

Risk assessment template

**Company name: The Biscuit Factory EDIN Ltd
Hamilton**

Assessment carried out by: Fiona

Date of next review: 01.06.21

Date assessment was carried out: 13.05.21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Spread of Covid-19</p>	<p>Staff, tenants, clients, and Customers</p>	<p>Risk Assessment emailed to All Staff in advance and then summarized in person before 1st shift. Risk Assessment also saved on shared drive and website so that staff can access it at any time. This assessment will be revisited and if necessary, revised regularly to ensure that it follows current regulation and guidance. Staff to wear Biscuit Factory Uniform (if appropriate) and/or Lanyard at all times for identifying purposes. Radios used for communication across Building, Beer Garden and Bars. Debriefings will take place at end of every hospitality shift with the Line Manager to ensure constant dialogue with staff to address any concerns and sharing of best practice. Consideration will be given to ensuring sufficient rest breaks for staff</p>	<p>Staff return to work after consultation on risk assessment. Radios will be allocated and labelled per person and cleaned after each use by 'owner'. Advisory signage will be put in visible locations for Customers & Staff (Social distancing measures, Hygiene measures etc.) Designated staff / resident toilets and PPE Station with no customer/visitor use.</p>	<p>Management Team</p>	<p>Daily</p>	

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<p>Spread of Covid-19 Handwashing</p>	<p>Staff, clients, tenants and customers</p>	<p>Hand washing facilities with soap and hot water in place. Stringent hand washing taking place by Staff. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly. Gel sanitiser in any area where washing facilities not readily available as well as around the building for general use. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ https://www.hse.gov.uk/skin/professional/health-surveillance.htm https://www.nhs.uk/conditions/emollients/</p>	<p>Employees reminded regularly to wash their hands for 20 seconds with water/soap, and the importance of proper drying with disposable towels. Encourage staff to carry out skin checks on themselves and report any problems to Line Manager. Staff 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>	<p>Management Team</p>	<p>Daily</p>	

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<p>Spread of covid-19 - cleaning</p>	<p>Staff/clients/tenants/customers</p>	<p>All communal 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 staff using their Cleaning protocol. This system is specifically designed to disinfect and then neutralise any bacteria or virus that is deposited on a touched surface for up to 30 days.https://www.daybreakscotland.com/coronavirus-deep-cleaning-services/In addition to the monthly EnSure protocol- Hospitality staff will be responsible for frequent cleaning and disinfecting of bar and café counters, customer tables and seating etc -Office staff will be responsible for the frequent cleaning and disinfecting of Workshop and Workspaces including their own desk. -Any publicly open internal spaces, corridors and stairwells will be cleaned daily by staff All toilets will be cleaned daily by cleaner and staff will do hourly</p>	<p>Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are being followed. Appropriate cleaning supplies and equipment provided to enable staff to keep high standards of hygiene and cleanliness</p>	<p>Management Team</p>	<p>Daily</p>	

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<p>Covid – 19 Social Distancing</p>	<p>Staff/clients/ tenants/customers</p>	<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. In a place of work, persons can pass within 1 metre of each other, where it is not practical to keep 2 metres apart. Staggered work schedules including start & finish times/shift patterns and team bubbles have been implemented across all departments. Clear demarcation of Entrance, Internal Areas and Beer Garden, including one way routes for all staff, customers and residents to follow. Clear demarcation of Beer Hospitality areas, showing 2m+ distancing between tables and walkways around space. All Spaces will be subject to reduced capacity, to ensure 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>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. Staff Rota to reflect 'work team/bubbles' practice. One Way Systems in all Public Areas.</p>	<p>Management Team</p>	<p>Daily</p>	

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<p>Covid-19 PPE</p>	<p>Clients/Staff/ Customers/ Tenants</p>	<p>Scottish Law now mandates that you must wear a face covering in all indoor public settings, including all hospitality premises. https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#where%20to%20wear%20face%20coveringsBiscuit Factory will ask all staff, residents and visitors to wear a face covering whilst moving around Biscuit Factory site, both indoors and in the Beer Garden space. Unless exempted for medical reasons. The only exception to this is that whilst seated at a table in our courtyard, café or bar, whilst eating or drinking, face coverings may be removed. This rule will include staff, residents, security, customers, delivery drivers and even the traffic wardens popping in to use the loo. In all settings individuals are also asked to observe social distancing measures and practice good hand hygiene behaviours. Biscuit Factory staff will wear PPE at all times</p>	<p>Disposable Masks, & Gloves and individual/personal Face Shields will be available for all staff if they choose to use them. Staff to be reminded that wearing of gloves and facemasks are not a substitute for good hand washing and maintaining social distancing measure</p>	<p>Management Team</p>	<p>Daily</p>	

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Covid-19 Crowd control	Tenants/staff/ security/customers	Biscuit Factory will have SIA security on Duty during work hours,. Anybody who refuses to obey instructions or social distancing rules will be asked to leave the premises by the Security Team, F& B Manager or General Manager. Staff will not be asked to intervene and should contact security with any concerns				
Covid-19 Track and Trace	Everybody on site	All visitors to Biscuit Factory (other than staff and residents) will be asked to 'Check In' to Biscuit Factory at Box Office, using the QR code on our online system and paper copies taken also for those without mobile .Biscuit Factory will then follow the COVID-19 Track and Trace reporting procedures which forms an appendix to this document. All staff will use online rota system to ensure that it is known who is in the building at all times				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/



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