

Heckington Windmill Trust Risk Assessment for Opening of the Tea Room / Bakehouse / Mill

This Risk Assessment deals with the specific new risks identified with opening of the Tea Room and the Mill Tower during the COVID-19 Pandemic. It should therefore be read in conjunction with all other risks assessments associated with the tea room including those relating to food hygiene. and to visitors to the Mill tower.

| ACTIVITY | HAZARD | PERSON/S AT RISK | LEVEL OF RISK PRIOR TO MEASURES | MITIGATION MEASURES | LEVEL OF RISK AFTER MEASURES |
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| Tea Room | | | | | |
| Staff / volunteers overseeing front of house activity. | <ul style="list-style-type: none"> Close contact with others poses the risk of transmission of virus and developing Covid-19. | Trust staff / volunteer | Medium | <ul style="list-style-type: none"> As this activity cannot be undertaken alone the Trust will be following the guidance from Government around volunteering for over 70s and this group will not be allowed to volunteer in this role. Social distancing signage clearly outlines expectations to both mill staff / volunteers and the public. A table at the door of the Tea Room will provide a physical barrier to support social distancing signage. The number of people coming into the Tea Room to order is to be restricted to one family group at a time. Hand sanitizer and hand washing facilities will mean that staff can undertake regular hand hygiene. The Tea Room doors and windows will be open, so the space will be well ventilated. Where the clearing of disposable items from tables is necessary, this will be done when the table is vacated and unoccupied and staff / volunteers undertaking this task will wash / sanitize their hands immediately after. Staff / volunteers will wash their hands / hand sanitize immediately after wiping down indoor tables. Whilst not a necessary mitigation, the Trust will offer PPE face mask to volunteers / staff who would feel more comfortable wearing one. | Low |

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| Staff / volunteers overseeing serving customers from the server area. | Close contact with others poses the risk of transmission of virus and developing Covid-19. | Trust staff / volunteer | Medium | <ul style="list-style-type: none"> As this activity cannot be undertaken alone the Trust will be following the guidance from Government around volunteering for over 70s and this group will not be allowed to volunteer in this role. A Perspex screen will be placed to form a physical barrier between the customer the person serving. The Tea Room kitchen will be segmented into 3 distinct areas using flooring barrier tape to indicate the areas. Staff / volunteers will be restricted to one person working in each area in order to ensure appropriate social distancing. Hand sanitizer and hand washing facilities will mean that staff can undertake regular hand hygiene. Whilst not a necessary mitigation, the Trust will offer PPE face mask to volunteers / staff who would feel more comfortable wearing one. | |
| Customers ordering food | Close contact with others poses the risk of transmission of virus and developing Covid-19. | Member of the public | Medium | <ul style="list-style-type: none"> The Trust will operate a queuing system for the ordering and collection of food. Clear signage will indicate how to queue at 2m distance and queuing will be outdoors in the open air. Only one family group will be allowed into the service area of the Tea Room at a time. Staff / volunteers will stay 2m distance from customers at all times. Hand sanitizer stations will give customers the opportunity to clean their hands before entering the building. A Perspex screen will separate staff / volunteers from customers at the point of ordering. Where possible contactless payment will be undertaken. A volunteer will collect the names and contact details of all customers to support Track and Trace requirements. Should customer refuse to give details then they will not be admitted. | Low |
| Customers eating food inside the Tea Room | Close contact with others poses the risk of transmission of virus and developing Covid-19. | Member of the public | Medium | <ul style="list-style-type: none"> A thorough clean of the kitchen has been undertaken and legionella risk testing has been undertaken. All stock has been checked. All dated freezer stock has been disposed of. Tables have been removed so that there is reduced capacity in the Tea Room. Each group of customers will be able to sit 2m apart from other groups. Doors and windows will be open to increase ventilation. | Low |

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| | | | | <ul style="list-style-type: none"> • All plates, containers and cutlery will be disposable. Sugar and butter will be given in individually wrapped portions. • Trays will be thoroughly wiped between customer use. | |
| Customers eating food outside in the garden & courtyard | Close contact with others poses the risk of transmission of virus developing. | Member of the public | Medium | <ul style="list-style-type: none"> • A thorough clean of the kitchen has been undertaken and legionella risk testing has been undertaken. All stock has been checked. All dated freezer stock has been disposed of. • Outdoor picnic tables have been positioned at least 2m apart. • Customers will be in the open air. • All plates, containers and cutlery will be disposable. Sugar and butter will be given in individually wrapped portions. • Trays will be thoroughly wiped between customer use. | Low |
| Bakehouse | | | | | |
| Bakehouse team undertaking baking for the Tea Room | Close contact with others poses the risk of transmission of virus developing. | Bakehouse team | Medium | <ul style="list-style-type: none"> • Special arrangements need to be put into place in order to ensure that over 70+ year old volunteers are able to work in a separate area of the Bakehouse, away from the rest of the baking team so that Government guidance for this group can be followed; <ul style="list-style-type: none"> ○ Over 70s will work alone in the oven / washing up room of the bakehouse. ○ No more than one 70+ year old will work as part of the bakehouse team at any one time. ○ The door between this and the main room may be propped open. ○ equipment between the person in this room and the main room will not be shared. ○ When the person in this room needs to move out through the main room, occupants of the main room will move as far away as possible to avoid compromising contact. • Those working in the main bakehouse room will socially distance to 2m and the numbers working in this room will be restricted to no more than 3. • All of the team will thoroughly wash / sanitize their hands before selecting ingredients and they will do this one at a time. • Hand sanitizing / hand washing will be undertaken regularly throughout the session. | Low |

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| | | | | <ul style="list-style-type: none"> • The bakehouse team will select equipment and will generally not share equipment. Where equipment sharing cannot be avoided, one member of the team will wash the equipment. The person requiring the piece of equipment will then dry the washed equipment before selecting it. • Whilst not a necessary mitigation, the Trust will offer PPE face mask to volunteers / staff who would feel more comfortable wearing one. • A thorough clean of the kitchen has been undertaken and legionella risk testing has been undertaken. All stock has been checked and is in date. | |
| Visitors to the Mill Tower | | | | | |
| Visitors visiting the Granary & Mill Tower | Close contact with others poses the risk of transmission of virus developing. | Members of the public | Medium | <ul style="list-style-type: none"> • Visitors will be time limited so that only one family group visits the Granary and Tower at a time. To support this an online booking system will be introduced. • Visitors to the Granary and Mill Tower will be required to hand sanitize before entering the area and after their visit. • Additional cleaning regimes will be put in place. Handrails in the Tower will be wiped with a commercial antibacterial cleaner. The rope support on the stairs has a nylon coating and this will also be wiped. • Display screens in the Granary area will be wiped between family groups with antibacterial cleaner. • Dressing up clothes for children will be removed. | Low |
| | | Volunteer guide | Medium | <ul style="list-style-type: none"> • Guiding will only be undertaken on the Granary floor. • Visitors will be reminded of 2m distancing rule and guide and visitor will adhere to this. • If visitors come too close the guide will move away. This will hopefully give the visitor a visual reminder to distance. If they do not then the volunteer guide should verbally remind the visitor to socially distance. • Whilst not a necessary mitigation, the Trust will offer PPE face mask to volunteers / staff who would feel more comfortable wearing one. | Low |

Risk assessment undertaken by Paul Reid 15th July 2020. To be reviewed as required and / or by 14th July 2021.