

Name of Business.....The Kings Arms, Stockland.....Covid-19 Risk Assessment

This risk assessment covers the risk of coronavirus spread in the pub. This risk assessment was created on 29th June 2020 and reflects the guidance issued by HM Government on the 11th May and updated on 23rd June 2020. The coronavirus situation is dynamic, and hazards and controls will be updated as government advice changes.

Hazard

The spread of COVID-19 from person to person, both from colleagues and other visitors to the pub.

COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

People exposed to the risk:

- Team members
- Customers
- Delivery & Maintenance suppliers
- Cleaners/ Housekeepers

Control Measures	Actions	Additional Notes
Protecting colleagues who are at higher risk	Those colleagues who have been identified as clinically extremely vulnerable individuals by their GP are not to work outside of the home and therefore must not work in the Pub environment. Clinically vulnerable individuals (for example over 70's and some people with underlying health conditions) and who cannot work from home must be offered the safest on site roles. These roles must mean they can maintain the 1+ metre physical distancing. If the 1+ metre physical distancing cannot be achieved for clinically vulnerable individuals, then an individual risk assessment must be completed for them.	Currently no Clinically vulnerable individuals employed.
Return to work	Staff willing and able to return to work will be required to complete the 'Return to work Covid 19' questionnaire.	To be completed by all FOH staff and kitchen staff

Team Health & Safety

- Team members must not come into work if they feel unwell or if they have been in contact with someone that is unwell.
- Staff will be provided with guidance on travelling in the Operating Brief
- Kitchen Staff must not travel to work in uniform. They should change into a clean uniform at work, with their traveling clothes being bagged and stored safely
- If a team member becomes unwell at work, they will be isolated until they are collected or ready to leave. The area will be sanitised, and distance must be maintained
- Staff are encouraged to adopt cough + sneeze etiquette
- Staff are instructed to wash their hands at least every 20 minutes for at least 20 seconds using soap and hot water
- Staff must wash hands:
 - Before starting work
 - Before handling cooked or ready-to-eat food
 - After handling or preparing raw food
 - After handling waste/clearing plates from tables
 - After cleaning duties
 - After using the toilet
 - After blowing their nose, sneezing or coughing
 - After eating, drinking or smoking
 - After handling cash
- Hand washing technique posters to be displayed in hand wash areas
- No mobile phones to be carried while on shift.
- Pens, bottle openers must be used individuals and not shared.
- Adequate levels of hand washing facilities, soap, hot water and paper towels are maintained
- Anti-bac gel made available to staff who are instructed to use as a secondary control measure, however, not to replace basic hand washing
- Team will have available washable face masks and visors. As per PHE guidelines, the use of masks is not encouraged but could be used if team so wish or where close proximity to guests or colleagues, for a longer duration, cannot be avoided
- Minimise equipment sharing (phones, screens, kitchen equipment, desks). Sanitise between each use
- Staff rooms and toilets cleaned after every use with sanitiser
- Teams will use only approved chemicals while carrying out cleaning activities
- Teams will wear appropriate PPE in line with COSHH RA while carrying out cleaning activities to protect skin from the cleaning chemicals
- Site cleaning schedule in place with hourly cleaning required
- Teams must wash or dispose of cleaning equipment, including PPE after each use
- Team will be scheduled, where possible in 'fixed teams or by partnering' (so each person works with only a few others) this works well where people live together

All staff shown the correct hand washing technique.

All waitstaff provided with own colour coded pen and waiters friend.

All waitstaff provided with own apron.

All kitchen staff to use own equipment eg knives, pens throughout the day.

Small teams who will work together to limit number of contact.

