

Miners Arms COVID-19 Risk Assessment

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1. Symptoms of coronavirus (COVID-19)

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- *a new, continuous cough* – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- *a high temperature (exceeding 37°C)* – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- *loss or change to your sense of smell or taste* – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

2. How coronavirus (COVID-19) is spread

Because it's a new illness, it is not exactly known how coronavirus spreads from person to person. However, similar viruses primarily spread through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. It's very unlikely it can be spread through things like packages or food.

3. How long does the virus survive?

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Surfaces that may be infected must be cleaned with disinfectant to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and hot water. Avoid touching your eyes, mouth, or nose.

4. Treatment for coronavirus (COVID-19)

There is currently no specific treatment for coronavirus at the present moment, (23rd May 2020).

- Antibiotics do not help, as they do not work against viruses

- Treatment aims to relieve the symptoms while your body fights the illness
- If you have coronavirus or the symptoms you must stay in isolation and have no direct contact with other people.

5. How to avoid catching and spreading coronavirus (COVID-19)

Social distancing and good hygiene etiquette are measures and steps you can take to reduce the infection and spread of the virus. Both of these steps will help reduce the transmission of coronavirus.

DO:

- stay at least 2 metres (6 feet 6.74 inches) away from anyone you do not live with
- wash your hands with soap and hot water on a regular basis – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- clean and disinfect frequently touched objects and surfaces in the home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- avoid any direct contact with people who have symptoms of coronavirus
- if possible, avoid travel on public transport
- work from home, if you can
- avoid social activities
- avoid events with large groups of people
- use phone, online services, or apps to contact your GP surgery or other NHS services

DO NOT:

- touch your eyes, nose, and mouth with unwashed hands
- have visitors to your home, including friends and family

6. Advice for people at high risk

If you're at high risk of getting seriously ill from coronavirus, there are extra things you should do to avoid catching it.

These include:

- not leaving your home – you should not go out to do shopping, visit friends or family, or attend any gatherings
- avoiding close contact with other people in your home as much as possible

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe chronic obstructive pulmonary disease (COPD))
- have a condition that means they have a very high risk of getting infections (such as a severe combined immune deficiency (SCID) or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- have a serious heart condition and are pregnant

7. Limiting spread of coronavirus (COVID-19) in the workplace

The Miners Arms aim to help reduce the spread of coronavirus (COVID-19) by continually informing their employees of the public health advice.

In addition to this the Miners Arms Management will:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- ensure employees who are in a vulnerable group remain at home and do not come to the workplace
- ensure all employees contact numbers, email address and emergency contact details are up to date
- ensure employees know how to identify symptoms of coronavirus (COVID-19) and are clear on the reporting procedures
- make sure there are places to wash hands for 20 seconds with soap and hot water, and encourage everyone to do so on a regular basis
- provide hand sanitiser and tissues for staff, and encourage the use of these on a regular basis

8. What to do if someone develops symptoms of coronavirus (COVID-19) in the workplace?

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance.

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

It is not necessary to close the business or workplace or send any staff home, unless

government policy changes. Keep monitoring the government response page for the latest details.

Travel arrangements: Anyone who has a new, continuous cough or a high temperature should be advised to quickly and directly return home and to remain there and initiate household isolation. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

9. Stay at home if you have coronavirus (COVID-19) symptoms

If your symptoms are mild, NHS 111 advise you and anyone you live with not to leave your home. This is called self-isolation.

Anyone with symptoms should self-isolate for 7 days from when their symptoms started.

Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms.

It is critical that the Management of the Miners Arms are informed immediately if any employee or member of their household show any coronavirus symptoms.

