

COVID-19 RISK ASSESSMENT

Activity being assessed: Cookery School and cookery events

Name of caterers: Harts Barn Cookery School and freelance tutors

Name of assessor: Yvette Farrell

Date: 03/06/2020

Activity	Possible Hazard	Control measure	Action	Person responsible
Symptoms of Covid-19	<p><u>Spread of Covid19 Coronavirus</u></p> <p>Potential Harm to:</p> <ul style="list-style-type: none"> • Staff • Customers • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant ladies, those with existing underlying health conditions • Estate Personnel 	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and guidance set by Public Health will be followed 	<ul style="list-style-type: none"> • To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus • Posters, leaflets and other materials are on display and all are encouraged to read. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 • If advised that an employee or member of public has developed Covid-19 and were recently on HBCS premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ • The Principle will maintain regular contact with employees during this time. 	<ul style="list-style-type: none"> • <i>Principal/ Senior personnel Onsite e.g. Tutors</i>

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<p>Hand Washing</p>	<p><u>Spread of Covid19 Coronavirus</u></p> <p>Potential Harm to:</p> <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers provided in any area where washing facilities not readily available 	<ul style="list-style-type: none"> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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 Encourage employees to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm 	<ul style="list-style-type: none"> Principal/ Senior Personnel onsite i.e. Tutors
<p>Cleaning</p>	<p><u>Spread of Covid19 Coronavirus</u></p> <p>Potential Harm to:</p> <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Frequently clean and disinfecting objects and surfaces that are touched regularly particularly in areas of high use and which could be contaminated. Areas of potential risk include: <ul style="list-style-type: none"> Door handles, Combination locks, Light switches, Cookery preparation equipment and surfaces, Toilet, Apple Barn, Russet Room, Forest Larder Shop 	<ul style="list-style-type: none"> Disinfect areas of high use after every use. All equipment to be washed after use at 27°C Use the following provided equipment: <ul style="list-style-type: none"> Disposable gloves, Antibacterial cleaning spray, Disinfectant wipes, Antibacterial hand sanitiser Dishwasher Hot water Dishcloths Tea Towels 	<ul style="list-style-type: none"> Principal/ Senior Personnel onsite i.e. Tutors

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Social Distancing	Spread of Covid19 Coronavirus Potential Harm to: <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Reduce the number of persons into the HBCS site to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Review work schedules including start & finish times/shift patterns to reduce number of workers on site at any one time. Offer online training as alternative where possible instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered in outside areas including designated smoking area. 	<ul style="list-style-type: none"> Ensure all are briefed on every visit to the site to ensure that they maintain appropriate 2-meter distance from other people not within their social bubble. Remind all DO NOT come to HBCS if suspect Covid-19 symptoms 	<ul style="list-style-type: none"> Principal/ Senior Personnel onsite i.e. Tutors
Wearing of Gloves	Spread of Covid19 Coronavirus Potential Harm to: <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. 	<ul style="list-style-type: none"> Instruct employees on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Employees to be reminded that wearing of gloves is not a substitute for good hand washing. 	<ul style="list-style-type: none"> Principal/ Senior Personnel onsite i.e. Tutors
Wearing of Face Masks	Spread of Covid19 Coronavirus	<ul style="list-style-type: none"> Wearing of Face Masks/Coverings Public Health guidance on the use of PPE (personal protective equipment) to protect 	<ul style="list-style-type: none"> There is no requirement to wear Face Masks or Coverings currently within the Cookery School Premises however to minimise the 	<ul style="list-style-type: none"> Principal/ Senior Personnel

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	Potential Harm to: <ul style="list-style-type: none"> All as detailed above 	against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours	risk of transmission of COVID-19 anyone attending the HBCS may optionally wear face masks or coverings whilst on site.	<i>onsite i.e. Tutors</i>
Deliveries	Spread of Covid19 Coronavirus Potential Harm to: <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Ensure procedures in place for Delivery Drivers to ensure adequate welfare facilities available during their work - Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. 	<ul style="list-style-type: none"> Ensure that suppliers are aware of risk assessment if allowed unsupervised access to site Communicate with suppliers that we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. 	<ul style="list-style-type: none"> Principal/Seni or Personnel onsite i.e. Tutors
Mental Health	Spread of Covid19 Coronavirus Potential Harm to: <ul style="list-style-type: none"> All as detailed above 	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress	<ul style="list-style-type: none"> Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Support will be offered to any employee who is affected by Coronavirus or has a family member affected. Regular communication of mental health information and open-door policy for those who need additional support. 	<ul style="list-style-type: none"> Principal/Seni or Personnel onsite i.e. Tutors HR Support