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

	car park entrance. Door Signs		
	Exit via West Door, Door Sign	Dee/Lance	Prior to 27.07.20
			P1/4
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	Garden Doors Signs showing	Dee/Lance	Prior to 27.07.20
	Customers	their hands for at least	direction		
	Delivery drivers	20 seconds			
	Contractors		Tell customers who are using the	Explain at time of	Every day
	Anyone else who comes	Regular cleaning of toilets	Garden that they cannot come	booking	
	into contact with the	and contact surfaces	inside if it rains or is cold	Reception staff when	Every day
	with the business			Customers arrive	
		Practicing Social distancing	Orders can be placed at the	All front of house team	Every Day
			bar but customers cannot stay	Drinks and meals	
			drinking at the bar. They must	served to the table	
			return to their seats		
		Keeping people on site to a			
		minimum	Minimise contact between staff	All members of the	Every day
			and customers	team	
		Providing Hand sanitiser	Minimise contact between front	Front of house and	Every day
			of house and back of house staff	Back of house staff	
			Tables to be sanitised after each	Front of House staff	Every day
			use		
			All condiments will be disposable	Front of house	Every day
			outside. Inside condiments served	team	
			in ramekins which will be sterilised		
			after each use.		
			Single use menus will provided	Front of house team	Every day
			No games such as board games	Front of house team	Every day
			Darts or Toad in the hole allowed		
			One person from a table will be able	Bar team	Every day
			come to the bar to order and must	Drinks and food will	
			practice social distancing	be served to the table	
			Hand washing signs and floor	Dee/Lance	Prior to 27.07.20

	markings to be placed in toilets		
	Sanitising stations installed		
	Increased cleaning frequency for	Staff member to check	Every day
	toilets and recorded on	frequency and	
	a visible cleaning schedule	record the time	
			P2/4
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**
		All on site regularly washing	Guidelines on expected customer	Dee/Lance	Prior to 27.07.20
		their hands for at least	behaviour to be posted inside and		
		20 seconds	outside the building i.e. no loud voices		
			causing others to raise their voices		
		Regular cleaning of toilets	do not move the tables and stay		
		and contact surfaces	seated unless visiting the toilets		
			going to the bar or leaving.		
The spread of Covid 19					
	Staff		Customers to observe Social	Customers	Prior to 27.07.20
	Customers	Practicing Social distancing	distancing at all times signage		
	Delivery drivers				
	Contractors				
	Anyone else who comes		Staff to use back to back or side	The whole team	Every day
	into contact with the	Keeping people on site to a	by side working		
	with the business	minimum			
			All uniforms must	Dee/Lance to	Every day
			be washed after each shift	communicate	
		Providing Hand sanitiser		this to whole team	
			Staff to be allocated workstations	This will be detailed	Every day
				on the Rota	
			Selected Windows and doors to be	Supervisor on the shift	Every day
			kept open to improve ventilation		
			Kitchen and bar floor marked up	Dee/Lance/Alexis	Prior to 27.07.20
			with distancing signs.		
			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	Kitchen Rota	

	cold room each shift		
	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	All of the team	Beer delivery day
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 Customers Delivery drivers Contractors Anyone else who comes into contact 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	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 Take contact details, Name and telephone number and record arrival and departure time to provide information in the event of an outbreak to PHE	Dee/Lance or other nominated member of the team Dee/Lance Dee/Lance Alexis/ Supervisors Booking information to be used and Reception Supervisor on the day	Beer delivery day Prior to opening Every day Every day
National Track and Trace not being able to contact visitors to the Pub in the event of a local outbreak			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