10. Coronavirus (COVID-19) Risk Assessment

Company: The Miners Arms

Assessment carried out by: Claire Leahy

Assessment Date: 30th June 2020

Review Date: On-going to comply with Government guidelines

Area: Restaurant, Food Preparation Areas and Garden

Risk Assessment approved by: Eloise Shingler-Leahy

Reference number: COVID001

Overview of coronavirus

Any of a group of RNA, (ribonucleic acid), viruses that cause a variety of diseases in humans and other animals. The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and ultimately death. **The spread of coronavirus (COVID-19) is categorised as a HIGH Risk Rating**

Activity:

Communication and training of employees on the understanding of COVID-19

Risk of:

Spread of COVID-19

Risk to:

All employees

Risk Rating:

HIGH

Control Measures in place:

Employees are kept up to date with the changing guidance and instruction from the Government. A Coronavirus Covid-19 management plan is in place and verbally communicated to all employees. This includes team briefings outlining the current situation and any Government advice; promoting effective hand and respiratory hygiene; promoting infection control measures such as one-way systems; social distancing; physical barriers and; separate shift patterns including a lag time between shifts, reducing the number of employees in any work area

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Consideration should be given to the displaying of posters on hygiene etiquette throughout the workplace: hand and respiratory hygiene.
- Communicate to employees by the quickest means possible of any changes in policy: email, telephone, social media.

Target Date for New Control Measures:

Ongoing

Activity:

Good Personal Hygiene

Risk of:

Spread of COVID-19

Risk to:

All employees

Risk Rating:

HIGH

Control Measures in place:

CATCH IT, BIN IT, KILL IT policy has been implemented throughout the workplace.

Employees have been instructed to cover their mouth and nose with a tissue, not their hands, when they cough or sneeze. The used tissue should then be placed in the bin immediately.

Employees then wash their hands with soap and hot water for a minimum of 20 seconds.

Employees have been instructed to wash their hands on a regular basis throughout the day. In addition to this, employees are instructed to avoid close contact with other work colleagues

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Ensure there is a ready supply of hot water, soap and paper towels / hand drying facilities.
- Sanitiser to be made available throughout the workplace including the public area of the pub
- Clear signage promoting good practice
- On-going monitoring by management

Target Date for New Control Measures:

Ongoing

Activity:

Procedures for employees with symptoms of coronavirus or have come in to close/direct contact with a person with the symptoms.

Risk of:

Flu-like symptoms, Pneumonia, Breathing difficulties, Fever

Risk to: All employees

Risk Rating:

HIGH

Control Measures in place:

Employees who are experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain, loss or change to your sense of

smell or taste), or who has had close/direct contact with someone experiencing these symptoms, have been instructed not to come to work. The employee is advised to contact their GP / Government helpline to notify them of their travel, current status and to receive further advice. The employee will then contact the management at Miners Arms and update them in relation to their condition and advice they have been given. If the employee is advised by medical professionals to self-quarantine, they must do so, and only return to work when the incubation period is over, symptoms have gone and has had the authorisation from Miners Arms management. If an employee becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and inform the management team with immediate effect. The employee will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other colleagues or members of the public i.e. may be advised not to use public transport. All areas where the employee has been working including the isolation area and welfare facilities will be subject to a “deep clean” in accordance with Government guidance. All other employees will be advised of the situation and that they must closely monitor their own health and welfare and notify the management if coronavirus symptoms are apparent.

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Current Government advice requires persons who have either developed symptoms or who have been in contact with a family member who has presented with symptoms of Coronavirus (Covid-19) to self-isolate, along with all members of the household for 14 days.
- Incidents of suspected coronavirus in the workplace must be documented for auditable and traceability purposes.
- A full return to work form and medical questionnaire must be completed electronically (by email) prior to the employees returning to the pub.

Target Date for New Control Measures:

Ongoing

Activity:

Good Personal Hygiene

Risk of:

Spread of COVID-19

Risk to:

All employees

Risk Rating:

HIGH

Control Measures in place:

CATCH IT, BIN IT, KILL IT policy has been implemented throughout the workplace.

