

Details	
Group	Pizarro Restaurant Group
Site	The Swan Inn
Title	The Swan Inn_ COVID-19 RiskAssessment
Assessed By	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19 Risk assessment - Employee safety SWAN	02-10-2020

COVID-19 Risk assessment - Employee safety SWAN
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Staff
Controls in place
Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home
Training will be provided for all employees on new provisions to combat the spread of COVID-19. Staff will apply the controls in place to prevent the risks of infection to each other and our customers
Shaking of hands is discouraged - we encourage the use of other verbal greetings and smiling as non-contact methods of greeting
Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they should wash their hands immediately
Hand washing regimes will be in place using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and water are not available
Health screening questionnaires will be completed daily on arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days
Training and guidance will be provided on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place
Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes
Dirty surfaces will be cleaned with soap and water/detergent before disinfection with a sanitiser
The use of PPE is mandatory for all team members and must be worn at all times, except when seated drinking or eating. See PPE risk assessment
As far as reasonably possible, physical distancing to current recommended standards will be maintained between employees at work
Staff uniform requirements will be reviewed, especially the use of hats in areas where the risk of food contamination is low to assist with the reduction of hand to face contact
Staff will be encouraged to avoid the use of public transport to get to work. Where they do have to use public transport then they will be advised to wear face coverings
Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected
Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time. Rota planning will also look to achieve a Team A and Team B approach
Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test & Trace Scheme operation

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	02-10-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
23-09-2020	Clara Peseiro Mocinho	New restrictions in place	

Task: COVID-19 Risk assessment - Employee safety SWAN

Trained employees	Training date	Signature
Aleksander Styczen	31-07-2020	
Elliot Salmon	31-07-2020	

Trained employees	Training date	Signature
Megan La Frenais	31-07-2020	
Aleksander Styczen	21-07-2020	
Elliot Salmon	21-07-2020	
Louis Woods	21-07-2020	
Yuri Yulian Betancourt Garcia	21-07-2020	
Amber Price	31-07-2020	
Karolina Rus	31-07-2020	
Tara Cooper	31-07-2020	
Amber Price	21-07-2020	
Jacob Whelan	21-07-2020	
Steve Nyitrai	21-07-2020	
Dario Gonzalez Santana	31-07-2020	
Louis Woods	31-07-2020	
Yuri Yulian Betancourt Garcia	31-07-2020	
Dario Gonzalez Santana	21-07-2020	
Karolina Rus	21-07-2020	
Tara Cooper	21-07-2020	
Alexandra Eyles	31-07-2020	
Jacob Whelan	31-07-2020	
Steve Nyitrai	31-07-2020	
Alexandra Eyles	21-07-2020	
Jacob Whelan	21-07-2020	
Megan La Frenais	21-07-2020	