

SUMMERHALL

Open Minds Open Doors

Assessor name	Rowan Campbell, General Manager	Date	From Wednesday 7 th July 2020	Review Date	Will review initially on Monday 12 th July then Weekly
Work area	Summerhall, 1 Summerhall EH9 1PL	Task	Staff, Resident and Customer Safety		
Scope of RA	COVID SPECIFIC Royal Dick, Courtyard/Beer Garden reopening as part of Phase2, relating to both Operational Staff and Customers				

What is the hazard?	Who might be harmed?	How might they be harmed?	Risk Rating (see key)	Controls in Place	Additional Actions	Residual Risk Rating (see key)	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus GENERAL	HIGH	<p>Risk Assessment emailed to All Staff in advance and then summarized in person before 1st shift</p> <p>Staff to wear Summerhall T-shirt and Lanyard at all time for identifying purposes.</p> <p>No glassware to be used, all drinks to be served in single use disposable Vegware containers</p> <p>Radios used for communication across Building, Courtyard and Bars</p> <p>Initial Opening Hours restricted 2- 10pm, with shifts around this 1 -11pm to enable daily clean and set up/strike</p>	<p>Bar Staff return to work after consultation on risk assessment and operating plan.</p> <p>Radios will be allocated per person and cleaned after each use by 'owner'</p> <p>Advisory signage will be put in visible locations for Customers & Staff (Social distancing</p>	LOW		

				Debriefings will take place at end of every shift to ensure constant dialogue with staff to address any concerns and sharing of best practice.	measures, Hygiene measures etc)			
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus HANDWASHING	HIGH	<p>Designated Staff toilets, with no public access.</p> <p>Hand washing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place by Staff.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream (provided by Summerhall) regularly</p> <p>Gel sanitiser in any area where washing facilities not readily available (bar tops etc.)</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>https://www.nhs.uk/conditions/emollients/</p>	<p>Employees reminded on a regularly to wash their hands for 20 seconds with water/soap, and the importance of proper drying with disposable towels.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace</p>	LOW		

Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus CLEANING	HIGH	<p>All internal areas (including objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bar taps, tills etc) will be cleaned regularly by Daybreak using their EnSURE Touch Cleaning protocol. This system is specifically designed to disinfect and then neutralise any bacteria or virus that is deposited on a touched service.</p> <p>https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/</p> <p>Staff will be responsible for the frequent cleaning and disinfecting of bar area, courtyard tables and benches, bar taps, bottles etc using appropriate cleaning products and methods.</p> <p>Staff Toilets will be cleaned daily by Day Break</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Appropriate cleaning supplies and equipment provided to enable staff to keep high standards of hygiene and cleanliness</p>	LOW		
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus SOCIAL DISTANCING	HIGH	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>In a place of work, persons can pass within 1 metre of each other, where it is not practicable to keep 2 meters apart.</p> <p>Review of work schedules including start & finish times/shift patterns and team bubbles.</p> <p>Perspex Barriers installed at all serving stations (both staff and customer facing direction) to prevent virus spread.</p> <p>Serving Area will have clearly marked 2m work stations (hazard tape on floor)</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it, both verbally and with signage.</p> <p>Staff Rota to reflect 'work team/bubbles' practice.</p> <p>Use of Screens between staff/staff and staff/customer interaction</p>	LOW		

				<p>There will be designated and separate collection point for orders to prevent direct handing over of products to customers</p> <p>Clear demarcation of courtyard, showing 2m 'bubbles' and walkways around space.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>One Way Systems in all Service Areas.</p> <p>Designated staff toilets and changing area, with no customer/visitor use.</p>			
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus PPE	HIGH	<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings only. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviors.</p> <p>Summerhall will not insist that staff wear PPE, other than when clearing tables or taking table service orders or emptying public bins.</p> <p>There will be designated bins for the disposal of PPE in the staff changing area.</p>	<p>Disposable Masks & Gloves and individual/personal Face Shields will be available for all staff if they choose to use them.</p> <p>Staff to be reminded that wearing of gloves and facemasks are not a substitute for good hand washing and maintaining social distancing measures.</p>	LOW		
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus Symptoms & Mental Health	HIGH	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>Management will promote mental health & wellbeing awareness to staff during the</p>	<p>Digital Thermometer Available for start and end shift temperature checks</p> <p>Internal communication channels and</p>	LOW		

