**Appendix 2 RISK ASSESSMENT TEMPLATES**

**Appendix 2.2**

**RISK ASSESSMENT TEMPLATE - SAFE REOPENING & OPERATION OF DINING AREAS AND BARS**

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| RISK ASSESSMENT TEMPLATE |
| Coronavirus/ Covid19  safe opening & operation of Dining areas and bars |

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| **Company Name:** |  | | **Date of Issue:** |  |
| **Park Name:** |  | | **Name of Assessor:** |  |
| **Date of Assessment:** |  | | **Assessor’s Signature:** |  |
| Persons consulted on the completion of this Risk Assessment: | | | | |
| **Name:** | | **Job Title:** | | |
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| **HAZARDS –** *What will cause or has the potential to cause harm?* |
| * a person with or carrying coronavirus coughing or sneezing on another person infecting them directly through inhalation * touching surfaces or objects contaminated with coronavirus and then touching the face. |

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| **RISKS –** *What could happen? What could the consequences of the hazards be?* |
| Contracting the virus causing illness or death. |

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| **PEOPLE AT RISK –** *Who could be harmed? For example: staff, contractors and guests will be exposed to the hazards and risks above. Insert below the specific people at risk within these groups.* |
| * team members working on park * third parties working on or delivering to park * residents living on park. * private caravan owners * holidaymakers visiting park |

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| **LOCATION –** *Where are the hazards located? Insert locations as appropriate for your park.* |
| * Food outlets on park * Bars * Delivery areas * “Home” delivery vehicles |

| **GENERAL CONTROL MEASURES –** *What are you doing to control the risks?* | | | | | |
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| All the control measures identified below will, in combination, contribute to minimise the risks identified to an acceptable level. | | | | | |
| Identify below whether the controls are in place and the individual responsible for the work. | | | | | |
| No. | Description | Yes | No | N/A | Responsible |
| 1 | Team members briefed on the facts regarding the virus from government websites (Appendix 1 of this guidance) |  |  |  |  |
| 2 | Team members instructed in safe working procedures, such as social distancing and hand sanitising procedures to be followed whilst dealing with customers and other team members. |  |  |  |  |
| 3 | Written procedures for ill or vulnerable team members in place and communicated to all team members. |  |  |  |  |
| 4 | Communications between team members/ management established (preferably electronically) to support social distancing. |  |  |  |  |
| 5 | Paperless reservation system in place |  |  |  |  |
| 6 | The number of people that can be safely allowed into the restaurant/bar has been calculated taking current government guidance on social distancing into account |  |  |  |  |
| 7 | Seating and tables arranged both inside (and out if applicable) to ensure current government guidance on social distancing is maintained |  |  |  |  |
| 8 | Practicality of physical barriers between tables/seating areas considered and provided if feasible |  |  |  |  |
| 9 | Hand sanitiser installed at entrances (and exits if different); availability of sanitiser checked regularly and topped up |  |  |  |  |
| 10 | Layout of building assessed for pinch points that would compromise social distancing and means to ensure this is enforced in place e.g. queuing, ‘posts and rails’, supervision of entry to venue |  |  |  |  |
| 11 | Clear signage (as noted in BH&HPA guidance) in place at   * entrance(s) * any points directing flow around the restaurant /bar * to areas where access needs to be restricted e.g. routes to toilets * toilet areas – public information. * kitchen * cellars |  |  |  |  |
| 12 | Deliveries to avoid being made through the restaurant/ bar |  |  |  |  |
| 13 | Procedures reviewed to ensure social distancing can be maintained throughout |  |  |  |  |
| 14 | Current cleaning rotas reviewed and updated to account for COVID-19; and, catering team trained.  (Include what disposables will be provided, when sanitising is required etc.) |  |  |  |  |
| 15 | Contactless payment in place |  |  |  |  |
| 16 | Seating removed from front of bar |  |  |  |  |
| 17 | Customers instructed not to stay at the bar |  |  |  |  |
| 18 | Customers can maintain social distancing from bar staff when picking up drinks orders |  |  |  |  |
| 19 | Adequate supplies of all personal protective equipment (PPE) in stock for staff. E.g.:  Hand sanitiser  Disposable gloves  Disposable aprons  Disposable cloths  Disposable mop heads  Yellow bin bags |  |  |  |  |
| 20 | Team members provided with, and instructed in wearing, suitable PPE (minimum disposable apron and gloves when cleaning/ decontaminating areas.) |  |  |  |  |

| **SITE SPECIFIC ASSESSMENT**  ***Consider your park and its particular circumstances.***  *Complete this table for any hazard, risk or control not included above and for any additional control measures in place or required.* | | | | | |
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| No.[[1]](#footnote-1) | Hazard | Risk | Control Measure | In place?  Yes / No | Responsible |
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| **Supporting Information:** |

*This is general guidance on general questions, as at the date of publishing. It does not deal with your specific circumstances or constitute professional advice. You should take into account the specific circumstances of your business. You also should take into account that things change. No representation or warranty (express or implied) is given as to the accuracy or completeness of the guidance, and, to the extent permitted by law, BH&HPA and Chiltern Consulting, their employees and advisers do not accept or assume any liability, responsibility or duty of care for any consequences (including death or personal injury) of you or anyone else acting, or refraining to act, in reliance on this guidance or for any decision based on it.*

1. 2. Continue numbering from previous table [↑](#footnote-ref-1)