

St John's College, Cambridge, Risk Assessment Form

Department or activity under assessment: Welcome dinner (Dinners in Hall)

| Activity | List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the control measures which will reduce the likelihood of this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. ⁵ |
|-------------------------|--|---|---|---|---|
| Preparation of the Hall | Cross contamination | Outbreak of Covid 19 | High | <p>Ensure the Hall cleaning schedule is being followed both before and after dinner service.</p> <p>Wear clean gloves when handling catering equipment (cutlery, crockery & glassware). Only use catering equipment that has been washed correctly in the glasswasher following preset guidelines since last used.</p> <p>The place settings must be distanced to follow government guidelines.</p> | Head of department to check the cleaning record weekly to ensure it is followed |
| Entering Hall | Door handles cross contamination | Touching door handles if handles have not been sanitised could lead to cross contamination and Covid 19 | High | <p>Sanitiser stations either side of the door entrance / exit.</p> <p>Regular sanitising of the door handles. Encourage a positive</p> | Leave Entrance Doors to Hall open if possible |

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| | | | | mindset of good hygiene practices. Signage explaining the importance of Hand washing and sanitizing to be clearly displayed | |
| To maintain social distancing rules while entering & leaving the Hall | Personal encounters while entering & leaving the Hall | Guests who enter or leave the Hall or a member of staff assisting them may transmit or contract COVID-19 | Medium | College action plan in place governed by Gold/Silver COVID-19 command and meeting structure. Social distancing measures are in place and easily manageable for those dining as well as for catering staff. Anti-bacterial hand sanitizers' station provided at the entrance to hall. Staff member to control flow of people entering & leaving the Hall to avoid close encounters as much as reasonably practicable. There will be one way in and one way out. Guests when entering the Hall to be encouraged to directly take their place according to the table plan. They will enter through the left door and exit the right hand door with the right hand table leaving first then the top table followed by the right hand table as instructed by the staff | Extra hand sanitizer to be provided (next to the Hall entrance). Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Monitoring the actions and measures on a daily basis. Management checks to ensure this is adhered to |
| Spacing of chairs | Personal encounters | Outbreak of Covid 19 | Low | The spacing of the chairs will be 1500mm between each chair and 1800mm diagonally across the table in lower hall. The top table will be 1500mm between each chair and 1500mm diagonally | Ensure social distancing |

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| Staff uniforms | Cross contamination | Outbreak of Covid 19 | Low | Good hygiene practices. Only wear your own uniform. Dirty uniforms are to be kept in your laundry bag that has been provide and put into your locker. Use a clean uniform every day. Send away when required. | |
| Service of the meal | Cross contamination between staff and guests | Outbreak of Covid-19 | High | A precise order of service is prepared and clearly explained, particularly with regard to handwashing between each stage of the meal service. This to be done at the staff briefing before the commencement of service. Staff who are not required for dinner service (Cotton Club) will not be allowed to enter the Hall during service. | All staff to be introduced to the new order of service before they are allowed to serve dinner |
| Wearing of Face coverings | Cross contamination between staff and guests | Outbreak of Covid 19 | High | All service staff to wear face covering at all times during service | On duty Managers to ensure this is being adhered to throughout service |
| Wearing of Face coverings (Fellows & students) | Cross contamination between staff and guests | Outbreak of Covid 19 | High | All guests attending, to wear face covering when entering Hall and only to be removed when seated. Face coverings to be replaced if leaving Hall to use facilities | Catering Staff to remind guests of importance of wearing face coverings |
| Bathroom break | Cross contamination between staff and guests | Outbreak of Covid 19 | High | Face coverings to be replaced if leaving Hall to use facilities and to use the buttery toilets | Catering Staff to remind guests of importance of wearing face coverings |
| Closing down of Hall after completion of dinner | Cross contamination between staff and guests | Outbreak of Covid 19 | High | After dinner all areas of the room and all items used to be washed following the Hall cleaning schedule. All linen to be counted, collected in bags and sent off | |

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| | | | | to the laundry. | |
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Explanatory notes:

- ¹ Hazards are activities which contain actual or potential elements of danger. Eliminating hazards by the use of an alternative work method should always be your first consideration.
- ² Please explain how an accident, incident or health condition could arise. All events which are '**reasonably foreseeable**' must be considered.
- ³ How likely is this event to occur? Is there a low, medium or high probability? When a 'high risk' activity is identified a further more detailed task/site specific risk assessment may be required. Examples of high risk activities are: working in a confined space e.g. a sewer or working at heights e.g. on extendable ladders.
- ⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant College policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are '**reasonably practicable**' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.
5. IF THE CONTROL MEASURES LISTED DO NOT SEEM ADEQUATE FOR THE RISK YOU ARE FACING DO NOT START THIS TASK – SPEAK TO YOUR SUPERVISOR.

Important! It is essential to check regularly that the control measures specified in this risk assessment are actually being used in practice. All control measures should be reviewed regularly to ensure their effectiveness. Any specialist emergency or first aid procedures should be specified here.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here:

Is special monitoring (e.g. hearing test, hand-arm vibration, eye test, and health surveillance) required? If so, please enter details in the end column 'Suggested Further Action' - the University Occupational Health Service may be able to offer the service you require.

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection, safety footwear? You must ensure that any PPE specified is suitable for the purpose and compatible with all other PPE issued and needing to be worn. Each item of PPE needing to be worn to mitigate against the hazards that have been listed should be specified in the control measure column.

Please complete this section to confirm that this constitutes a reasonable and proportionate assessment of risk.

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| Name of assessor: | Signature: | Date: | Name of supervisor: | Signature: | Date: |
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant legislation. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here |
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