Cairn Group

RISK ASSESSMENT SPREAD OF

COVID 19 THROUGH THE WORKPLACE

Site Name	Holiday Inn Birmingham City Centre	Department/ Area	BAR & RESTAURANT
Assessor	Matt Woodall	Date	28/06/2020

RISK WITHOUT ANY CONTROL MEASURES = HIGH

Those at risk of harm from the virus staff, guests, visitors, contractors, public.

1.	Venue tables inside re arranged for social distancing		11	Touch point cleaning		21	Staff do not travel in uniform and change at work	
2.	Venue tables outside re arranged for social distancing		12	No live entertainment or loud music		22	Non essential staff do not enter the kitchen	
3.	Maximum occupancy calculated		13	Natural ventilation		23	Hand wash basins fully stocked at all times	
4.	Hand sanitiser in place		14	Pre booking of tables if possible		24	Training	
5.	De clutter removal of non essential items		15	Traffic light system for cleaning tables		25	Monitoring	
6.	Signage in place for distancing including floor markers		16	Dirty zone set up and highlighted with red		26.	Face visors for staff serving customers	
7.	Queue control		17	Minimise contact at handover points for F&B		27	Designated smoking area – chairs removed, numbers monitored and signage displayed	
8.	Dine and Socialise with confidence in place at host podium		18	Fixed staff member serves certain areas/ tables		28	Staff take staggered breaks	
9.	Contact details of guests taken		19	Lift etiquette in place		29	Only one person to enter cellar and store rooms	

10.	Contactless payment option in place		20	Contactless delivery procedure in place for supplies		30	Other - state	

Now you have identified your controls required – add in the details below to confirm what you have implemented

No	Description	Action Carried Out	Any Further Action Required?
1.	Venue tables inside re arranged for social distancing	All tables arranged for 2m social distancing	Ongoing
2.	Venue tables outside re arranged for social distancing	No tables in use at the moment.	Will be reviewed once new furniture arrives
3.	Maximum occupancy calculated	50 at present	Will be reviewed when needed
4.	Hand sanitiser in place	3 stations in Bar and Restaurant area.	
5.	De clutter removal of non essential items	All non-essential items removed	
6.	Signage in place for distancing including floor markers	Starbucks area is done, bar and restaurant areas will follow	To be done prior to 4th July
7.	Queue control	Starbucks area is done, bar and restaurant areas will follow	To be done prior to 4th July
8.	Dine and Socialise with confidence in place at host podium		In place prior to 4th July

9.	Contact details of guests taken	In-house guests details kept at reception, any non-residents' details to be taken at the bar	List to be kept behind bar, staff to be trained
10.	Contactless payment option in place	2 contactless stations in place	
12.	One person to access fridge/ freezer/ pantry	Chefs already have this in place and FOH staff will not be entering these areas	
11	Touch point cleaning	All in place	Returning staff to be trained
12	No live entertainment or loud music	Done	
13	Natural ventilation	Done	
14	Pre booking of tables if possible	Booking sheet at Reception and times to be taken on check in	
15	Traffic light system for cleaning tables	Already in place, with different areas having their own specific boxes with instructions on so that the right cloths and chemicals are used appropriately	All staff to be trained on their return
16	Dirty zone set up and highlighted with red	Designated area identified, markings need to be done	In place prior to 4th July
17	Minimise contact at handover points for F&B	Done	
18	Fixed staff member serves certain areas/ tables	New table plan to be completed and displayed for all staff	In place by 4th July and staff to be trained

19	Lift etiquette in place	All in place with signage and floor markings	
20	Contactless delivery procedure in place for supplies	Already in place with chefs, all other deliveries will be following suit	Any staff taking deliveries to be trained
21	Staff do not travel in uniform and change at work	All in place	Returning staff to be informed prior to return
22	Non essential staff do not enter the kitchen	Done	
23	Hand wash basins fully stocked at all times	Done	
24	Training	In place already for staff currently on site	All returning staff to complete
25	Monitoring	All staff and management will be monitoring to ensure changes are made where needed	Ongoing daily
26.	Face visors for staff serving customers	Do not have them on site	
27	Designated smoking area – chairs removed, numbers monitored and signage displayed	2 designated areas without furniture	To be monitored by teams once reopened
28	Staff take staggered breaks	Already in place	
29	Only one person to enter cellar and store rooms		Staff to be trained

30	Other - state		

RISK WITH CONTROL MEASURES IMPLEMENTED = LOW/ MEDIUM/ HIGH

Review Date: 28/06/2020