

Falcon COVID-19 Risk Assessment

Action	Objective	Guidance	Who is at risk	Controls and Mitigation in place	Responsibility
Managing Risk	To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority	Increasing the frequency of handwashing and surface cleaning	internal staff, clients, suppliers and any visitors to the establishment	With regards to team members we have introduced a handwash schedule to be filled in by team members which staggers times with each member of staff to wash and sanitise their hands frequently and at regular intervals, washing for no less than 20 seconds and drying hands using disposable towels. A similar control system has been introduced regarding cleaning, with tasks being signed off when completed at specific times of regular intervals, paying extra attention to high risk areas such as tables, chairs, bar tops and door hands. Customers and suppliers will also be asked to keep themselves and others safe by using guidelines set out by us and the government such as sanitising hands on entry to the building, before moving to a different area such as toilets and also to use 2 metre distancing where possible and 1metre+ distancing where this is not possible and mitigation is provided.	internal staff, clients, suppliers
		Reasonable effort to enable working from home as a first option	internal staff, clients, suppliers and any visitors to the establishment	for those who are not working directly with customers the option to work from home has been provided.	Directors
		Keep activity time involved as short as possible	internal staff, clients, suppliers and any visitors to the establishment	when providing services to customers in any proximity, staff have been given guidance in all areas to be able to complete the tasks quickly and safely.	internal staff
		Use screen/barriers to separate people from each other	internal staff, clients, suppliers and any visitors to the establishment	Screens and barriers have not been used in the establishment as there are alternative mitigations in place that secure the same level of safety	Directors
		Using back-to-back or side-to-side working where possible	internal staff, clients, suppliers and any visitors to the establishment	Where possible we have assigned staff roles and also working areas for those specific roles so that passing of staff and face to face working have been minimalised.	internal staff
		Reducing the number of people each person has contact with by using 'fixed teams or partnering'	internal staff, clients, suppliers and any visitors to the establishment	To reduce the number of people each person has contact with we have assigned specific tables to the newly implemented specific roles so that each table has 1 member off staff serving for the duration of their visit. Furthermore, we have introduced a fixed team system to our rota whereby members of staff will work in the same teams for each shift where possible.	c

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Who should go to work	Everyone should work from home, unless they cannot work from home	Staff should work from home if possible, unless they cannot work from home	Internal staff, clients, suppliers and any visitors to the establishment	For those who are not working directly with customers, the option to work from home has been provided	directors
Who should go to work	Everyone should work from home, unless they cannot work from home	Planning for the minimum number of people needed on site to operate safely and effectively	Internal staff, clients, suppliers and any visitors to the establishment	The rota has been designed to keep the minimum number of staff on site for each shift while allowing the business to operate systematically and remain viable.	directors/management
		Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if most of their colleagues are on-site.		For staff who have opted to work from home, a daily appointment will be made with an on-shift manager as well as weekly video meetings to keep in contact with other members of staff where needed.	management staff
Protecting people who are at a higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	Clinically extremely vulnerable individuals have been strongly advised not to work outside their home	internal staff, clients, suppliers and any visitors to the establishment	After investigation we have only 1 member of staff classed as "extremely venerable", they have been strongly advised to work from home and have agreed that this is the best option for them as well as the team and the public.	Directors/management
		Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions or illness, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.		With one team member classed as extremely vulnerable with mitigation in place and no team members classed as clinically vulnerable, no further mitigation is needed. We will review this at a later date if there are any changes to a team members health where we may be able to find an alternative work from home role.	

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Protecting people who are at a higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	If clinically vulnerable (but not extremely, clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.	internal staff, clients, suppliers and any visitors to the establishment	<p>With one team member classed as extremely vulnerable with mitigation in place and no team members classed as clinically vulnerable, no further mitigation is needed. We will review this at a later date if there are any changes to a team members health where we may be able to find an alternative work from home role.</p> <p>As above we do not have any team members considered clinically vulnerable, we do however have members of staff who live with family who are considered clinically vulnerable, in these instances we have made the decision after risk assessment for the individuals in question to work in our lowest risk areas where there is the least contact with the public and where they will not need to spend time less than 2 metres away from others , such as back of house , administration duties and shielding bar work pouring the drinks as opposed to serving them.</p>	Directors/management
People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	Any individuals entering the building will be asked a series of short questions to ensure the safety of themselves and others in the establishment. anyone with symptoms of covid-19 or who informs us they may have had contact with someone who has had symptoms of covid-19 would be asked to return at a later date no sooner than 14 days following symptoms or contact with a person experiencing symptoms and to follow the stay at home guidance.	management staff, clients, internal staff

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Equality in workplace	To treat everyone in your workplace equally	In applying this guidance, employers should be mindful of the needs of different groups of workers or individuals.	internal staff, clients, suppliers and any visitors to the establishment	Any available Legislation (Current and prior to mitigations) has been investigated by on site managers so that we are able to make the relevant changes where needed. As there was already mitigation to prevent discrimination and where needed the relevant training had been provided with no necessary changes, our current process is more than adequate for the new equality in the workplace with regards to covid-19	Directors/management
		It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.			
		Employers also have responsibilities towards disabled workers and those who are new or expectant mothers.			
Social Distancing At Work					
Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	For the purposes of maintaining social distancing on arrival and departure we have removed obstructions that may have caused pinch points so there is adequate spacing for social distancing to be adhered to as well as using signage to encourage customers and staff to make use of the space provided, this visual signage will also act as a reminder to anyone entering the building to move around the building safely. we have also installed hand sanitising stations at both entry and exit points.	internal staff, clients, suppliers and any visitors to the establishment
Moving around buildings and worksites	To maintain social distancing wherever possible while people travel through the workplace	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	after completing a walkthrough risk assessment, all potential pinch points have been removed and space has been made to allow areas for waiting at points where people may have been needed to pass each other	internal staff, clients, suppliers and any visitors to the establishment

