

	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							
	Contractors							
	Anyone else who comes into contact with the with the business	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			
		Practicing Social distancing	Allow bookings for up to six households	Whoever takes the booking and Reception	Every day			
		Keeping people on site to a minimum	to a maximum of 6 people inside	Supervisor on the day				
		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			
			Stagger all bookings to help reduce queues	All staff when taking the bookings	Every day			
		No live music	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 P1/5		
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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  Practicing Social distancing  Keeping people on site to a minimum  Providing Hand sanitiser	Garden Doors Signs showing direction  Tell customers who are using the Garden that they cannot come inside if it rains or is cold if there is no room.  Orders can be placed at the bar but customers cannot stay drinking at the bar. They must return to their seats  Minimise contact between staff and customers  Minimise contact between front of house and back of house staff  Tables to be sanitised after each use  All condiments will be disposable outside. Inside condiments served in ramekins which will be sterilised after each use.  Single use menus will provided  No games such as board games Darts or Toad in the hole allowed  One person from a table will be able come to the bar to order and must practice social distancing	Dee/Lance  Explain at time of booking Reception staff when Customers arrive  All front of house team Drinks and meals served to the table  All members of the team  Front of house and Back of house staff  Front of House staff  Front of house team  Front of house team  Bar team Drinks and food will be served to the table	Prior to 27.07.20  Every day Every day  Every Day  Every day Every day  Every day Every day  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		
							P2/5	
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		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	Dee/Lance	Prior to 27.07.20			
		Regular cleaning of toilets and contact surfaces	do not move the tables and stay seated unless visiting the toilets going to the bar or leaving.					
The spread of Covid 19	Staff Customers Delivery drivers Contractors Anyone else who comes into contact with the with the business	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	Alexis to detail on	Every day			

				team to access kitchen fridges and cold room each shift	Kitchen Rota		
				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	P3/5
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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	When returning Kegs and Casks move wearing gloves and sanitise handles  Reduce pinch points with clear sinage  Communicate regularly with staff to ensure understanding and compliances with this assessment	Dee/Lance or other nominated member of the team  Dee/Lance  Dee/Lance Alexis/ Supervisors	Beer delivery day  Prior to opening  Every day		
National Track and Trace not being able to contact visitors to the Pub in the event of a local outbreak		Keeping people on site to a minimum  Providing Hand sanitiser	Take contact details, Name and telephone number and record arrival and departure time to provide information in the event of an outbreak to PHE  Failure to provide contact details will mean that the customers cannot come into the pub or garden.	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		















