RISK ASSESSMENT (June) 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 1st June 2020.

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

As the business owner you must complete a Risk Assessment with operational oversight to the specific premises, you are 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 3.1 refers to Team member in house Coronavirus training. You should have your own training for this and 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 issues it.

<div align="center"><u>**RISK ASSESSMENT (June) 2020**</u></div>

Name of Premises & Location: THE SHIP INN, WOOL, BH20 6EQ

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.   <u>SAFE SOCIALISING</u> - 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.   <u>WASH HANDS REGULARLY</u>. 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. Request a test via NHS. If positive continue to isolate, work with the NHS test and trace system, follow guidance from NHS website www.nhs.co.uk/coronavirus-covid-19 ifnegative then return to work once symptoms are no longer present.

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 Sam Percival (business owner) or Katharine Holbrook (manager)
    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
1.0	**CUSTOMER**		✔		
1.1	Customer encouraged to pre-book tables.		✔		
1.2	Walk-ins permitted if tables are available.		✔		
1.3	Vertical drinking will not be permitted. Customers may book tables in bar area.		✔		
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.		✔		Not applicable due to table service throughout
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.		✔		Door to be managed and controlled by a team member at all times
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.		✔		Some tables to be 'reserved for social distancing' which will be clearly marked
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.		✔		
1.8	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & team are aware of this.		✔		Use main entrance, exit via Crow's nest if required, ramps available for steps as necessary please seek assistance from a team member
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.		✔		
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.		✔		Loosing the fruit machine One way system in place Team member controlling guests into the building at point of entry Moving and cordoning off certain tables
1.11	If possible, open windows etc. to increase flow of external air into building.		✔		

		Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
2.0	**TEAM**				
2.1	Team members can stagger breaks & take them away from customers or at least maintain social distancing.	✔		
2.2	Team members have been allocated to specific shift bubbles. Switching between bubbles should not take place unless absolutely necessary and only with approval.	✔		
2.3	Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social distancing.	✔		
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.	✔		
2.5	Keep uniforms clean. This gives customers confidence.	✔		**All team members including back of house to wear face coverings from Thursday 24th September**
3.0	**BAR SET UP**				
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.	✔		
4.0	**KITCHEN SET UP**				
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.	✔		

		Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
		KITCHEN SET UP CONTINUED			
4.2		Record here, number who can work in kitchen. Do not include staff collecting food for service. 3	✓		
4.3		Put utensils though pot wash machine between shifts.	✓		
4.4		Do not share pens when completing due diligence paperwork.	✓		
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.	✓		Deliveries checked in by separate kitchen team member to kitchen service team
4.6		Only one person in walk in storage space at a time.	✓		
4.7		Do not allow delivery drivers to enter the BOH (Back of House) area.	✓		
5.0		**HAND SANITISER DISPENSES**			
5.1		Should be installed FOH (front of house) and BOH (back of house).	✓		Hand sanitizer provided for use behind the bar and for use in the kitchen.
5.2		At customer & team member entrance.	✓		Hand sanitizer stations set up around the building, customer entrance, customer exit, outside entrance to toilets, outside entrance to the Crow's nest and at entrance to the restaurant area.
5.3		Adjacent to working till, one for team & another for customers.	✓		
5.4		BOH in location for frequent use.	✓		
6.0		**REDUCE CONTACT**			
6.1		Display signage encouraging customers to use contactless payment or on Order & Pay digital platform if available.	✓		
6.2		Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.	✓		Not applicable as table service throughout including outside table
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	✓		All touch points, including tills and pdq machines are to be cleaned with coronavirus killing cleaner and disposable paper towel regularly by a designated team member on each service shift.

			Yes	No	
6.4	accordingly).				
	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).		✔		We are strongly encouraging card payment only reducing cash transactions to a minimum.

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	REDUCE CONTACT CONTINUED			
6.5	Customers will be expected to remain seated; food & drink will be taken to their table or service collection point. 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 (amend accordingly).	✔		Tables service for food and drink for internal tables. For outside tables drinks prepared at order point, customers collect from the end of the bar. Maximum of 6 per table From 22nd September full table service inside and outside.
6.6	Team members will need to be FOH to deliver plated food & drinks to tables & to collect used crockery & glassware. If it is not possible to create a service drop of and collection point for food and drinks, 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.	✔		
7.0	**TABLE SET UP & TURNING**			
7.1	Tables will be left empty between customers.	✔		
7.2	Cutlery & condiment sachets will be brought to table at same time food is served.	✔		
7.3	Single use napkins only & disposable sauce sachets. No reusable bottles.	✔		
7.4	Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.	✔		
7.5	If necessary, return table & chairs to safe distance from others.	✔		
7.6	Use glass trays to collect empty glasses. Do not put fingers where customers mouths have been.	✔		
7.7	Always wash hands after clearing tables & glassware.	✔		
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	✔		
8.0	**CLEANING MONITOR**			

| 8.1 | Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface | ✔ | | |
| 8.2 | Use your nominated cleaning sanitiser. | ✔ | | |
| 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. | ✔ | | Designated team member to be put in place on each service shift to clean all touch points across the building.

Professional cleaning company 'Complete clean' to be contracted in to oversee the daily cleaning before opening to the public using virus killing products and procedures. |

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	CLEANING MONITOR CONTINUED			
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.		✔	Fruit machine to be removed from site to eliminate risk and to prevent causing a pinch point.

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. This risk assessment will be reviewed every week from date of opening (Friday 10th July 2020) **First review date Monday 13th July.**

Date of review	No changes	Changes	Details of changes required	Name
Monday 13th July	Reviewed, no changes required at present			Sam Percival
Monday 20th July		**Section 6.5**	**See notes on 6.5**	**Sam Percival**
Monday 27th July	Reviewed, no changes			
Monday 3rd August	Reviewed, no changes			
Thursday 24th September		**Various changes**		**Sam Percival**
Thursday 26th November	Updated		**See review notes**	**Sam Percival**

SIGNED:	S. Percival	**PRINT NAME:**	Samuel Percival
DATE:	26/06/2020	**JOB TITLE:**	Business owner

Team:

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

(Team members will sign the paper copy that will be kept on site at The Ship Inn)

TEAM MEMBER NAME	SIGNATURE	DATE

Appendix 1.0	
What constitutes a substantial meal for the sale of alcohol in line with tier 2 guidelines beginning Wednesday 2nd December 2020	- Any main menu item excluding sides. - Sides and may act as an addition to the main food order - Bar snacks such as crisps and nuts etc are not permitted but can be included in addition. First example a panini with a packet of crisps - Garlic bread and cheesy garlic bread as an individual order also do not count as a substantial meal