**Covid-19 Risk Assessment for A D & G M Jeyes Ltd T/A Jeyes of Earls Barton**

This assessment has been developed based on the following principles:

- that we act together to ensure the safety and reassurance of our staff and customers both inside and outside the premises

- PPE will be recommended according to the clinical risk and will run alongside the need for social distancing, hand washing and respiratory hygiene

- all efforts will be made to ensure an effective Track & Trace system is in place

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| **Potential Hazard** | **Risk** | **Who might be at risk?** | **Minimum control measures to reduce risks to an acceptable level** | **Assessment of risk** |
| **Covid-19** | Staff not having appropriate knowledge on the virus, transmission and risk leading to increased transmission of Covid-19 | Employees, members of the public | All staff to keep themselves updated and follow the latest Government guidelines via [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) | Low – All staff have been asked to inform us if their personal circumstances would put themselves or others at risk, ie. family members in a vulnerable group |
| **Covid-19** | Contagious people coming into the building leading to increased transmission of Covid-19 | Employees, members of the public | To help ensure the risk of spreading the virus is as low as possible. | Low - All staff and customers advised not to enter the building if showing any symptoms or if anyone is living with someone showing symptoms they should stay at home for 14 days  |
| **Inadequate Social Distancing on-site** | People being unable to adhere to social distancing therefore increasing the transmission of the virus | Employees, members of the public | **INSIDE** – only two tables (two households) per area as below distanced at 1m plus:**Coffee Shop** – two tables of two people per table**Conservatory** – split into two areas – two tables per area of no more than 6 people per area**New Moon Cabin** – two tables of no more than 6 people per area**Jeylatos** – two tables of no more than 6 people per area**OUTSIDE** – tables are distanced at 1m plus, no more than 4 people per table | Low – Staff to monitor the usage and advise customers accordingly |
| **Ventilation** | Poor ventilation leading to spread of the virus | Employees, members of the public | Good ventilation required when sharing internal spaces | External door and windows to be opened as much as possible |
| **Consultation with Staff** | Staff to be made aware of implications for them and what PPE is available | Employees | Staff meetings held prior to each shift with each employee returning to work | Low – opening on 4 July to allow expectations and preparations to be made |
| **Poor hand hygiene** | Poor hand hygiene leading to increased transmission of Covid-19 | Employees, members of the public | Hand Sanitiser ‘stations’ are set-up throughout the premises (shop, museums and coffee shop) encouraging everyone to use the sanitiser or anti-bacterial wipes as often as they would like, hand sanitisers are available on every indoor and outdoor table within the coffee shop areas. | Low – staff to monitor and replace hand sanitiser and wipes as and when required. |
| **Pressure on ‘pinch points’** | Gathering of customers at ‘pinch points’within the store | Members of the public | Initially table service will be used rather than coffee shop customers ordering at the tillA one-way system has been discussed however due to the layout of the three Victorian cottages it was deemed to potentially be more confusing for the customer and had the potential to make things worse rather than better. It was decided to use signs encouraging customers to respect social distancing instead. | Low - Directors to monitor this situation and possibly change to customers ordering themselves if it’s deemed to be safe |
| **Minimising the risk of Covid-19** | Covid-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hand in the air. They quickly fall on floors and surfaces.  | Employees, members of the public | Cleaning of work surfaces, customer tables and chairs, menusPlastic shields are in place at both till points | Low - Work surfaces will be cleaned on a regular basis by all staff. Tables, chairs and menus will be cleaned inbetween customers. |
| **Toilets** | Transmission of Covid-19 within bathroom facilities | Employees, members of the public  | All toilets to be cleaned on a regular basis with anti-bacterial soap available Staff to use upstairs toiletsCustomers to use downstairs toilets | Low – Staff informed of this at pre-work meeting |
| **Condiments** | Transmission of Covid-19 through shared use of condiments | Members of the public | Only sugar sachets to be available on coffee shop tablesSalt & Pepper available on customer’s request – trying to source sachets | Low – Staff informed of this at pre-work meeting |
| **Unable to provide contact details for all customers if required by the Government**  | Should an infected person come into the building we need to have contact details | Members of the public | A card will be on every coffee shop table asking for customer’s contact details advising them the information will be destroyed after 21 days | Low – Ensure we comply with the Track & Trace system implemented by the Government |