the cleanliness of the pub/restaurant.</li> <li>• Strict cleaning rotas in place to ensure thorough cleaning daily.</li> <li>• Cleaning of all hard surfaces and frequently touched surfaces will be cleaned frequently throughout the day.</li> <li>• Toilets will be monitored and cleaned after use.</li> <li>• Colour coded mops and buckets are used for certain areas so as not to cross contaminate.</li> <li>• Adequate hot water, hand soap and sanitiser will be available at all times.</li> <li>• Hand sanitiser stations are available on entering and exiting the premises.</li> <li>• Tables and Chairs to be wiped with sanitizer between customers visits. This includes all table decorations (candles and flowers) which will be to a minimum.</li> </ul>	

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Personal hygiene	Poor personal hygiene will risk assisting the spread of Covid-19.	All persons on premises	<ul style="list-style-type: none"> <li>• The importance of personal hygiene has been explained to all staff.</li> <li>• The importance of not touching their mouth nose and eyes especially with unwashed hands has been explained.</li> <li>• How to wash hands in accordance with the advice from the NHS has been</li> <li>• All staff instructed about wearing uniform only when in work.</li> <li>• All staff advised that they need to wash their uniform between every shift using a suitable washing agent and/or at a temp of 60 degrees.</li> <li>• Staff must cough or sneeze into a tissues when they need to do so and that tissue should be disposed of in a closed lid, pedal operated bin.</li> <li>• All staff to be issued with own sanitizer gel to use throughout the day.</li> <li>• All staff to have the option of wearing a face mask. If they request visors will be made available to wear on shift and where they wish to wear one, but one is not available, they will not be required to work.</li> </ul>	

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Food and Drink preparation areas	Health Risk: pass of covid-19 through cross contamination	All persons on premises	<ul style="list-style-type: none"> <li>• Staff instructed to maintain high personal hygiene levels when preparing food and drink.</li> <li>• Staff instructed that any spills of food or drink will be cleaned immediately and the area sanitised.</li> <li>• Staff instructed they must not share food or drink at any point.</li> <li>• All equipment that is used must be left clean and sanitised after use. Alcohol wipes constantly available</li> <li>• All fruit and veg to be washed before being prepped.</li> <li>• All crockery and cutlery and utensils to be thoroughly washed after every use.</li> <li>• Substantial blue roll supplied</li> <li>• Substantial clean tea towels supplied on a daily basis to ensure hygiene.</li> <li>• Where applicable ensuring social distancing in prep areas, Using a 1 in 1 out system for smaller enclosed areas.</li> <li>• One member of staff in the kitchen to be allocated the role of using the walk in fridge.</li> <li>• Layout of the kitchen changed to increase floor space available. Sections marked in tape to identify area where staff should be working in. Front of house staff now not allowed in kitchen or kitchen prep areas.</li> </ul>	

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Individual infected with covid 19	Health risk: transmission of Covid-19 from person to person, including the contamination of the equipment and environment.	All persons on premises	<ul style="list-style-type: none"> <li>• All staff instructed to follow all training, policies and procedures.</li> <li>• If a team member has any symptoms they are sent home and requested to get a test for covid-19. They will not be allowed to return to work until either they have the all clear or they have had the required 14 day isolation period. Anyone working in the same to be requested to either enter isolation or requested to get a test for covid 19. Once isolation period ends, or they receive a clear test, they can return to work.</li> <li>• We will have separate working teams to ensure if infection was to spread through the team they would all be stopped from working and another team would be able to be in place.</li> <li>• Contact information will be taken from every customer to ensure and help the test and track system in place through the government. This will include name, contact number and the date and time they were on the premises. This information will be stored securely for 21 days as per guidelines.</li> <li>• Ensuring all ppe is used correctly, any area and equipment, surfaces that an individual with suspected covid-19 will be cleaned and sanitised thoroughly.</li> </ul>	



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Take away/ delivery service	Cross contamination,	Staff and customers	<ul style="list-style-type: none"> <li>• Delivery drivers instructed on how to maintain social distancing while delivering using the contactless delivery procedure.</li> <li>• Delivery drivers do not come into contact with kitchen team.</li> <li>• Delivery Drivers vehicles should be clean and free from rubbish.</li> <li>• Delivery drivers should leave the food on the doorstep, ring or knock, and then move at least two metres from the door.</li> <li>• Kitchen team bagging all food up ready for delivery driver</li> <li>• 1 person only to answer phone and take orders.</li> <li>• All packaging stored in clean and dry area prior to use.</li> <li>• Ensuring all food is cooked to correct temperatures using a probe (calibrated everyday) and all foods to be temperature checked before they leave for delivery.</li> <li>• All orders have been checked for any allergy requirements and these meals are prepared and packaged completely separately to ensure no cross contamination.</li> <li>• Delivery bags to be wiped with sanitizer wipes between every order.</li> </ul>	

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Staff breaks/ smoking breaks	Inhalation of second hand smoke and cross contamination	Others around area	<ul style="list-style-type: none"> <li>• Staff, when having a cigarette break to ensure social distancing at all times, keeping 2 metres from anyone else</li> <li>• Only 1 person on a break at one time where possible. Outside areas to be used for breaks (weather dependent)</li> <li>• Under no circumstances should a cigarette, food or drink be shared.</li> <li>• Staff must wash hands before and after leaving for breaks of any kind using the advice from NHS and government.</li> <li>• During Post shift debrief/drink staff should maintain a 2 metre distance.</li> </ul>	

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Delivery of goods	Health risk: cross contamination of areas from outside sources	Suppliers and staff	<ul style="list-style-type: none"> <li>Suppliers are notified where to leave deliveries ensuring no entry to food prep areas, social distancing and preventing any contamination.</li> <li>No delivery drivers to enter food prep or storage areas.</li> <li>Area will be marked out for delivery drivers to leave goods safely in the alleyway. A nominated member of staff will put away</li> <li>Area for delivery drivers to leave delivery notes rather than handing them to team members.</li> </ul>	

