

<b>FUNCTION:</b> KARBON HOMES	<b>ACTIVITY/TRADE;</b> Use of Restaurants Retirement Living
<b>RA REF:</b> COV/KH/RL/Rest02	<b>Date</b> 27/08/2020
<b>TASK;</b> Covid 19- use of restaurant area	<b>Revision</b> 2 <b>Creator:</b> C Kay / J McDonald / P Carr <b>Revised:</b> S.Dawson/ P.Wailes/ J.McDonald

**KEYNOTE:** ▪ Risk Assessments to be obtained from Catering Companies prior to reopening fully.

HAZARD	Who could be harmed		RISK	Initial Risk Rating (S x L)			CURRENT CONTROLS	WHAT MORE NEEDS TO BE DONE?	Residual Risk (S x L)		
	Employee	Public		Severity	Likelihood	Total			Severity	Likelihood	Total

<p>Covid 19 <b>Resident's using restaurant area</b></p>	<p>Y</p>	<p>Y</p>	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any resident/employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 10days.</p> <p>2M social distancing must always be followed.</p> <p>Hand sanitising station available in main entrance</p> <p>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Face coverings can be removed when sitting in the restaurant but must be put back on when leaving the table.</p> <p>If residents are showing any symptoms of Covid-19 they should not leave their property. If they develop any symptom's they should inform the staff and isolate as outlined by government guidelines.</p> <p>Tables of 6 set up – signage to request non movement tables and chairs.</p>	<p>Follow the HM Government documents for Working safely GOV.UK website.</p> <p>Following lifting of restrictions on 19<sup>th</sup> July 2021, follow Karbon Homes' systems &amp; procedures intended to prevent the spread of the Coronavirus.</p>	<p>5</p>	<p>1</p>	<p>5</p>
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Residents using the communal lounge and restaurant area for lunch service.	Y	Y	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>All residents to use the hand sanitising station before entering the lounge or restaurant, and again on leaving the lounge.</p> <p>Provide clear written guidelines on social distancing and use of the communal lounge for all residents.</p> <p>Face coverings to be worn when in any communal areas, except when seated at dining table for meals.</p> <p>Tables of 6 set up – signage to request non movement of tables and chairs.</p> <p>Restaurant staff to ensure they wear sufficient PPE as outlined by government guidelines or, after 19<sup>th</sup> July, Karbon Homes' procedures.</p> <p>Residents not to change seats once they have sat down.</p> <p>Residents to limit items brought into the restaurant i.e. bags/coats.</p> <p>The lounge is kept ventilated as much as possible with doors/windows opened.</p> <p>No resident or visitor is to visit the serving hatch,. Table service only.</p> <p>Restaurant staff to ensure clean down of tables etc. between customers.</p> <p>Care Staff to maintain social distancing whilst waiting for meals.</p>		5	1	5
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External Customer using Restaurant	Y	Y	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	5	4	20	<p>Any customer showing symptoms of COVID-19 must not visit the restaurant and isolate for a minimum of 10days.</p> <p>Sanitiser on entry to restaurant,</p> <p>Customer details to be obtained by restaurant staff to maintain track and trace / scan via NHS app.</p> <p>The wearing of Masks is to be mandatory when moving around, these can be removed once seated.</p> <p>Tables of 6 set up – signage to request non movement of tables and chairs.</p> <p>Restaurant staff to ensure they wear sufficient PPE as outlined by government guidelines or, after 19<sup>th</sup> July, follow Karbon Homes' procedures.</p> <p>Customers not to change seats once they have sat down.</p> <p>The lounge is to be kept ventilated as much as possible with doors/windows opened.</p> <p>Restaurant staff to ensure clean down of tables etc. between customers.</p> <p>Schemes which are busier may have designated resident and customer areas. May choose booking system for external customers.</p> <p>Communal areas must not be used by customers visiting café.</p>		5	2	10
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## Managers Risk Assessment Checklist

No	Action	Check frequency	Manager name	Manager signed
1	Are hand washing / sanitising facilities available?	Once		
2	Does the layout allow social distancing?	Once		
3	Does the work allow social distancing?	Once		
4	Is a new site induction required? (I.e. when different people go into the site or property)	Once		
5	Are SSOW in place for Medium to High risk activities?	Once		
6	Are contractors RAMS suitable and sufficient?	As required		
7	Have all individuals received, read, understood and confirmed their acceptance of the RA and any associated SSOW?	Once		
8	Have Trade Unions received and confirmed their acceptance of the RA and any associated SSOW?	Once		To be confirmed by H&S Mgr.
9	Is PPE required (ppe matrix)? Gloves, Coverall, Apron, Face covering Filtering respirator. Face shield / eye protection.	Once		
10	Any other equipment required? E.g. Additional Pens	Once		
10	Has any additional training and or instruction related to PPE been provided and recorded?	Once		
11	Has any additional training and or instruction related to new process been provided and recorded?	Once		
12	Have we responded to concerns raised by colleagues?	As required		

### Risk Ratings

The risk rating is calculated as the product (multiplication) of the likelihood and severity of harm. The numbers for likelihood and severity are defined in the following table:

Number	Likelihood	Severity
1	remote	delay only
2	unlikely	minor injury
3	may occur	lost time injury
4	likely	major injury
5	very likely	fatality

		5 fatality	4 major injury	3 lost time injury	2 minor injury	1 delay only
5	very likely	25	20	15	10	5
4	likely	20	16	12	8	4
3	may occur	15	12	9	6	3
2	unlikely	10	8	6	4	2
1	remote	5	4	3	2	1

The calculated risk rating gives you a number with which to decide upon the outcome.

Activities with an outcome of 1-4 are considered **low** risk because controls are good (shown in green) and may be carried out using current good practice. Outcomes of 5 -14 are considered **medium** risk (shown in yellow) and may be carried out using specific identified control measures outlined in this document. Outcomes of 15+ are considered **high** risk (shown in red) and may only be carried out by trained personnel.

Revision History		
Date	Summary of revision	Revised by
27/8/2020	Generic Covid 19 use of restaurant area	CK / JMcD / PC
15/7/2021	Updated for Customer use of Restaurant due to relaxing of Gov. guidelines	SD/PW/JMcD

Has the Team been provided with and understood the Risk Assessment?

Signed & approved by Patricia Carr (Group H&S Manager)



Has the Manager been provided with and understood the Managers' Checklist?

Date: 22/07/2021