

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	COVID-19 – Restaurant Services
Performed By	Chris Durrant
Date	23rd October 2020
Next scheduled review date	31st December 2020

This Risk Assessment identifies the measures **the Caterer** has considered and acted upon as appropriate to facilitate the reopening of Harrogate Masonic Hall for Restaurant Services including food and beverages.

A regular review on the application of the measures taken within this Risk Assessment will be conducted taking into account Government, and any other guidance and advice applicable at that time in order to ensure that the control measures in place are effective, as far as is reasonably possible or practical, to reduce the possibility of coronavirus COVID-19 infection from any activity in the Restaurant.

Version 1	Original Issue
Version 2	Update based government guidance on the 'rule of 6', mandating the wearing of Face Masks when not seated, and vacating premises by 10.00pm.
Version 3	Update based upon the government's introduction of the Tier 1, 2 & 3 classifications.

Objective

To ensure that the delivery of Restaurant Services is fit for purpose and taking all the necessary measures, so far as is reasonably possible or practical, to reduce the possibility of Coronavirus COVID-19 infection for persons consuming Food and Beverages in the Restaurant.

Specific measures to be addressed for the Protection of persons against COVID 19 Virus infection.

Threat

COVID-19 Virus

Infection via:

- the passing of the Virus between persons in physical contact or after being in "Close Proximity" with infected persons.
- contact with hard surfaces or furnishing with which infected persons have had recent contact. e.g. Tables, chairs, Bar surfaces
- droplets generated by coughs and sneezes.
- door handles, banisters, and toilet flush devices which infected persons may have touched.

Detection of Symptoms

- Early symptoms are known to show up as high or abnormal Temperature.
- Tiredness and symptoms which are quite often similar in nature to Flu infection.
- Loss of senses of taste & smell.
- A general feeling of being unwell.
- By Clinical Testing of swab samples taken by trained health workers.
- By a self-administered swab sample submitted for analysis.
- Any evidence that a person has recently returned from an overseas Country with known high infection rates.
- A personal suspicion they may have been in contact with a person or group subsequently found to be infected.

Safety Measures to prevent Infection

- Track and Trace records of all persons entering the premises including use of unique Harrogate Masonic Hall QR Code and COVID-19 App.
- Use of PPE (Personal Protective Equipment) by staff.
- Social Distancing both transiting within the building and during meals.
- Limitations of persons occupying premises in total. (Occupancy to accord with the latest Government guidance).
- Limitations of persons (and their relationship) sharing a table in total. (Numbers to accord with the latest Government guidance).
- The provision of regular hand sanitising points at the entry points and within the building.
- Signs and notices throughout the building showing, where possible, a "one-way system" with "Routes of Entry" into the building or part, and the designated "Way Out" maintaining the "one-way system".
- Reminder notices of Social Distancing, always wearing of Face Masks when not seated & the Need for Regular Hand Washing & Re-sanitising of hands.
- Dining Room to have the maximum ventilation available commensurate with comfort for the activity taking place.

Requirements by The Caterer on all customers using the Masonic Hall Facilities for the purposes of consuming Food and Beverages for the protection of Persons against the COVID 19 Contagion.

- All customers **MUST** be booked into the Restaurant, or event, before arriving at the Building.
- All customers will have a temperature check at the point of entry to the Building.
- All customers must wear a mask to enter the Building and must only remove their mask when seated at their designated tables.
- A maximum of 6 people from different households can share a single table.
- Customers with abnormal temperature, or who have not booked, will be denied entry.
- A record will be maintained of all persons tested for Temperature, the Result, Full Name, and a Contact number for NHS Test & Trace purposes.
- Subject to having a suitable mobile device, customers to scan the unique Harrogate Masonic Hall QR code when they arrive using their NHS COVID-19 app.
- Persons admitted **MUST** hand sanitise. This will be available at the entrance sanitising station.
- Persons transiting and circulating between the Restaurant and toilets must follow the rules for Social Distancing, follow the One-Way system of entry & exit and must always wear a mask.
- Where toilet facilities are used hand washing should be practiced.
- All drinks and food orders will be taken at and delivered to customers at their tables.
- Payment will either be in advance or taken on the evening at customers tables.
- Last orders will be taken at 9.30pm to allow the building to be vacated by 10.00pm.