				<p>Coronavirus outbreak and will offer whatever support they can to help</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on SH premises, Summerhall Management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>			
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus SECURITY	MEDIUM	There will be SIA badged Security on duty at all times, in constant radio contact with the bar team. Anybody who refuses to obey instructions or social distancing rules will be asked to leave the premises by Security Team. Staff will not be asked to		LOW		

				intervene and should contact security with any concerns, using "Fred Smith" code or equivalent				
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus DELIVERIES	MEDIUM	Only anticipated deliveries in initial 2 week period, will be from Barneys Brewery already on Summerhall site. Agreed hygiene handover protocol in place.		LOW		
Spread of Covid-19 Coronavirus	Staff	Spread of Covid-19 Coronavirus CUSTOMER INTERACTION	HIGH	Clear detailed signage will be placed around the site, explaining one way system, social distancing rules, consequence of not following rules/guidelines All reservations will be taken online, with bookers name kept on file for 28 days. QR codes to record all customer details will enable contact tracing if any future outbreaks are identified.		LOW		
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus MOVEMENT & CAPACITY	HIGH	There will be a one-way system, clearly marked routes and set table sites around the courtyard to ensure social distancing rules can be followed. Summerhall Courtyard will have a limited capacity based on table numbers and space required to maintain social distancing guidelines. All reservations will be taken online, with bookers name kept on file for 28 days. QR codes to record all customer details will enable contact tracing if any future outbreaks are identified. Tables are restricted to social groups of no more than 6 people, in slots of a maximum of 2 hours		LOW		

Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus SECURITY	MEDIUM	There will be SIA badged Security on duty at all times, and anybody who refuses to obey instructions or social distancing rules will be asked to leave the premises.		LOW		
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus GENERAL	HIGH	Covid Specific Risk Assessment online so that customers can see what steps have been taken to maintain H & S All points of sale will be cashless, with £45 izettle limit. All card machines will be attached to bar top to prevent handling of them		LOW		
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus SOCIAL DISTANCING	HIGH	Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. One Way Entrance/Exit Route Clearly marked route to bar service area, spaced to 2-metre (6.5 foot) gap recommended by the Public Health Agency. Clearly marked bar service area, spaced to 2-metre (6.5 foot) gap recommended by the Public Health Agency. There will be designated and separate collection point for orders to prevent direct handing over of products to customers Clearly marked seated areas, spaced to 2-metre (6.5 foot) gap recommended by the Public Health Agency.	Advisory signage will be put in visible locations for Customers & Staff (Social distancing measures, Hygiene measures etc)	LOW		
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus CLEANING	HIGH	All internal areas (including objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bar taps, tills etc) will be cleaned regularly by Daybreak using their EnSURE Touch Cleaning protocol. This system is specifically designed to		LOW		

				<p>disinfect and then neutralise any bacteria or virus that is deposited on a touched service.</p> <p>https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/</p> <p>Public Toilets will be cleaned regularly by DayBreak.</p> <p>Staff will also frequently clean and disinfect bar area, courtyard tables and benches, bar taps, bottles etc using appropriate cleaning products and methods.</p> <p>Staff will also make regular toilet checks throughout the opening hours, emptying bins and cleaning surfaces.</p> <p>In addition to the EnSURE Touch Cleaning Protocol, Public Toilets will be cleaned daily by Day Break</p>				
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus HANDWASHING	HIGH	<p>Designated Public toilets with Hand washing facilities (soap and hot water) in place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Gel sanitiser in any area where washing facilities not readily available (bar tops etc)</p>	Clear Handwashing Signage reminding customers of best practice guidance.	LOW		
Spread of Covid-19 Coronavirus	Public/Customers	Spread of Covid-19 Coronavirus PPE	HIGH	<p>Customers will not be required to wear PPE on Summerhall premises. Any PPE worn is at the customers own discretion.</p> <p>It is the Customers responsibility to dispose of any worn PPE responsibly in the bins provided or removed off site.</p>		LOW		

Risk ratings	Examples	Action required
Low	Potential very rare minor injury requiring no medical treatment, basic first aid or low priority professional medical attention to one or a small number of	No priority action required, reasonable actions to reduce risk further should still be carried out. Monitor on an ongoing basis.

	<p>exposed persons. No appreciable long term consequences either of incidents or ongoing exposure.</p>	
<p>Medium</p>	<p>Potential very rare major injury to one or a small number of exposed persons. Reasonably foreseeable incidents would require immediate professional medical attention.</p> <p>Reasonably likely occurrence of minor injury requiring no medical treatment, basic first aid or low priority professional medical attention to one or a small number of exposed persons.</p> <p>Long term health problems affecting a small proportion of people after prolonged or ongoing risk exposure.</p>	<p>Reasonable risk reduction measures should be identified and put into practice as soon as possible. Risks should be closely monitored and existing control measures checked on a regular basis.</p>
<p>High</p>	<p>Potential fatality to one or a small number of exposed persons, or more.</p> <p>Potential major injury to a larger number of exposed persons. Reasonably foreseeable incidents would require immediate professional medical attention.</p> <p>Long term health problems affecting a large number of people after prolonged or ongoing risk exposure.</p>	<p>Immediate action required to minimize risk, relevant activities should immediately cease and not go ahead until effective controls are in place.</p>