

Covid -19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Controls in place
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to your premises</p> <p>Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	Hand Washing	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes into their elbow and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Posters showing 6 steps of hand washing in public and staff areas.</p> <p>Drying of hands with disposable paper towels.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Encourage customers to use hand sanitisers and hand washing facilities as they enter the venue.</p>
	Anyone else who physically comes in contact with you in relation to your business	Managing Food and Drink Service	<p>Minimize customer self-service of food, cutlery and condiments.</p> <p>Encourage contactless payments where possible.</p> <p>Minimize contact between kitchen and front of house staff.</p> <p>All customer facing staff and customers who are not seated at a table are to wear masks.</p>
		Cleaning	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Hand sanitisers available outside and to the entrance of the pub.</p>
		Social Distancing	<p>Reducing the number of persons in any work area to comply with the 1 plus meter gap recommended by the Public Health Agency.</p> <p>Making customers aware of limits on social gatherings, indoor meetings are limited to.</p>

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			<p>Remind customers who have children that they are responsible for supervising them at all times.</p> <p>All seating areas have been designed to ensure social distancing in place.</p> <p>Alternative exits available for able bodied people to use.</p> <p>Signage to advise parents to keep children with them at all times.</p> <p>Ensuring sufficient rest breaks for staff to be taken outside where possible.</p> <p>We will be providing cutlery and condiments when the food is served.</p> <p>Take the bill with card machine to table and encourage contactless payment up to £45</p> <p>Front of house staff not to go behind the pass area in the kitchen and kitchen staff to stay behind the pass.</p> <p>Staggering booking times, during busy times customers to wait outside at 2 metre intervals marked out with signage. They can be called in by an intercom system when space is available.</p> <p>Indoor seating is limited to one household only (including support bubble) and outdoor seating is limited to tables of 6. In all cases alcohol can only be purchased as part of a substantial meal.</p> <p>Staff to be trained on the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>
		Symptoms of Covid-19	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Staff must answer health check questions on arrival for work and will have their temperature checked. If a temperature of 38oC or above, they will be told to go home and self-isolate for 7 days.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of</p>

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			the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken
		Track and Trace	QR codes are available throughout the premises for those wishing to use the NHS track and trace app. Alternatively guests can text 'TRACE' to a short code number to register their visit if they have not booked. If the guest does not want/is not able to do either of these, a staff member will make a note of their name, time of arrival and phone number. This information is printed on all the menus given to customers. This information will be stored for 21 days.
		Mental Health	Regular communication of mental health information and open-door policy for those who need additional support. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
		Air Conditioning	Advise from UK Gov HSE: 'The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate.'
		Outside Play Area	Remains open as directed by the government.