

## **RISK ASSESSMENT (updated August 28<sup>th</sup> 2020) 2020 Guidance**

This document is a guide to assist you in completing your Risk Assessment for protection against Covid-19 in readiness for re-opening. This guide has been completed taking into consideration the Government Covid-19 Secure Guidelines as of 1<sup>st</sup> June 2020.

You do not have to use this document if you have completed your own Risk Assessment.

The lead tenant, as business owner must complete a Risk Assessment with operational oversight to the specific premises, he/she is responsible for. And, if using this guidance, must fully review the document and amend the detail to be specific to your premises following the most up to date Government Covid-19 Secure Guidelines when issued for Pubs.

We envisage compliance checks will be carried out by enforcement bodies such as EHO (Environmental Health Officer). We suggest best practice is to share your site-specific risk assessment with your local EHO.

Please note Section 3a refers to Team member in house Coronavirus training. You should have your own training for this, or you may wish to use the Free Flow Post Coronavirus modules that Greene King have provided. You must keep records of all training completed.

You must also brief your team to ensure they fully understand the controls put in place in your completed Risk Assessment and they each need to sign to say that they understand the controls.

Government guidance states you should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (government states they expect all employers with over 50 workers to do so, but there is not an expectation for a smaller workforce than this). You should display a notice in your workplace stating you have followed the government guidance “Staying Covid-19 Secure in 2020” which lists the Five steps to safer working together. An example of this will be in the Covid-19 Secure Guidelines for Pubs and Restaurants when the Government issue it.

For your customers, we have developed signage to show “5 steps to safer socialising”.

## **RISK ASSESSMENT (August) 2020**

**Name of Premises & Location: The Spyway Inn, Askerswell, Dorchester, DT2 9EP**

**Activity: Protection against Covid-19**

**Potential hazards: Infection & illness**

**1. Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness & in some individuals death. Infection is acquired by 2 principle routes:

- A. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs & sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.
- B. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) & then touching your own face (mouth, nostrils, eyes) with your contaminated hands.

**2. Protect yourself from infection in 2 principle ways** - Assume everyone is infected:

- A. SAFE SOCIALISING - Social distancing – as far as possible, keep the minimum distance advocated by government from all other people. This will reduce risk that you inhale airborne virus particles from an infected person.
- B. WASH HANDS REGULARLY. Ensure all team members wash hands frequently & vigorously using soap and water for 20 seconds in which they have been trained. They should avoid touching their face. This should be monitored throughout & take teams to task when not employed. Regular reminders will help employees adopt this safe behaviour.

### **EFFECTIVE HANDWASHING WITH SOAP & WATER IS YOUR BEST DEFENCE AGAINST INFECTION**

**3. Looking after your team** - Effective precautions must be employed which will significantly reduce transmission of the virus between people

- A. All team members must complete in house Coronavirus Training before returning to work & on recruitment. This will make them aware of the controls within this RA (Risk Assessment). No team members may work unless they have completed the training.
- B. Should a team member develop symptoms whilst at work, they should be sent home immediately to self-isolate. \*\* Insert your business procedures here \*\*

- 4. Keep virus out of the building** – The Virus will only enter the building with another human. Either because they are infected or carry the virus on their hands. It is unlikely to be on stock delivered to the pub/restaurant.
- A. Display a conspicuous sign that persons can read before entering the building, instructing persons with Covid-19 symptoms not to enter the building.
  - B. Brief team members not to come to work if they have symptoms, or have had symptoms in last 7 days OR someone in their household has had symptoms in previous 14 days.
  - C. Before each team member starts a shift, take their temperature. If above 37.8C, that individual must immediately return home & self-isolate.
  - D. Erect hand hygiene stations at both customer & team member entrances, together with signage requiring all persons on entering the building sanitise their hands. Team members must wash hands thoroughly & in accordance with their training, on arrival at work.
  - E. Unless travelling alone in a private vehicle, team members must not travel to work in their work clothing. They should change on arrival at work washing hands before & after changing. If changing clothes is impractical, e.g. due to lack of facilities, they should wear outer clothing over their workwear which can be removed on arrival.
  - F. Team members must not work at more than one pub. Do not loan staff out to other pubs.
- 5. Contractors** – You should instruct contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, you should request they do the following:
- A. Make an appointment with Mark or Laura Watson (Owners).
  - B. Call from car park/street on arrival so that access can be arranged, maintaining social distancing & coming into contact with minimum number of people.
  - C. Wear a face covering mask whilst in the building.
  - D. Beer deliveries will require access to cellar & then cellar vacated whilst stock is being delivered. Or alternatively social distance whilst delivery takes place. If possible, leave stock for 24hours or more before handling.
  - E. Always wear disposable gloves or wash hands after handling newly delivered stock.

