

Sheffield Students' Union Risk Assessment Record

| Event/ Activity | Bar One Covid-19 | Department | Operations | Event Location | Bar One | |
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| Completed by (Name/ Position) | James Collister Outlet manager | Others consulted | Chris Aucott-Director of Social Enterprise Alex O'Brien-Deputy Director of Social Enterprise | Date of Assessment | 22/7/2020 | |
| | | | HM Government COVID-19 secure guidance Student Union Facilities reopening guidance | Date of Review | 3/8/2020 | |
| Briefly describe the activity or event you are about to risk assess. | | | | | | |
| Significant Hazards What might cause harm? | Who is affected? | Typical potential outcome | Control measures: existing and proposed | Risk level See guidance on final page | Action by who? | Action by when? |
| Spread of Covid-19 amongst staff, customers and the wider community | Staff, customers, general public, contractors | Respiratory problems, hospitalisation | <p>Existing: none pre COVID 19</p> <p>Proposed:</p> <p><i>Customer control measures</i></p> <ul style="list-style-type: none"> ● Reduced capacity <ul style="list-style-type: none"> ○ Bar One & Raynor-198 ○ Garden-252 ○ Total entry restricted to absolute maximum of 300 or 60 tables whichever is reached first ○ Capacity capped at 198 or 44 tables, whichever is reached first, if adverse weather is expected ● Entry controlled by team member to ensure group sizes are no larger than 6 and entry is in a safe manner ● Contact details for University of Sheffield students retained by handheld scanning device. Non University of Sheffield customers (lead contact per group) to be | Medium | Outlet manager, duty managers, staff, customers, contractors | |

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| | | | <p>inputted to google form with restricted access to data sheets.</p> <ul style="list-style-type: none"> ● Single point of contact for public health authorities in case of outbreak ● Hand sanitiser stations located at entrance, by toilets and other key points with posters throughout venue encouraging handwashing ● 1m-2m socially distanced seating layout with mitigation including back to back seating and Perspex screens in large booths. Table spots indicated by tape or spray paint. ● Flow systems in place at key pinch points <ul style="list-style-type: none"> ○ Toilet corridor-One way signed system ○ Big screen area-designated walkway ○ Glossop Road entrance-supervised egress and ingress ○ Kitchen-one way system ○ Bar and glasswash-one way system ● Floor markings to indicate queue spacing ● Signage at entrance and throughout venue to explain rules/measures ● All table surfaces to be cleaned between customers departure/arrival with concentrated sanitiser spray conforming to BS EN14476. Signs on tables to indicate when a table needs sanitising ● Key touch points sanitised on a half hourly schedule by an allocated team member <ul style="list-style-type: none"> ○ Till screens ○ Card machines & PIN pads | | | |
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| | | | <ul style="list-style-type: none"> ○ Ice scoop ○ Bar top ○ Fire door handles/push plates ○ Toilet door locks ● All internal non-fire doors to be pinned open to reduce touch points and increase ventilation ● All garden doors to be pinned open to increase ventilation ● Air handling to be at maximum despite occupancy level ● Give way system in place for toilet entrance. Sinks and hand dryer numbers reduced for social distancing. Paper towel dispensers installed for customer use in addition to hand dryers ● Toilet capacity is: <ul style="list-style-type: none"> ○ 11 in gents (7 signposted urinals & 4 cubicles) ○ 12 cubicles in ladies ● Music and sports TV volume to be at a reduced level to discourage voices from being raised ● Pool tables & AWP's moved and cordoned off ● Menus moved to online version with single use available for those who require them ● Removal of communal condiments and replacement with pot from kitchen | | | |
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| | | | <ul style="list-style-type: none"> ● Use of app for ordering is encouraged to reduce potential queues at bar. Cashless payment only allowed at the bar. <p><i>Staff control measures</i></p> <ul style="list-style-type: none"> ● Staffing to be provisioned as two separate teams (bubbles) to prevent transmission across multiple teams ● Staff start times staggered ● All staff required to undertake University return to campus training, refresher outlet training and new outlet procedure training before starting work ● All staff briefed on their responsibilities to report sickness and reminded of the key symptoms ● All staff required to declare fitness to work before each shift ● Duty manager to deliver briefing of the key rules, requirements and any updated information before the bar opens ● Increased personal hygiene requirements <ul style="list-style-type: none"> ○ Handwashing every 30 minutes in addition to usual handwashing practice ○ Staff to change into uniform at work ○ Posters to remind staff of handwashing technique ○ Provision of hand barrier cream ● Face masks and gloves available for staff to use if they wish to ● Work environment to be zoned | | | |
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| | | | <ul style="list-style-type: none"> o Teams split into areas for entirety of shift o No crossover of areas allowed unless absolutely essential o Two separated zones on bar with individual products for each member of team as far as possible o Reduced product availability to reduce potential crossover on bar and in kitchen o Limit of 3 people in kitchen food prep area & 1 in potwash area o Limit of 1 person in bar glasswash area, 3 people on bar and 2 people in bar office o Each team member to have access to a radio to reduce face to face contact ● Use of app for ordering to reduce contact with multiple customers at bar ● Perspex screen at in use tills ● Communication channels in place for staff to express concerns, ask questions or feed back any requirements to support their mental and physical wellbeing ● Staff breaks staggered and staff encouraged to bring food to work (storage provided) and to avoid leaving the outlet. Staff break area with capacity of 2 set up in the pool room, staff encouraged to clean before and after | | | |
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| | | | <p>use with cleaning products provided in the area.</p> <p><i>External contractors/maintenance workers/delivery drivers</i></p> <ul style="list-style-type: none"> • All contractors/maintenance workers who enter the building to be briefed on additional procedures that are in place as well as being asked to provide usual RAMS documentation • Contractors/maintenance workers/delivery drivers to have access to handwashing facilities/hand sanitiser • Staff briefed on presence of contractors/maintenance workers and asked to report any non-adherence to procedures • Orders to be made with as few suppliers as possible to minimise deliveries to site • When receiving deliveries member of staff should observe social distancing, use own pen if required to sign documentation | | | |
| Increased risk of aggression/violence | Staff, customers | Bruising, cuts | <p>Existing:</p> <ul style="list-style-type: none"> • Staff adhere to licensing requirements regarding sale of alcohol • Staff trained in good customer service practice • Incident log maintained by security manager • Regular glass collection • Polycarbonate glass in use for risk assessed events • High definition CCTV system in place | Low | Outlet manager, staff | |