Employees have been instructed to cover their mouth and nose with a tissue, not their hands,

when they cough or sneeze. The used tissue should then be placed in the bin immediately. Employees then wash their hands with soap and hot water for a minimum of 20 seconds. Employees have been instructed to wash their hands on a regular basis throughout the day. In addition to this, employees are instructed to avoid close contact with other work colleagues

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Ensure there is a ready supply of hot water, soap and paper towels / hand drying facilities.
- Sanitiser to be made available throughout the workplace including the public area of the pub
- Clear signage promoting good practice
- On-going monitoring by management

Target Date for New Control Measures:

Ongoing

Activity:

Employees returning from travel in a High- Risk area

Risk of:

Increased exposure and spread of COVID-19

Risk to: All employees travelling

Risk Rating:

HIGH

Control Measures in place:

Employees have been instructed to follow Government advice if they have returned from travel to any of the "high risk" areas (as defined by Government). This advice includes the requirements for the individual to "self-quarantine" if they have returned from a high risk area within the last 14 days, even if they do not have any of the symptoms. Employees should liaise with their GP, call the Government helpline to notify them of their travel, current status and to receive further advice. The management of Chase Farm have instructed all employees not to return to work until after the incubation period is over and any symptoms have gone.

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- A full return to work form and medical questionnaire must be completed electronically (by email) prior to the employee returning to the shop.

Target Date for New Control Measures:

Ongoing

Activity:

Management to limit business travel and travel by employees to high risk areas.

Risk of:

Increased exposure and spread of COVID-19

Risk to: All employees travelling

Risk Rating:

HIGH

Control Measures in place:

Miners Arms will adhere to the Government advice in relation to areas where persons are advised not to travel at present. This advice is updated on a regular basis. Miners Arms will monitor this advice and implement it as required. Consideration will also be given to visitors from high-risk areas, or who business travel, with all nonessential should travel reviewed and management decisions made as to whether the travel will be postponed on an individual basis, taking circumstances at the time into consideration i.e. purpose of trip, area of travel, methods of travel, infection control procedures etc. Employees have been instructed to inform Miners Arms Management of any forthcoming travel plans, prior to travel, including personal travel.

New Risk Rating:

LOW

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Review all visitors to Chase Farm, with no authorisation provided to those visitors from high-risk areas, or who should be self isolating in accordance with Government guidance.

Target Date for New Control Measures:

Ongoing

Activity:

Employees that are categorised as “Higher risk groups”

Risk of:

Infection of COVID-19

Risk to: Elderly; Pregnant women; Pre-existing medical conditions

Risk Rating:

HIGH

Control Measures in place:

Miners Arms have made the decision to protect all their employees that are categorised as “High-risk” by instructing them to remain at home and self isolate. Section 6, page 4, details the Government guidance on the medical conditions deemed to be “High-Risk”. Miners Arms Management will review the situation regarding localised cases on an on-going basis and ensure good communication with all “High-Risk” employees.

New Risk Rating:

MEDIUM

Additional control measures required:

- Review the latest Government / World Health Organisation guidance and update as required on a daily basis.
- Monitor all employees within the high-risk categories, including those over the age of 70 to ensure they are self-isolated until further Government Guidance.

Target Date for New Control Measures:

Ongoing

Activity:

External and Internal cleaning procedures

Risk of:

Spread of COVID-19

Risk to: Contractors and Employees

Risk Rating:

HIGH

Control Measures in place:

Miners Arms Management have conducted a deep detailed clean of the entire premises prior to opening to the general public. Ongoing there are systems in place to ensure the workplace, including welfare facilities are serviced and suitability cleaned on a daily basis. Employees are instructed to disinfect/sanitise their work areas at regular intervals.

