

Wolfson College COVID-19 Risk Assessment for Bar Use

Assessment reference:	<i>Need to get one</i>	Location:	Bar
Assessment date:	30/09/20	Manager/Supervisor:	Catherine Wormald
Assessor's name:	Catherine Wormald	Next review date:	12/10/20
Brief description of task/area	The activities undertaken by the Wolfson community whilst using the bar, including but not limited to preparation for and activity during bar shifts and clean-up of the bar.		
To be read and followed in conjunction with:	WOLF-W-COVID-19-001, Information for Rota Members and Information for Customers		

Hazard category and description	Persons affected and how	Existing control measures	Severity of injury	Likelihood of occurrence	Risk rating	Further measures Needed	Severity of injury	Likelihood of occurrence	Risk rating	Further measures to be completed, when and by whom
Infectious disease: contraction of SARS-CoV-2	College staff/students/rota volunteers becoming severely ill with COVID-19	<p>Follow the Wolfson College Home Bursary guidance and procedures for controlling the COVID-19 risk on site and ensuring the following general control measures are followed:</p> <p>Visitors: In line with college policy, only members of the college are permitted to enter the bar.</p>	5	3	15	<p>Follow the Wolfson College Home Bursary guidance and procedures for controlling the COVID-19 risk on site and ensuring the following general control measures are followed:</p> <p>A maximum capacity of 30 people will be imposed. A Bluetooth light will be installed above the bar door to be switched to green by the rota members when</p>	5	1	5	<p>Maintenance 06/10/20 C.W.</p>

		<p>Symptoms of COVID-19: All members of the Wolfson community are reminded of the symptoms of COVID-19 and are asked to self-isolate for a minimum of 7 days if they exhibit any symptoms of COVID-19.</p> <p>Social distancing: All members of the Wolfson community are reminded to maintain social distance (2m/6ft minimum) from each other whilst on site or using college facilities.</p> <p>General hygiene: All are advised to limit touching of communal surfaces as far as possible.</p> <p>Hand hygiene: All members of the Wolfson community are reminded to follow government guidance on the</p>			<p>there is space in the bar and to red when we are at capacity.</p> <p>Table service: The bar will operate table service only. Orders including name, bod card and table number will be submitted via a google form.</p> <p>Laminated menus with a table number will be placed on each table.</p> <p>Social distancing: Shift workers must maintain social distance from customers at all times. Rota members are encouraged to take shifts with members of their household/support bubble. If not in the same support bubble shift workers should maintain social distance from each other when possible and work</p>			<p>All users of facilities Immediate</p> <p>BarCo 02/10/20 C.W.</p> <p>All shift workers Immediate</p>
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		washing of hands before and after contact with communal surfaces.			<p>back-to-back or side-to-side, and wear a mask when social distancing is not possible.</p> <p>Customers are not to stand or sit outside of the marked boxes around seating areas.</p> <p>Customers are required to socialise within their households and cannot form groups of more than 6 people and groups must socially distance from each other.</p> <p>Reminders of maximum group size have been placed around the bar.</p> <p>Portable seating in the bar has been removed.</p> <p>PPE: Shift workers must wear a mask and</p>			<p>All users of facilities Immediate</p> <p>All users of facilities Immediate</p> <p>BarCo 29/09/20 C.W.</p> <p>BarCo 29/09/20 C.W.</p> <p>All shift workers Immediate</p>
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					<p>gloves (to be provided by BarCo) when preparing or delivering orders to customers or using the PC controlling the sound system. Masks should be replaced if they become wet. A stylus should be used to operate the tills.</p> <p>Face shields (to be provided by BarCo) may be worn by shift workers if they wish but are not to be used as a replacement for a mask. Face shields should be sanitised before and after use with Milton disinfecting fluid.</p> <p>All customers must wear a face covering unless seated at their table.</p> <p>Hand hygiene: Shift workers must wash their hands before their shift</p>			<p>All shift workers Immediate</p> <p>All users of facilities Immediate</p> <p>All shift workers Immediate</p>
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					<p>and wash/sanitise their hands at regular intervals during their shift.</p> <p>The toilets in the bar will be closed, customers will be directed to use the toilets in Berlin Quad.</p> <p>Sanitising hand gel will be placed behind and on the bar and at the entrance to the bar.</p> <p>General hygiene: Cash and Bod cards must not change hands when serving customers. Cash payments will not be accepted.</p> <p>No rota members are to be allowed behind the bar other than those scheduled for the shift, the duty manager (see below) and members of the Executive Bar</p>			<p>All users of facilities Immediate</p> <p>BarCo 29/09/20 C.W.</p> <p>All shift workers Immediate</p> <p>All shift workers Immediate</p>
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					<p>Committee, if necessary.</p> <p>Single-use recyclable or compostable cups only are to be used and must not be reused.</p> <p><i>Once the glasswasher has been replaced glasses may be used. To prevent cross-contamination via taps, tap beer/cider should be dispensed into a jug then poured into glasses and glasses should not be reused until they have been washed in the glasswasher.</i></p> <p>Cleaning: Bar worksurfaces, tables, seating and menus must be cleaned before and after each shift with Milton disinfecting fluid.</p> <p>Bar worksurfaces should be cleaned</p>			<p>All shift workers Immediate</p> <p>All shift workers Immediate</p> <p>All shift workers Immediate</p>
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					<p>regularly and at a minimum every 20 minutes with Milton disinfecting fluid.</p> <p>Tables, seating and menus must be cleaned after a group between occupancy by different groups.</p> <p>Games tables: The pool tables and foosball table will not be in operation.</p> <p>Changes to opening hours: The bar will be open from 7pm-10pm.</p> <p>Three afternoon shifts per week will be introduced for a takeaway service to reduce demand during normal shift hours. The till and a menu will be placed outside the stock room door where orders will be placed and fulfilled (bottles/cans only). The volunteers</p>			<p>All shift workers Immediate</p> <p>All users of facilities Immediate</p> <p>All users of facilities Immediate BarCo 05/10/20</p>
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					<p>would be required to wear masks and gloves while fulfilling orders.</p> <p>Delivery service: A delivery service will be offered once a week with a limit of 15 slots per session for those who are sheltering. Deliveries will be made by members of BarCo who must be wearing a mask and gloves throughout preparation and delivery of orders.</p> <p>Communication of changes to working practices: All rota members who wish to remain on the rota as well as anyone wishing to join the rota will be retrained under the new working practices.</p> <p>Information about safe practices in the bar will be available</p>				<p>BarCo 05/10/20</p> <p>BarCo Immediate</p> <p>BarCo 05/10/20</p>
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					<p>on the Wolfson website</p> <p>Duty manager: A duty manager is to be assigned to every evening shift from a list of trusted rota members. The duty manager will drop in approximately once an hour to check that the shift workers are OK and there are no serious breaches of COVID-19 guidance.</p>			<p><i>Initial when completed</i></p> <p>BarCo 12/10/20 <i>Initial when completed</i></p>
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Hazard checklist

