

Risk Assessment

Spread of Coronavirus Being Covid 19 Secure

Jul-21

What are the Risks	Who might be harmed	What we are already doing to control the risk	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	Advise bookings of any time limits required on the day they are booked for, typically two hours.	Dee /Lance / Reception supervisor	Every Day
		Keeping people on site to a minimum	Stagger all bookings to help reduce queues	All staff when taking the bookings	Every day
		Providing Hand sanitiser	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
			Garden Doors Signs showing direction	Dee/Lance	Prior to 27.07.20
		Orders can be placed at the bar but customers cannot stay drinking at the bar. They must return to their seats	All front of house team	Every Day	
		Table Service Only	All front of house team	Every day	

Minimise contact between staff and customers	served to the table All members of the team	Every day
Minimise contact between front of house and back of house staff	Front of house and Back of house staff	Every day
Tables to be sanitised after each use	Front of House staff	Every day

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The spread of Covid 19	Staff	All on site regularly washing their hands for at least 20 seconds	All condiments will be disposable outside. Inside condiments served in ramekins which will be sterilised after each use.	Front of house team	Every day
	Customers				
	Delivery drivers				
	Contractors				
	Anyone else who comes into contact with the with the business	Regular cleaning of toilets and contact surfaces	Single use menus will provided	Front of house team	Every day
		Practicing Social distancing	Hand washing signs and floor markings to be placed in toilets Sanitising stations installed	Dee/Lance	Prior to 27.07.20
		Keeping people on site to a minimum	Increased cleaning frequency for toilets and recorded on a visible cleaning schedule	Staff member to check frequency and record the time	Every day
	Providing Hand sanitiser	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	
		Customers to observe Social distancing at all times signage	Customers	Prior to 27.07.20	

Staff to use back to back or side by side working	The whole team	Every day
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
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

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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	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	
		Regular cleaning of toilets and contact surfaces	Ensure rear yard and outer cellar are clear of obstructions to enable Dray to make their deliveries straight into the inner cellar	Dee/Lance or other nominated member of the team	Beer delivery day	
		Practicing Social distancing	When returning Kegs and Casks move wearing gloves and sanitise handles	Dee/Lance or other nominated member of the team	Beer delivery day	
		Keeping people on site to a minimum	Reduce pinch points with clear sinage	Dee/Lance	Prior to opening	

Providing Hand sanitiser	Communicate regularly with staff to ensure understanding and compliances with this assessment	Dee/Lance Alexis/ Supervisors	Every day
	Provide NHS track and Trace QR code for customers who would like to log in	Booking information to be used and Reception Supervisor on the day	Every day
	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 requested to wear masks on arrival,when moving around the pub and when they leave	All of the team	Every day
	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