Should either Central or Local Government, or Health Authorities, impose any changes to the Lock down arrangements for defeating COVID 19 The Caterer reserves the right to advise of any changes that may be necessary for compliance.

			Severity		
			Acceptable	Tolerable	Unacceptable
			1	2	3
Likelihood	Risk unlikely to occur	1	1	2	3
	Risk will likely occur	2	2	4	6
	Risk will occur	3	3	6	9

Harrogate Masonic Hall – Before reopening

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Poor Management of Controls	1	3	3	Competence and the potential poor management of the controls to manage Covid 19.	Implementation of a risk assessment process to identify risk, hazards, and the implementation of control methods in line with Government guidance.	None - Continually reviewing Government guidance.	The Caterer	N/A	Continuously under review
Food contamination	1	3	3	Food and drinks stored for prolonged periods may be unfit for consumption	<ul style="list-style-type: none"> Compliance with food standards – check use by dates, fridge and freezer temperatures, frozen produce etc. Clean beer-lines Internal deep-clean of kitchen Check for signs of rodent or insect infestation 	None – Constantly On-Going None – Currently bottles/Can only None – Kitchen cleaning continuous – Kitchen also subject to annual external deep clean None	The Caterer	N/A	Continuously under review
Plant	1	2	2	Risks associated with faulty appliances and plant, resulting from lack of use etc., security issues, and lack of regular inspections.	<ul style="list-style-type: none"> Check mains fuse-board for tripped RCDs, before and after turning bulk of electrical appliances back on Check door locks and windows for signs of forced entry 	None – Regularly carried out during shut down	The Caterer	N/A	Continuously under review

					<ul style="list-style-type: none"> Ensure ladies feminine hygiene bins are empty 				
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Harrogate Masonic Hall – Restaurant Services

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Lack of social distancing	2	2	4	The risk of transmission of Coronavirus, should staff and/or customers fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Any customers displaying any symptoms (as outlined by the government) MUST be asked to leave immediately. 	None – Customer temperature checks on arrival to help avoid admission Completed	The Caterer	Each Meeting	Signage at entry
					<ul style="list-style-type: none"> Displaying the COVID-19 signage 	None - Completed - Signage posted accordingly.	The Caterer	N/A	Signage in place
					<p>Capacity:</p> <ul style="list-style-type: none"> Calculate the maximum number of customers that can reasonably follow social distancing guidelines (and rule of six); take into account specific characteristics such as furniture as well as likely pinch points and busy areas. 	None - Completed	The Caterer	N/A	Seating plans produced for up to 48 / 50 Customers.
					<ul style="list-style-type: none"> Mark out Restaurant to maintain social distancing guidelines. 	Completed	The Caterer	N/A	Bookings only to ensure compliance
					<p>Queuing and access: -</p> <ul style="list-style-type: none"> Keep a temporary record of customers for 21 days, to assist NHS Test and Trace with requests for that data if needed. 	None - Prior Booking ensures contact details of those booking is secured and retained	The Caterer	Ongoing	Continuously under review.
<ul style="list-style-type: none"> Where possible, scanning of QR codes on COVID-19 App 	None – QR Codes in place.	The Caterer	N/A	Continuously under review.					