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Social Distancing At Work					
Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations	For people who work in one place, workstations should allow them to maintain social distancing wherever possible	internal staff, clients, suppliers and any visitors to the establishment	for those who are required to work in one place we have ensured that there is sufficient space to be able to move freely while maintaining a space of at least 1 metre or more	Directors/management
		Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.		The majority of workspaces in the premises have been arranged to become assigned to an individual and that individual's role to ensure minimalization of face to face working and crossovers at less than a metre. Where this was not possible, we have ensured the same teams are on shift and areas are shared by the minimum number of staff possible.	
		If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so, take all mitigating actions possible to reduce the risk of transmission.		Any areas where it has not been possible to keep workstations apart , such as the workstation shared by the head chef and second chef for meal preparation , we have ensured that all mitigation processes possible have been put in place. Side to side working will always be in use and chefs will serve food to plates alternately to ensure distance is kept between them.	
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	since completing the risk assessment we have made the decision that no meeting held by us would need to continue in person, therefore if a meeting is needed it will be held using a video streaming application accessible by all staff.	Directors/management
Common areas	To maintain social distancing while using common areas	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	All team members have been encouraged to have any breaks off site, for those who do wish to spend their time on site they can do so providing there is an available space where regulations can be maintained as per the risk assessment	Internal staff
Accidents, security and other incidents	To prioritise safety during incidents	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.	internal staff, clients, suppliers and any visitors to the establishment	During the team meeting regarding covid 19 safety the areas of emergency were covered with all team members to ensure in the event of an emergency , the way in which the situation is handled in normal circumstances would be the way it should be handled provided it is the safest option.	Internal staff/management

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Cleaning the workspace					
Before opening	To make sure that any site or location that has been closed or partially operated is clean and ready to restart	<p>An assessment for all sites, or part sites, that have been closed, before restarting work</p> <p>Carrying out cleaning procedures and providing hand sanitiser before restarting work</p>	internal staff, clients, suppliers and any visitors to the establishment	Any sites at the venue that require closing and reopening on a regular basis will have a corresponding opening/closing cleaning list of duties to ensure that this is completed in a safe and timely manner.	internal staff/management
Keeping the workplace clean and Hygiene - handwashing, sanitation facilities and toilets	To keep the workplace clean and prevent transmission by touching contaminated surfaces	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	<p>With regards to team members we have introduced a handwash schedule to be filled in by team members which staggers times with each member of staff to wash and sanitise their hands frequently and at regular intervals, washing for no less than 20 seconds and drying hands using disposable towels.</p> <p>A similar control system has been introduced regarding cleaning, with tasks being signed off when completed at specific times of regular intervals, paying extra attention to high risk areas such as tables, chairs, bar tops and door hands. Customers and suppliers will also be asked to keep themselves and others safe by using guidelines set out by us and the government such as sanitising hands on entry to the building, before moving to a different area such as toilets and also to use 2 metre distancing where possible and 1metre+ distancing where this is not possible and mitigation is provided.</p>	internal staff/management/clients
Handling goods, merchandise and other materials.	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	In order to reduce transmission through objects coming into the workplace all team members will be required to leave any work materials (notepads, pens etc) in their personal lockers on site ready for arrival on their following shift. Any inbound and outbound goods will be delivered/picked up from a side door that is not used by customers, there will also be 1 member of staff who will be taking in , signing off and putting all delivery items in to the appropriate section before arrival of other members of staff or customers where possible.	suppliers/management/internal staff

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Workforce Management					
Work-related travel	To avoid unnecessary work travel and keep people safe when they do need to travel between locations	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	Being that any staff employed at the Falcon work on a single site basis our only mitigation for this process was to stagger staff arrival times with a 2minute delay to allow time for preparation before work for example hanging of coats and putting personal items in a locker.	management/internal staff
Communication and Training	To make sure all workers understand COVID-19 related safety procedures	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	To ensure that all workers understand Covid-19 safety procedures we have Given a copy of the safety at work covid-19 booklet and been thorough in validating the points that affect us as a business directly during a team meeting. To be sure that the team are kept up to date with implemented and updated safety measures we have created an online group where any new safety measures can be posted and reviewed by staff upon implementation.	Directors/management
	To make sure all workers are kept up to date with how safety measures are being implemented or updated	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment		
Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site	No specific government guidelines found; however, mitigation has been provided	internal staff, clients, suppliers and any visitors to the establishment	Any inbound and outbound goods will be delivered/picked up from a side door that is not used by customers, there will also be 1 member of staff who will be taking in , signing off and putting all delivery items in to the appropriate section before arrival of other members of staff or customers where possible.	suppliers/management/internal staff

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