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property.

Below is a list of hazards that may be present and may be of assistance in identifying hazards in your task or area. Although not an exhaustive list, please place an **X** in the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

a. Condition of the:		Floor.		Stairs.		Furniture.	
b. Extremes of:		Light.		Noise.		Humidity / temperature.	
c. Abnormal levels of:		Dust.		Fumes / aerosols.		Smells.	
d. Animals:		Kicking / scratching.		Biting.		Crushing.	
e. Flammables:		Solvents.		Paper / board.		Wood.	
f. Radiation:		X-ray / radioactivity.		Ultraviolet.		Laser.	
g. Equipment training:		Inadequate training.		No training.		Needs re-training.	
h. Equipment:		Sparks / generates static.		Has a flame.		Uses flammable liquids.	
i. Electrical equipment:		Damaged / exposed wires		Trailing leads / adapters.		PAT tested.	
j. Equipment with:		Sharp / fast moving parts		Emergency cut out.		Extreme temperatures.	
k. Manual handling:		Dragging/moving/lifting.		Heavy.		Awkward.	
l. Vehicles:		Buggies.		Passenger.		Lorries/vans.	
m. Pressure systems:		Autoclaves.		Gas cylinders.		Liquefied gases.	
n. Word processing / computing.		DSE/VDU.		Program / software.		Workstation.	
o. Working:		Lone-working.		Over-crowding.		Housekeeping - bench / floor.	
p. Working:		Above 2m off ground.		On ladders / scaffolds.		Below ground level.	
q. WRULD – work related upper limb disorders		RSI – keyboard, pipette.		Hand Arm Vibration.			
r. Outside buildings, roads		Falling objects.		Swinging doors		Obstructions / low beams.	
s. Infectious Diseases		COVID-19 / Flu	X	Ebola / Hemorrhagic Fever		HIV	

Risk Rating Guide

Score	1	2	3	4	5
Severity of injury	Very minor	Slight – first aid treatment required	Moderate – reportable incidents over 3 days	High – death, serious injury, permanent disability	Very high – multiple deaths
Likelihood of occurrence	Remote possibility	Unlikely	Possible	Highly likely	Inevitable

Risk rating score	Action required	Risk rating score	Action required
1-4	None	10-15	High risk – priority action to be undertaken
5-9	Moderate risk – reduce risk if reasonably practicable	16-25	Unacceptable risk – action must be taken immediately

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF

Reference of formal and additional communication to staff	METHOD	YES	DATE	COMMENTS
	Copy of risk assessment issued to staff			
	Controls covered in team procedure issued to staff			
	Induction			
	Team Meeting, Toolbox Talk			
	E-mail circulation			
	Available on website / intranet			
	Other			

Review Tracker

Reassessment due:	12/10/20				
Assessed by:					
Signature:					
Date:					
Job title:					
Approved by:					