

Masonic Hall	Harrogate Masonic Hall
Risk Assessment	Appendix 2 Restaurant Services
Performed By	Chris Durrant
Date	13th April 2021
Next scheduled review date	21st June 2021

This Appendix must be read in conjunction with: Multipurpose Community Facility Covid 19 RISK ASSESSMENT – Core Principles.

This document has been produced to evaluate specific “Threats” and put in place “Safety Measures” needed for the Safe Operation of RESTAURANT SERVICES in the Hall over and above those contained in the MPCF Covid RISK ASSESSMENT – Core Principles.

Version 1	Original Issue
Version 2	Reviewed prior to reopening facilities

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. This Appendix must be read in conjunction with Multipurpose Community Facility Covid 19 RISK ASSESSMENT – Core Principles.

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 must wear a mask to enter the Building and must only remove their mask when seated at their designated tables.
- Rules associated with customers sharing tables will be in line with latest Government guidelines in force at that time.
- The Full name and a Contact number will be recorded 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 Tiers in operation or Lock down arrangements for defeating COVID 19 The Caterer reserves the right to advise of any changes that may be necessary for compliance.

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

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.	<u>Capacity:</u> <ul style="list-style-type: none"> Calculate the maximum number of customers that can reasonably follow social distancing and relationship guidelines in line with latest government guidelines: Take into account specific characteristics 	None - Completed	The Caterer	N/A	Seating plans produced for Customers in line with latest guidelines.

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					<p>such as furniture as well as likely pinch points and busy areas.</p> <ul style="list-style-type: none"> Mark out Restaurant to maintain social distancing guidelines. <p><u>Queuing and access: -</u></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. Where possible, scanning of QR codes on COVID-19 App Managing the entry of customers, and the number of customers, so that all customers are seated with appropriate distancing, Control the flow of customers to tables. 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, 	<p>Completed</p> <p>None - Prior Booking ensures contact details of those booking is secured and retained</p> <p>None – QR Codes in place.</p> <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>The Caterer</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>Ongoing</p> <p>Ongoing</p> <p>N/A</p>	<p>Bookings only to ensure compliance</p> <p>Continuously under review.</p> <p>Continuously under review.</p> <p>Continuously under review</p> <p>Continuously under review</p> <p>Penalties for non-compliance have recently been increased</p>

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					<p>maintaining pedestrian and parking access for disabled customers.)</p> <ul style="list-style-type: none"> 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>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>None – all customers advised by 'greeter' at point of being seated</p> <p>None – signage in place and floor markings installed.</p> <p>None – Signage in place.</p> <p>None- Government rules in operation enforced on all bookings.</p> <p>None – 10.00pm curfew reminder to all customers</p>	<p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p> <p>The Caterer</p>	<p>Ongoing</p> <p>N/A</p> <p>N/A</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Continuously under review</p> <p>Continuously under review</p> <p>Continually reviewing Government guidance</p> <p>Continuously under review</p>

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<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. 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. Customers should not '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. 	<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>None – allocated zones to minimize contact</p> <p>None – procedure in place.</p>	The Caterer	Ongoing	Continuously under review

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					<ul style="list-style-type: none"> 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</p> <p>None.</p>			
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. 	Staff briefed on new ways of working.	The Caterer	Ongoing	Continuously under review

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					<ul style="list-style-type: none"> 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. 				

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>