Harrogate Masonic Hall – Restaurant Services

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					<ul style="list-style-type: none"> Managing the entry of customers, and the number of customers, so that all customers are seated with appropriate distancing, Consider how to control the flow of customers to tables. For example: Staff, or volunteer “Maître D”, to show people to available tables OR Managing the entry of Customers. Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled customers. (For example, maintaining pedestrian and parking access for disabled customers.). Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines Looking at how people move through the building, for example accessing toilets and how you could adjust this to reduce congestion and contact between customers, for example, one-way flows. 	<p>None- Tables pre-allocated – to be shown to seat on entry by allocated member of staff.</p> <p>None – Designated member of staff to show customer to tables</p> <p>None – Access and lifts available for those who need them.</p> <p>None – all customers advised by ‘greeter’ at point of being seated</p> <p>None – signage in place and floor markings installed.</p>	<p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p>	<p>N/A</p> <p>Ongoing</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Continuously under review</p> <p>Continuously under review</p> <p>Penalties for non-compliance have recently been increased</p> <p>Continuously under review</p> <p>Continuously under review</p>

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					<p>Information: -</p> <ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids. • Making Customers aware of, and encouraging compliance with, limits on gatherings. • Making members aware of time limits and complete vacation of Hall by 10.00pm <p><u>Face Masks</u> In line with Government Guidance Face Masks must worn at all times within the Building – except when seated at tables.</p>	<p>None – Signage in place.</p> <p>None- Rule of 6 enforced on all bookings.</p> <p>None – 10.00pm curfew reminder to all customers</p> <p>None – Face masks mandated unless seated. Will be policed by The Caterer.</p>	<p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Continually reviewing Government guidance</p> <p>Continuously under review</p> <p>Continuously under review.</p>
Surface contact.	2	2	4	The risk of transmission of Coronavirus, should customers encounter contaminated surfaces.	<ul style="list-style-type: none"> • Ideally only hard material chairs to be used, which can be wiped and sanitised between customers. • Encouraging customers to use hand sanitiser or hand-washing facilities as they enter the venue. • Sanitiser stations have been positioned at all points of entry. • Signs being displayed prominently, reminding people to hand wash or sanitise regularly. 	<p>Completed – Room sanitised</p> <p>None – sanitisation station in place.</p> <p>None - Complete</p> <p>None - Complete</p>	<p>HMT</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p>	<p>Ongoing</p> <p>Ongoing</p> <p>N/A</p> <p>N/A</p>	<p>Continuously under review</p> <p>Condition of entry</p> <p>Building given treatment by NexGen which gives protection for 30 days and is</p>

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What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<ul style="list-style-type: none"> Ensuring all soap dispensers are full Paper towels are available for staff and customers Wedging doors open to avoid the need to touch door handles etc. Ensuring door wedges removed before locking up the building at the end of the event (Fire Safety) 	<p>None – Procedure</p> <p>None - Procedure</p> <p>None – Procedure in place</p> <p>None – Procedure in place</p>	<p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>regularly checked</p> <p>One application of hand sanitiser is effective for 24 hours notwithstanding how many times hands washed</p>
<p>Lack of social distancing</p> <p>Interaction with and between customers</p>					<ul style="list-style-type: none"> Using disposable menus and having menus posted prominently and/or on-line. All payments are contactless or via direct bank transfer. A single member of staff handling card machines, or the till. Tables are numbered, so that all orders to the bar or kitchen can identified. Staff are instructed to maintain social distancing from customers when taking orders. Providing cutlery and condiments only when food is served. Providing only disposable condiments (or cleaning non- disposable condiment containers after each and every use). Reducing the number of surfaces touched by both staff and customers. 	<p>None – disposable menus to be used</p> <p>None - Contactless payment in place</p> <p>None – allocated tables</p> <p>None – briefing</p> <p>None – procedure in place</p> <p>None – procedure in place</p> <p>None – procedure in place</p>	<p>The Caterer</p>	<p>Ongoing</p>	<p>Continuously under review</p>

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What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
					<p>Customers are asked to remain seated at a table unless moving through areas to and from the toilets or exiting the building, masks must be worn when not seated.</p> <ul style="list-style-type: none"> Customers should not to 'circulate' or stand over tables for conversation. Minimising contact between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills. Serving staff are supplied with face protection, gloves and hand sanitizer and instructed to regularly wash hands. Note that PPE can be considered optional unless the government stipulate otherwise. Staff supplied with disinfectant spray or wipes to clean the counter, other surfaces or items touched by staff or customers. Where appropriate face shields will be used as opposed to face masks, as they protect both the wearer and customer in any interaction. Keep doors propped open, to reduce the need to touch door handles. 	<p>None – allocated zones to minimize contact None – procedure in place.</p> <p>None – Hall treated with NexGen</p> <p>None.</p>			