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| | | | <ul style="list-style-type: none"> ● In-house security team in use for busy events ● Radios in place for contact with security ● Access control in place after 8:30pm <p>Proposed:</p> <ul style="list-style-type: none"> ● Items such as shots and bomb drinks removed from sale ● Enhanced staff training and briefing on being alert to inebriated customers ● Allocated team member to patrol every 30 minutes to spot potential problems ● Music and TV volume reduced to discourage voices from being raised ● Access control in place at all times <ul style="list-style-type: none"> ○ Entrance restricted to UoS students and guests, other NUS students & staff ● In the event of any disorder police attendance will be requested via campus control | | | |
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| Circulation list See guidance on final page | |
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Guidance on Completion of Risk Assessments

Determining Risk level.

One person's "likely" can often be another person's "never going to happen" and so risk level determination can sometimes be very subjective.

Please use these descriptors below to help you determine the appropriate risk level of the matters you are considering. This will help the Students' Union manage risks in a less subjective and more consistent manner.

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| Risk Level = Likelihood x Harm | Slight harm | Harmful | Very Harmful | Fatal |
|--------------------------------|-------------|---------|--------------|-----------|
| Very Unlikely | Low | Low | Low | Medium |
| Unlikely | Low | Medium | Medium | High |
| Likely | Low | Medium | High | Very High |
| Very Likely | Medium | High | Very High | Very High |

| Likelihood | | Harm | |
|---------------|---|--------------|---|
| Very unlikely | Has never happened (remote possibility, could occur) | Slight harm | Minor injury or discomfort (no treatment required) |
| Unlikely | May happen in next 10 years (not expected) | Harmful | Severe injury (first aid treatment required, attend A&E or Drs) |
| Likely | Likely to happen in next 1-5 years (not surprised, will happen) | Very harmful | Major injury (hospital admission and treatment required) |
| Very Likely | Likely to happen in next 12 months (to be expected) | Fatal | Results in death |

Circulation list guidance

Any person who has an action placed on them should be involved in the risk assessment process and see the final risk assessment. Any person who is exposed to the risks the assessment covers should have the final version of the risk assessment circulated to them or shown to them during induction or during event planning.

Storage of risk assessments

Please give your risk assessment a clear title and date. Identify your department, what activity/event being assessed and the date you completed the assessment. These steps will help others find the current risk assessment.

e.g. Ents-SummerSoc-May-2020 or SGS-ScoutsWalk-June2020

Then place it into your directorate/department folder within this year's risk assessments folder that can be found here:

X:/RS Facilities/HS/Risk assessments/Risk assessments current

Help with risk assessments and where the templates are kept

All the current Risk Assessment Guidance, and templates are available from: **X:/RS Facilities/HS/Risk assessments/Risk assessments guidance and templates**. Or look at the "Risk Assessment" part of the Health & Safety intranet pages.

If you need training in the risk assessment process or help with a complex risk assessment please contact the Health & Safety Manager in the Facilities Office.