

RISK ASSESSMENT FOR ROWANS

COVID-19 WORKING SAFELY

Hazard	Who might be at risk?	Controls in place	Further action required	Action by who?	Action by when?	Done
<p>COVID -19 / Coronavirus</p>	<p>Everyone is at risk of contracting the virus</p>	<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new continuous cough, high temperature or loss of taste and smell while at work, they will be sent home to isolate and/or test in accordance with govt guidelines. If symptoms start at home they will be advised to follow the government's stay at home guidance. ▪ The General Manager and Heads of relevant Department will maintain regular contact with staff members during this time, to ensure wellbeing. ▪ If advised that a member of staff or public has developed Covid-19 and were recently on our premises, it will be immediately reported to the Head of Department and then the General Manager to discuss further actions. ▪ Staff will complete a health questionnaire and have their temperature taken at the start of each shift. 	<ul style="list-style-type: none"> ▪ Internal communication channels and cascading of messages through the Head of Department and the General Manager will be carried out regularly to reassure and support employees in a fast changing situation. ▪ Encourage staff to report any problems such as Covid-19 or flu like symptoms. ▪ Heads of Department and the General Manager will offer support to staff who are affected by Coronavirus or have a family member affected. ▪ Ensure staff know what the procedure is if they show symptoms of Coronavirus. 	<p>General Manager & Heads of Department</p>	<p>Ongoing</p>	

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Poor levels / Inadequate social distancing	Everyone entering the centre	<ul style="list-style-type: none"> ▪ Social distancing as recommended by government advice. ▪ Reduce the number of people entering the centre to create space. ▪ Review work schedules including start and finish times/ shift patterns, working from home etc. ▪ Adequate signage reminding people of what they should do. ▪ Redesigning processes to ensure social distancing in place where possible. ▪ Limited customer capacity to give extra space 	<ul style="list-style-type: none"> ▪ General reminders to staff and members of the public on the importance of social distancing. ▪ Checks to be carried out by Heads of Departments and the General Manager to ensure that necessary procedures are being followed. ▪ Floor markings for where queues are likely. ▪ Staff to make guardians of children aware to not let them run around and remind children of safe distancing. ▪ Surveillance on numbers of people entering and exiting the building 	General Manager & Heads of Department	Ongoing	
Poor levels of personal hygiene / hand washing	Everyone	<ul style="list-style-type: none"> ▪ Stringent hand washing taking place. ▪ Ensure soap and warm water is available at all times. ▪ Hand washing posters/ guidance in washing areas. ▪ Drying of hands with disposable paper towels or hand driers. ▪ Hand sanitiser stations available at reception and at other areas in the centre. ▪ Poster Reminders – to catch coughs and sneezes in tissues 	<ul style="list-style-type: none"> ▪ Posters for Employees to remind to wash their hands on a regular basis for at least 20 seconds with soap and water and the importance of drying with disposable towels or hand driers. 	General Manager & Heads of Department	Ongoing	

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Personal Protective Equipment (PPE)	Staff	<ul style="list-style-type: none"> ▪ Staff that wear gloves as a requirement of their job, will be supplied as necessary ▪ Staff to wear face masks. ▪ DO NOT share PPE. 	<ul style="list-style-type: none"> ▪ Posters will be displayed showing /explaining to staff the correct procedures for putting gloves on and removing them and disposal. ▪ Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	General Manager & Heads of Department	Ongoing	
Following Government guidance	Everyone entering the centre	<ul style="list-style-type: none"> ▪ Management to follow all guidance issued by government on controlling the spread of Covid-19. ▪ Regular meetings between the General Manager and with Heads of Department to take place to discuss any changes to work procedures affected by Covid-19. ▪ Limited customer capacity to give extra space 	<ul style="list-style-type: none"> ▪ Follow government changes. ▪ Follow advice issued by HSE. ▪ Follow government advice on Track and Trace. 	General Manager & Heads of Department	Ongoing	
Changes to working procedures	Staff	<ul style="list-style-type: none"> ▪ If possible, reduce the number of staff in one work area. ▪ Rearrange work areas for safe working. ▪ Karaoke rooms closed. ▪ Kitchen – staff to supply disposable cutlery to customers. All catering staff to wear gloves where appropriate and wash hands regularly. All orders taken in accordance with govt guidelines including the use of Rowans APP. 	<ul style="list-style-type: none"> ▪ General Manager to discuss with Heads of Department about working procedures regularly and to talk to staff to monitor changes. 	General Manager & Heads of Department	Ongoing	

Assessment completed by: Terence Harrison (General Manager)	Date: 4th May 2021
Signed: Terence Harrison	Review date: As necessary