**Risk Assessment control table:** The following table is a checklist for your risk assessment. If you answer “no” for any item you should provide further information on what alternative actions you are able to take to mitigate the risk.

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
<b>1.0</b>	<b>CUSTOMER</b>			
1.1	Customer encouraged to pre-book tables.	<u>Y</u>		
1.2	Walk-ins permitted if tables are available.	<u>Y</u>		
1.3	Vertical drinking will not be permitted, although customers may use high tops in bar area.		<b>N</b>	<b><u>No vertical drinking allowed only allowed to drink at tables or outside</u></b>
1.4	Put tape on floor parallel to bar to ensure tables & chairs do not encroach within the safe social distance of anyone working behind the bar.	<u>Y</u>		
1.5	Need to manage door during peak periods to ensure customers are not bunching inside the pub. Queuing at entrance or in car park might be necessary & social distancing may need to be encouraged via the door host.		<b>N</b>	<b><u>There will be staggered bookings and social distancing signage clearly displayed at the entrance with tape on the floor</u></b>
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.	<u>Y</u>		
1.7	A single customer entrance has been identified with a separate exit door to ensure one-way flow of customers. Signage makes this clear.		<b>N</b>	<b><u>Initial trials of a one way system were problematic for people with mobility needs. Both entrances can be used but signage in place to make it clear customers must respect social distancing rules</u></b>
1.8	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & team are aware of this.		<b>N</b>	<b><u>Only one entrance for disabled and this will be managed through bookings</u></b>
1.9	Customer toilets are managed for single entry or sufficient urinals, hand wash sinks & toilet cubicles are taken out of use to maintain social distancing.	<u>Y</u>		
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed. <ul style="list-style-type: none"> <li>• Toilet areas to have clear signage of one in at a time</li> <li>• Entry to bar area to be clearly marked where customers need to stand and one person in the bar for drinks at a time</li> </ul>	<u>Y</u>		

1.11	If possible, open windows etc. to increase flow of external air into building.	<u>Y</u>		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
<b>2.0</b>	<b>TEAM</b>			
2.1	Team members can stagger breaks & take them away from customers or at least maintain social distancing.	<u>Y</u>		
2.2	Team members have been allocated to specific shift teams. Switching between teams should not take place unless absolutely necessary and only with approval.	<u>Y</u>		
2.3	Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social distancing.	<u>Y</u>		
2.4	All team members with a specific workstation. e.g. behind bar or in kitchen, must be set up so that each station is self-sufficient to avoid unnecessary moving around which may compromise social distancing. Staff may occasionally pass each other on the cook-line or behind the bar, but this should be avoided as much as possible. This may mean that only one person is working the bar or one person in the kitchen.	<u>Y</u>		
2.5	Keep uniforms clean. This gives customers confidence.	<u>Y</u>		
<b>3.0</b>	<b>BAR SET UP</b>			
3.1	Where possible, all drinks will be served to customers seated at tables. Bar tenders should have their own workspace, including dedicated ice bucket, scoop, fruit & tongs. These together with any spirit bottles should be cleaned & sanitised at the end of each shift or on change over. If bar is large enough for 2 people, each space should be marked out with floor tape.	<u>Y</u>		

