A close up of a sign

Description automatically generatedA picture containing green, drawing

Description automatically generated

Supported by:

**COVID R.E.A.D.Y Risk Assessment  
Developed in association with Primary Authority**

.  
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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| **Hospitality Sector:** | Outdoor Attractions & Activities |

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| **Assessment Details** | | | | | | | | | | | | | | | |
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| **Membership Organisation:** | | | Click here to enter text. | | | **Date:** | | | Click here to enter text. | | | | | | |
| **Business Name:** | | | Click here to enter text. | | | **Address:** | | | Click here to enter text. | | | | | | |
| Click here to enter text. | | | | | |  | | |  | | | | | | |
|  | | | | | | **Post Code:** | | | Click here to enter text. | | | | | | |
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| **Insurance Certificate:** | |  | **Gas Safety Certificate:** | |  | **Fire Risk Assessment:** | | |  | **CO Detectors:** | | |  | | |
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| **Completion Guide:** | | | | | | | | | | | | | | | |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**.  Score each job hazard rather than each control measure. | | | | | | | | | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major | **3** Lost Time Injury | **2** Minor | **1** Delay | | Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen | | | | | | | | | | | | | | | | |
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| The figures will give a risk score between  **0** and **36**:  **0-10** low risk (Green)  **11-20** medium risk (Amber)  **21-36** high risk (Red) | | **0-10** | **Green**  **Low Risk** | | **11-20** | | **Amber**  **Medium Risk** | | | | **21-36** | | **Red**  **High Risk** | | |
| Focus should be placed on any high-risk areas and where risk can be mitigated. | | | | | | | | | | | | | | | |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | | | **Existing  Control Measures** | | | | **Recommended Controls / Information  (In Priority Order)** | | | | **S** | | **L** | **R** |
| **EXAMPLE**  **Person to person contact while ordering / collecting / delivering food / drinks during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | | | Encouraging all orders to be placed by phone | | | | Card payment only | | | | **2** | | **2** | **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Person to person contact.** | Becoming infected with COVID-19 and further spread the infection to staff and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Staff to remain 1m+ away from public. If a member of the public approaches unexpectedly they should move away and ask the person to observe social distancing.  Hand sanitiser readily available to all staff, with the option to wear gloves. Gloves would need to be frequently changed.  Face visors compulsory for door staff checking tickets.  Portable shielding screens between staff and customers eg at ticket desks, food and drink ordering areas, bag checks etc to limit face-to-face contact.  Use of contactless payment and online payment in advance.  Email tickets in advance or encourage collection in advance to prevent crowding on arrival.  Update website with clear and simple procedural instructions for visiting and arrival.  Only one person allowed at the ticket desk/reception at any one time. Use staggered arrival and ticket collection times.  Ask customers, when booking/arriving if they (or anyone in their household) are suffering from Covid-19 symptoms  Queues at entry points, attractions, toilets and refreshment areas spaced out to 1m+. Use of fencing to assist with queue processing, which should be easily movable in case of fire/evacuation.  Hand sanitiser available at entrances. Greet customers at the entrance to limit numbers and direct to hand sanitiser stations upon entering. Separate entrance and exit to premises if possible  Venue capacity/tickets reduced to prevent crowding and make enforcement of social distancing rules easier.  Allowing 1m+ distance between groups in any seating areas.  Serve customers where possible to avoid unnecessary touching of product. Deal with customer queries and fears promptly.  Place clear visual signage outlining procedures and regulations for social distancing and for engaging with staff.  Use floor markings showing appropriate social distances to be respected and create one way systems.  Any rides or activities to be conducted in ‘bubble’ groups only with no mixing of ‘bubbles’.  Rides to ensure 1+m distancing between household bubbles.  Where possible children will be fitted with safety equipment by their parent/guardian. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| **Contact with infected persons (Colleagues)** | Becoming infected with COVID-19 and further spread the infection to staff and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Ensure staff have signed a fit for work document  Staff to be advised that they **must** stay at home and inform employer immediately if they (or a household member) begin to suffer Covid-19 symptoms.  Non-compliance should be reported to the Police via 101 and line manager as anti-social behaviour.  All employees must wash hands and/or sanitise hands regularly. Particularly before and after breaks, using the toilet and removing PPE.  A 1+ metre distance between all people must be observed at all times.  Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties  Clean work areas as often as necessary.  Person to person contact such as shaking hands should not take place.  Advice given not to touch face.  Staff should wait to be called in to collect items such as radios, keys etc. Stagger start and finish times.  Vulnerable groups of staff to remain furloughed/shielded. Staff mental wellness checked regularly.  Minimising staff numbers at any one time (keep teams separated; days/ staggered hours to avoid loss of workforce should an outbreak occur).  Set up a procedure to protect persons administering first aid, recommend gloves, face masks and hand washing/ sanitising before and after contact.  Provide training programme to ensure knowledge and skills of cleaning requirements  Allocating time and facilities for staff to wash hands regularly  Staff Canteens should remain closed where possible, washrooms and communal areas for staff should be restricted with extra control measures in place in relation to distancing and sanitisation.  Where possible do not share workstations, tills, where unavoidable thorough cleaning to be carried out at change over.  Increase in lone working, review risks to fire safety and first aid. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| **Contact with infected surfaces** |  | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Perform deep cleans of all public areas at night. Ensure regular and robust cleaning of all areas accessed by customers, closing areas if necessary to deep clean.  Monitor cleaning standards.  Introduce a training programme with all staff to ensure knowledge and skills of cleaning requirements  Keeping doors open where possible to reduce door handle touching.  Additional hand washing stations for activities that require handling (some stations for staff only).  Remove non-essential furniture to avoid customer use  No sharing of equipment.  Equipment to be sanitised and any other items that are regularly in contact with the public eg handrails, door handles.  Tables, surfaces, card machines and equipment to be thoroughly wiped down at start and end of shift, and after each customer use.  Gloves available to all staff. Very regular use of hand sanitiser preferable.  Work areas must be kept clear of unnecessary items.  Wipes and sanitiser to be made available for wiping surfaces and work areas down.  Catch coughs and sneezes in tissue and dispose of immediately,  Rides to be cleaned after each customer use, with compulsory use of hand sanitiser.  Outdoor play areas to display signage reminding parents/guardians to monitor hygiene and use sanitiser before and after play. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| **Public usage and cleaning of public toilets within the premises** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Replace air dryers and towels in all toilets with paper towels and either a foot pedal lidded bin or a bin with no lid for disposal of these items  Ensure a robust cleaning schedule is in place for all toilets.  Use a cleaning checklist and leave in the public toilets for transparency  Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties  Provide a training programme with all the staff to ensure knowledge and standards of cleaning requirements.  Monitor the cleaning standards  Have cleaning in progress signage  Perform a deep clean of these areas at night | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Infectious outbreak within premises** | Becoming infected with COVID-19 and further spread the infection  Contaminated premises / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Follow Guidance and contact:  PHE Surrey and Sussex Health Protection Team (South East)  <https://www.gov.uk/health-protection-team> | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Deliveries**  **Goods In/Out** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Check with all external delivery companies what their updated social distancing procedures are and how that affects your business  Less deliveries / staggered time of deliveries in & out  Use correct PPE when handling deliveries in & out  Goods out adhere to guidance and social distancing if goods being picked up | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Contractors** | Becoming infected with  COVID-19 and further spread the infection    Contamination of premises front of house/back of house / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | By prior appointment only.  All works to be carried out with the appropriate level of PPE equipment and social distancing measured adhered to. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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