

# Risk assessment template

Health and Safety Executive

Company name: The Travelling Taverna

Assessment carried out by:

Matthew Udale  
Melanie Sheehan

Date of Event

Date assessment was carried out:

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
Queue management	Staff at the event and also take away purchasers 1 member of household to approach counter only	When the "Travelling Taverna" is set up the Responsible person Queue Marshall (QM) will make the 2m queue with signposted distances markers	The (QM) will make sure that throughout the service and takeaway that the social distancing and the "HANDS FACE SPACE" rules are adhered to at all times	The (QM) and staff assisting on the takeaway event	Action will be adhered to throughout	Yes
Sanitising of hands	Everyone attending the event	Hand sanitiser is provided at the event and these are clearly signposted and encouraged to be used	The (QM) and staff on the event will be reminding and signposting the stations to people arriving at the event	Queue Marshall and All staff	On the day	
Staff needing full PPE	Staff at the event and also people purchasing the food Face masks must be worn	Staff through the QM will be briefed at the start of the event and be made aware of what PPE is expected for them to wear	The QM will ensure staff carry out wearing PPE throughout service No condiments to be used by customers avoiding cross contamination	All staff	Pre service brief and throughout service	

Customers wearing PPE	Fellow customers and also other members of staff	The QM and staff will make sure everyone is abiding by the current government guidelines following the “HANDS FACE SPACE” and also wearing masks to protect them and others	The QM and staff will maintain vigilance on the arrivals to make sure all wear masks and keep to their 2 metre distances	All staff and customers	Ongoing on the day	
People staying on site to consume food in the car park	Fellow customers and staff	Advertising will Promote the necessity for customers to purchase food within safe guidelines for the tier system and to take OFF site to home as soon as possible	The QM and staff will make sure that service to customers and the wait time is kept to a minimum and that they will leave site asap NO food to be consumed on site	Staff customers and the QM	ON GOING ON THE DAY	
One way system in place with a “keep Left”	Customers and staff	The “Keep Left” distance within queueing and also whilst being served will be adhered to and only allowing 1 person to the stand whilst serving and keeping queues to minimum	Making sure on arrival all people queue and maintain the distance and the left hand queueing system	QUEUE MARSHALL and staff and customers	Ongoing on the day	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

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