

Risk assessment template

Company name: Dyfi Roastery

Assessment carried out by: S. J. Stapleton

Date of next review: 30/04/21

Date assessment was carried out: 01/04/21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Delivery drivers Visitors	Providing hand sanitiser for the occasions when people can't wash their hands.	If people can't wash hands, provide information about how and when to use hand sanitiser. Identify how we are going to replenish hand washing/sanitising facilities.	SJS	DONE	YES
Getting or spreading coronavirus in common use high traffic areas	Workers Customers Visitors Contractors Drivers	Identified areas where people might congregate, and areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways. Identified areas where people touch the same surfaces (i.e. for sugars / stirrers etc.)	Put in place a one way system, and limit number of people in the shop (other than staff or contractors / workmen etc.) to a maximum of 2 at any one time. Put in place signage, reminding people there is a 2M social distancing rule. Put in place hygiene procedures to ensure surfaces are cleaned down regularly Installed counter screen	SJS	DONE	YES

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Delivery drivers	Identified surfaces that are frequently touched by people, Reduced the need for people to move around the shop as far as possible. Card payments over cash payments. And electronic receipts.	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty them more often. Keep the door open to encourage airflow whenever possible.	SJS	DONE	YES
Contracting or spreading the virus by not social distancing	Workers Customers Contractors Delivery drivers Visitors	Identified places where under normal circumstances, people would not be able to maintain social distancing rules. Identified how to keep people apart in line with social distancing rules in the first instance. Displayed signs.	Ensure social distancing rules are followed. Provide information to people so they understand what they need to do. Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing. Limited the number of people allowed onto the premises at any one time.	SJS	DONE	YES
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	Opening windows and doors whenever possible to allow fresh air into the premises.		SJS	DONE	YES