

Risk Assessment		Spread of Coronavirus	Being Covid 19 Secure	Sep-20	
What are the Risks	Who might be harmed	What we are already doing to control the risks	Further actions to control the risks	Who needs to carry out the actions	When is action needed
The spread of Covid 19	Staff	All on site regularly washing their hands for at least 20 seconds	Check with every visitor to make sure that they do not have any symptoms of Coronavirus	Supervisor/staff	Set out reception area before 27.07.20
	Customers				
	Delivery drivers	Regular cleaning of toilets and contact surfaces	Place notices outside that say do not come into the pub if you have any Covid 19 symptoms	Dee/Lance	Prior to 27.07.20
	Contractors				
	Anyone else who comes into contact with the with the business	Practicing Social distancing	Allow bookings for up to six households	Whoever takes the booking and Reception Supervisor on the day	Every day
		Keeping people on site to a minimum	to a maximum of 6 people inside		
		Providing Hand sanitiser	Outside bookings from multiple households to a maximum 6 people	Whoever takes the booking and Reception Supervisor on the day	Every day
		Bookings	Do not take any bookings that exceed internal and external capacities or multiple tables for a group or party	Dee /Lance / Reception supervisor Front of house team	Every day
			Advise bookings of any time limits required on the day they are booked for, typically two hours.	Dee /Lance / Reception supervisor Front of house team	Every Day
		No live music	Stagger all bookings to help reduce queues	All staff when taking the bookings	Every day
			Live Music performances to be postponed.	Dan Whaley	Prior to opening
		Childrens play area will be closed	Close childrens play area To maintain social distancing	Dee/Lance	Prior to 27.07.20
			Establish,mark out and communicate traffic flow through the Pub and garden	Dee/Lance	Prior to 27.07.20
			Entrance via North Door facing car park entrance. Door Signs	Dee/Lance	Prior to 27.07.20
		Exit via West Door, Door Sign	Dee/Lance	Prior to 27.07.20	

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The spread of Covid 19	Staff	All on site regularly washing their hands for at least 20 seconds	Garden Doors Signs showing direction	Dee/Lance	Prior to 27.07.20
	Customers		Tell customers who are using the Garden that they cannot come inside if it rains or is cold if there is no room.	Explain at time of booking Reception staff when Customers arrive	Every day
	Delivery drivers	Regular cleaning of toilets and contact surfaces	Practicing Social distancing	All front of house team	Every Day
	Contractors		Orders can be placed at the bar but customers cannot stay drinking at the bar. They must return to their seats	Drinks and meals served to the table	
	Anyone else who comes into contact with the with the business	Keeping people on site to a minimum	Minimise contact between staff and customers	All members of the team	Every day
			Providing Hand sanitiser	Minimise contact between front of house and back of house staff	Front of house and Back of house staff
			Tables to be sanitised after each use	Front of House staff	Every day
			All condiments will be disposable outside. Inside condiments served in ramekins which will be sterilised after each use.	Front of house team	Every day
			Single use menus will provided	Front of house team	Every day
			No games such as board games Darts or Toad in the hole allowed	Front of house team	Every day
			One person from a table will be able come to the bar to order and must practice social distancing	Bar team Drinks and food will be served to the table	Every day
			Hand washing signs and floor markings to be placed in toilets Sanitising stations installed	Dee/Lance	Prior to 27.07.20
			Increased cleaning frequency for toilets and recorded on a visible cleaning schedule	Staff member to check frequency and record the time	Every day

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The spread of Covid 19	Staff Customers Delivery drivers Contractors Anyone else who comes into contact with the with the business	All on site regularly washing their hands for at least 20 seconds	Guidelines on expected customer behaviour to be posted inside and outside the building i.e. no loud voices causing others to raise their voices do not move the tables and stay seated unless visiting the toilets going to the bar or leaving.	Dee/Lance	Prior to 27.07.20
		Regular cleaning of toilets and contact surfaces			
		Practicing Social distancing	Customers to observe Social distancing at all times signage	Customers	Prior to 27.07.20
		Keeping people on site to a minimum	Staff to use back to back or side by side working	The whole team	Every day
		Providing Hand sanitiser	All uniforms must be washed after each shift	Dee/Lance to communicate this to whole team	Every day
			Staff to be allocated workstations	This will be detailed on the Rota	Every day
			Selected Windows and doors to be kept open to improve ventilation	Supervisor on the shift	Every day
			Kitchen and bar floor marked up with distancing signs.	Dee/Lance/Alexis	Prior to 27.07.20
			One way markings for kitchen	Dee/Lance/Alexis	Prior to 27.07.20
			Only the kitchen team to access kitchen fridges and cold room each shift	Alexis to detail on Kitchen Rota	Every day
			Frequent cleaning of touchpoints	Specified team member on the day	Every day
			Ensuring delivery drivers leave goods in designated area. Food left outside to be brought in by one member of the kitchen team	Dee/Lance to contact all suppliers	Every day
			Ensure rear yard and outer cellar are clear of obstructions to enable Dray to make their deliveries straight into the inner cellar		Beer delivery day

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The spread of Covid 19	Staff	All on site regularly washing their hands for at least 20 seconds	When returning Kegs and Casks move wearing gloves and sanitise handles	Dee/Lance or other nominated member of the team	Beer delivery day	
	Customers					
	Delivery drivers	Contractors	Anyone else who comes into contact with the with the business	Regular cleaning of toilets and contact surfaces	Reduce pinch points with clear signage	Dee/Lance
National Track and Trace not being able to contact visitors to the Pub in the event of a local outbreak		Practicing Social distancing	Communicate regularly with staff to ensure understanding and compliances with this assessment	Dee/Lance Alexis/ Supervisors	Every day	
		Keeping people on site to a minimum	Take contact details, Name and telephone number of each guest and record arrival time. Guests can use the NHS QR Code.	Booking information to be used and Reception Supervisor on the day	Every day	
		Providing Hand sanitiser	Failure to provide contact details will mean that the customers cannot come into the pub or garden.			
			Appoint a Single Point of Contact to liaise with the local Health Protection Team, Public Health England the event of an outbreak of Coronavirus	Dee	Every day	
			Customers must wear masks on arrival, when moving around the pub and when they leave	All of the team	Every day	

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The spread of Covid 19	Staff Customers Delivery drivers Contractors Anyone else who comes into contact with the with the business	All on site regularly washing their hands for at least 20 seconds  Regular cleaning of toilets and contact surfaces	Front of House staff to wear masks when serving any table and when moving around the pub and the garden	All Front of House staff	Every day
		Practicing Social distancing			
		Keeping people on site to a minimum			
		Providing Hand sanitiser			