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Consideration should be given to increase the frequency of cleaning to all hand contact surface areas - new daily COVID-19 cleaning introduced

Target Date for New Control Measures:

Ongoing

Activity:

Customers and employees social distancing

Risk of:

Spread of COVID-19

Risk to: General Public and Employees

Risk Rating:

HIGH

Control Measures in place:

Miners Arms Management have undertaken the advice from the Government with regards to social distancing within the workplace including the public area. This includes:

- Monitoring the number of customers within the shop and limiting access to avoid congestion
- Reminding customers to only buy what they need

- Operating a one-way system indicated by arrows on the floor
- Implementing a queue management system indicated by arrows on the floor
- Use of protective screening around the bar area
- A linear flow system when collecting food and drink
- Strict social distancing and defined job roles and working spaces for staff
- Introduction of an online ordering app to prevent lengthy queues
- Shift patterns to prevent lots of contact with people on opposite shifts
- Processes re-designed to ensure social distancing is adhered to

New Risk Rating:

MEDIUM

Additional control measures required:

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Implement additional signage at the pub entrance asking customers not to enter if they have symptoms of COVID-19 as well as stating the risks to people at high risk entering a public area.
- Commission sanitiser stations on entry and exit points with appropriate notices.
- Use additional signage to encourage the use of the online app/contactless payment service without disadvantaging certain sectors of the community
- On-going monitoring of all procedures by management.
- Management to regularly remind employees of the importance of social distancing both in work and outside of it.

Target Date for New Control Measures:

Ongoing

Activity:

The use of Personal Protective Equipment (PPE)

Risk of:

Spread of COVID-19

Risk to: All employees dependent on tasks performed

Risk Rating:

HIGH

Control Measures in place:

Wearing Gloves: Disposable gloves will be available for certain activities but more importantly an increase in hand hygiene will be promoted to all employees, as you can wash and sanitise hands effectively whereas gloves have to be removed to ensure continuation of sanitation

Wearing Face Masks: As we are aiming to keep a 2m social distance throughout the pub, the highest risk is staff providing table service and delivering food to tables, these members of staff will wear a mask as they may be face to face with customers at certain points, the other members of staff will be separated from customers with the use of screens

Protective Food Clothing: All kitchen staff will wear suitable kitchen clothing that will be cleaned on a hot wash by Miners Arms Management.

New Risk Rating:**MEDIUM****Additional control measures required:**

- Review latest Government / World Health Organisation guidance and update as required on a daily basis.
- Employees are advised that wearing gloves is not a substitute for effective hand washing on a regular basis.
- In the event that an employee requires support with a face fit test and to minimise the risk of transmission of COVID-19 during face fit testing it is mandatory that effective hygiene procedures are followed in regards to hand washing prior to and after the test.
- Ongoing monitoring of all procedures by management

Target Date for New Control Measures:

Ongoing

Activity: Mental Health of employees through the COVID-19 period.**Risk of:**

Mental Health Issues

Risk to: All employees**Risk Rating:****HIGH****Control Measures in place:**

Miners Arms Management will promote mental health and wellbeing awareness to staff during the COVID-19 period and will offer all employees their full support

New Risk Rating:**MEDIUM****Additional control measures required:**

- Internal communication channels and cascading of messages through Miners Arms Management Team will be carried out regularly to reassure and support employees in a fast-changing situation
- Miners Arms Management Team will offer support to staff who are affected by coronavirus or has a family member affected
- Miners Arms Management Team will provide regular communication of mental health information and open-door policy for those who need additional support

Target Date for New Control Measures:

Ongoing

Activity:

Skin care and occupational health

Risk of:

Skin conditions such as occupational dermatitis

Risk to: All employees**Risk Rating:****MEDIUM**

Control Measures in place:

A high level of personal hygiene and skin care must be observed by employees at all times. Miners Arms provides hand wash facilities and sanitiser stations throughout the premises. Employees are advised at the commencement of their employment of hand wash, sanitiser use and correct application. In this period where more frequent hand washing is required Miners Arms have instructed all employees to bring to their immediate attention any skin complaints.

New Risk Rating:

LOW

Additional control measures required:

- Ongoing monitoring of all procedures by management.
- Miners Arms Management to encourage all employees to use aftercare treatment products to protect their skin.

Target Date for New Control Measures:

Ongoing

THIS RISK ASSESSMENT IS ON-GOING AND SUBJECT TO CHANGE WHEN NEW GOVERNMENT GUIDELINES ARE ANNOUNCED.