<b>4.0</b>	<b>KITCHEN SET UP</b>			
4.1	Social distancing must be maintained in the kitchen. If this is not possible, then only one person to work there. More preparation & cleaning time may be required outside of trading hours. Where more than one person working in kitchen, each must have their own workstation. Do not mark out sections with floor tape, this may become a trip hazard & will become a dirt trap. Ensure each member of kitchen team understands the boundaries of their workstation & that they have their own dedicated utensils, including temperature probe.	Y		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	<b>KITCHEN SET UP CONTINUED</b>			
4.2	Record here, number who can work in kitchen. Do not include staff collecting food for service. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-left: 20px;">3</div>			
4.3	Put utensils through pot wash machine between shifts	<u>Y</u>		
4.4	Do not share pens when completing due diligence paperwork.	<u>Y</u>		
4.5	Disposable gloves should be worn for taking in food deliveries & then discarded once this task is complete. Remembering to wash hands after use.	<u>Y</u>		
4.6	Only one person in walk in storage space at a time.	<u>Y</u>		
4.7	Do not allow delivery drivers to enter the BOH (Back of House) area.	<u>Y</u>		
<b>5.0</b>	<b>HAND SANITISER DISPENSES</b>			
5.1	Should be installed FOH (front of house) and BOH (back of house).	<u>Y</u>		
5.2	At customer & team member entrance.	<u>Y</u>		
5.3	Adjacent to working till, one for team & another for customers.	<u>Y</u>		
5.4	BOH in location for frequent use.	<u>Y</u>		
<b>6.0</b>	<b>REDUCE CONTACT</b>			
6.1	Display signage encouraging customers to use contactless payment or on Order & Pay digital platform if available.	<u>Y</u>		
6.2	Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.	<u>Y</u>		

6.3	Any operational tills must be protected with a plexiglass screen & hand sanitizing gel. The PDQ machine & printer should be on the customer side of the screen. If plexiglass screen not available, use face visors, or social distancing should be maintained throughout the transaction (amend accordingly).	<u>Y</u>		
6.4	Any cash transactions should be through the gap in the screen or if no screen ask customer to place cash on the counter and step back following social distancing throughout the transaction (amend accordingly).	<u>Y</u>		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	<b>REDUCE CONTACT CONTINUED</b>			
6.5	Customers will be expected to remain seated; food & drink will be taken to their table or if customers are being served drink at the bar social distancing must be observed. The server moves back from the bar once placing drinks at the collection point	<u>Y</u>		
6.6	Team members will need to be FOH to deliver plated food & drinks to tables & to collect used crockery & glassware. In such circumstances social distancing cannot be maintained. Keep contact time with customers to a minimum. Ensure adequate face masks/coverings are available should team members wish to wear them.	<u>Y</u>		
<b>7.0</b>	<b>TABLE SET UP &amp; TURNING</b>			
7.1	Tables will be left empty between customers.	<u>Y</u>		
7.2	Cutlery & condiment sachets will be brought to table at same time food is served.	<u>Y</u>		
7.3	Single use napkins only & disposable sauce sachets. No reusable bottles.	<u>Y</u>		
7.4	Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.	<u>Y</u>		
7.5	If necessary, return table & chairs to safe distance from others.	<u>Y</u>		
7.6	Use glass trays to collect empty glasses. Do not put fingers where customers mouths have been.	<u>Y</u>		
7.7	Always wash hands after clearing tables & glassware.	<u>Y</u>		
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	<u>Y</u>		
<b>8.0</b>	<b>CLEANING MONITOR</b>			

8.1	Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface	<u>Y</u>		
8.2	Use your nominated cleaning sanitiser.	<u>Y</u>		
8.3	Increase frequency of cleaning of all surfaces that are frequently touched. These include door push plates & handles, till buttons, card machines & office keypads, toilet handles & all taps, hand dryers, tables, chairs & AWP machines. During busy periods a dedicated person allocated to this task will increase customer confidence.	<u>Y</u>		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	<b>CLEANING MONITOR CONTINUED</b>			
8.4	AWPs can continue to be played. Consider fitting a hand sanitiser dispenser to the wall adjacent to machine & applying tape to floor with a reminder that anyone not playing the machine needs to maintain social distance.			<b><u>Not applicable</u></b>
9.0	<b>B&amp;B</b>			
9.1	Customers have use of lock safe to pick up keys	<u>Y</u>		
9.2	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed <ul style="list-style-type: none"> <li>One household at a time to use stairs and landing. Clear signage will be displayed</li> </ul>	<u>Y</u>		
9.3	Deep cleaning process will be implemented after each room is vacated	<u>Y</u>		
9.4	Increase frequency of cleaning of all surfaces that are frequently touched in communal areas such as stairs and landing	<u>Y</u>		
9.5	Customers have dedicated breakfast time	<u>Y</u>		



**I declare this business is compliant with Covid-19 Secure guidelines & can safely trade and I have reviewed the Risk Assessment with each member of my team as outlined below.**

<b>SIGNED:</b>		<b>PRINT NAME:</b>	
<b>DATE:</b>		<b>JOB TITLE:</b>	

**Team:**

By signing I agree and understand the controls that I must follow as outlined in the Risk Assessment above

<b>TEAM MEMBER NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>