Harrogate Masonic Hall – Restaurant Services

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Lack of social distancing in the kitchen and amongst staff.				The risk of transmission of Coronavirus, should staff fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Restricting the number of staff in the kitchen at any one time. Displaying signs to remind people to maintain social distances. Continuing to identify 2 metres as the appropriate distance between staff. Providing staff with PPE, hand sanitizer and instructions to regularly wash hands. Ensuring soap and paper towels are readily available. Operating a “pass counter” system – chef places prepared food on the pass counter and moves away, allowing the server to collect the food and deliver to the customer. Instructing staff to consciously avoid sharing equipment etc. Keeping doors propped open, to reduce the need to touch door handles. Any customer or staff displaying any symptoms (as outlined by the government) MUST leave immediately or not attend. 	Staff briefed on new ways of working.	The Caterer	Sept 2020	Continuously under review
Hand washing facilities.	2	2	4	The risk of transmission of Coronavirus should customers not wash their hands properly.	Facilities in place for hot running water & soap, paper towels in all toilets (hand dryers NOT to be used due to risk of air dispersal).	To manage supply chain of washing supplies, and to ensure no shortages.	The Caterer	Sept 2020	Process implemented with Hall Management
Hand Sanitisation.	2	2	4	The risk of transmission of Coronavirus, should customers not wash their hands properly.	Providing hand sanitising gel, at all wash stations, toilets, and all entrances to the buildings and strategic points within the building.	To manage supply chain of hand sanitising gel.	The Caterer	Sept 2020	Process implemented with Hall Management.

Harrogate Masonic Hall – Restaurant Services

What are the hazards?	L	S	Risk Factor	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?	Comments
Cleaning facilities.	2	2	4		All internal areas of the building and external touch points are treated. Building, including toilets, to be retreated every 30 days if necessary.	Process to be implemented with Hall Management.	HMT	Sept 2020	Process implemented with Hall Management.
Toilet - Lack of social distancing	2	2	4	The risk of transmission of Coronavirus, should staff and/or customers fail to adhere to current social distancing guidelines.	<ul style="list-style-type: none"> Identify the best toilet facilities to provide access to. Signage displayed stating: - <ul style="list-style-type: none"> Maintain social distances Toilets are cleaned regularly Regular monitoring of hand soaps and drying facilities, to ensure fully stocked. 	<p>None – Access to all toilets on a one in one out basis.</p> <p>None – already in place</p> <p>None – in place already</p>	The Caterer	Sept 2020	Continuously under review Vacant/Engaged toilet signs treated with 30-day sanitising agent
Fire.	1	1	1	The introduction of the one-way system and the other social distancing measures annotated in this Risk Assessment do not interfere with the means of escape from the building in the event of fire.	See HM Government Fire Safety Risk Assessment publication for Premises of Small and Medium Places of Assemble – travel distances.	None	The Caterer	Sept 2020	Continuously under review
Cleaning materials including hand gel.	2	2	4	Suitable and appropriate notices to be placed alongside hand dispensers.	If applicable COSSH Register to be visited and annotated accordingly.	None	The Caterer	Sept 2020	Process implemented with Hall Management.
Communications	2	2	4	Verbal communication with all stakeholders.	Risk Assessment to be made available via notice board.	Intention to promote via communications an environment that will attract the	The Caterer	Sept 2020	Continuously under review.

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						customers back to the restaurant.			

ADDITIONAL NOTES:

Government guidance can be found via the link below.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/restaurants-offering-takeaway-or-delivery>

COVID-19 secure workplace poster template

<https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-COVID-19-secure-accessible.pdf>

Food Standards Agency info via the link below.

<https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-COVID-19>