Customer Trade Areas	<ul style="list-style-type: none"> • Cutlery cleaned before use and brought to table on a clean tray. • Drink straws and napkins will be stored away from guests. • Salt and pepper pots cleaned before and after use. Ramekins to be used for sauces upon request. • Glasses will be held by the bottom half of the glass when being passed to customers • Doors to be propped open where possible to reduce contact and provide air circulation. • Cleaning to be regularly conducted and displayed in toilets and on internal records 	<p>All Napkins and cutlery to be kept in draws, so customers are not tempted to help themselves.</p> <p>Staff to wash or sanitise hands before touching cutlery, cutlery served on a clean side plate, presented to customer on a tray, customer asked to remove their table setting from tray.</p> <p>Glasses to be taken to tables on a tray, tray presented to customer and customer asked to take their drinks.</p>
Ventilation to the space	<p>Where possible, windows and doors should be left open to encourage ventilation throughout the building. This action must not impact other safety considerations, for example reduced security as the main entrance is not secure or fire doors being propped open. Ventilation systems should be adjusted to achieve the maximum number of air changes possible, whilst maintaining guest comfort.</p>	
Enhanced cleaning	<p>Cleaning of the business space to be enhanced. Touch points, such as door handles, keyboards and fridge handles must be disinfected at the beginning of the day and regularly throughout. Ensure that disinfectant used is effective against viruses such as coronavirus and the contact time is adhered to.</p>	<p>Touch Points: Door Handles, Tills, Phones, Fridge Door Handles, Calculator, PDQ machines.</p>
Hand hygiene	<p>Facilities to be provided to ensure that good hand hygiene can be achieved. All wash hand basins to be supplied with liquid soap and an effective means of drying hands. Paper towels are provided as well Electric hand dryers. Ensure that bins are provided for their safe disposal. The wash hand basins can be supplemented with alcoholic hand gel. Hand gel to be provided at the entrance of the building and at suitable locations throughout. Team can also carry their own personal hand gel and encouraged to use.</p>	<p>Hand Gel provided at entrance and at stations in bar, restaurant, garden, kitchen pass.</p> <p>Waitstaff encouraged to carry a small hand gel to use throughout service.</p>

<p>Maintain physical distancing</p>	<ul style="list-style-type: none"> • Teams working should maintain physical distancing where possible including reducing time spent in close proximity. • Teams receiving deliveries (from suppliers) should maintain social distancing and reduce time spent in close proximity, ensuring they sign for any deliveries using their own pen. • Floor markings and signage in place for the control and flow of guests entering and leaving premises where possible or required. Customers will be familiar with social distancing but should be monitored and coached if required • Where social distancing is not possible at the recommended 1+m distance (for example while on the cookline and working within the site and passing pinch-points) team should avoid facing one another (side by side /back to back working where possible), close proximity duration should be minimised. You may wish to wear a face covering. • Teams on break or taking part in team briefings should maintain social distancing • Wherever possible, physical distancing must be maintained. This includes all work areas, entrances, exits and rest areas. 	<p>Staff to follow one way systems at all times.</p> <p>Staff to take breaks in designated areas, any areas used to be sanitised afterwards.</p> <p>Staff encouraged to take breaks outside on Kitchen Garden Bench.</p>
<p>Moving around buildings and meetings</p>	<p>Reduce movement around building by discouraging non-essential movements. Restrict team movements to only essential areas</p>	<p>Management meetings to be held when pub is closed, outside if feasible. Socially distanced.</p>
<p>Workstations</p>	<p>Workstations assigned to individual on shift basis. Maintain physical distancing through spacing of sections on the bar and in the kitchen. Only if it is not possible to move workstations apart, then arrange to work side by side, facing away from each other or using physical screening. Floor markings used to indicate 1+ metre distancing.</p>	<p>Staff assigned to specific areas, workstations within the kitchen.</p> <p>Waitstaff assign to specific areas/tables</p> <p>One staff member assigned to bar area for pouring drinks. Beer pumps to be sanitised at shift changeover.</p>
<p>Physical distancing in common areas</p>	<p>Common areas include entrances, exits, rest areas, kitchen areas and team toilets. Stagger breaks to reduce occupancy of rest areas. If possible, take breaks outside in well ventilated areas. Seating to be rearranged to aid maintenance of physical distancing and reduce face to face interactions. Ensure that the common areas are included in the enhanced cleaning regime. If there are showers and changing facilities, ensure that they are kept clear of personal items, the use is restricted or staggered to facilitate physical distancing and the area is subject to the enhanced cleaning regime. Reduce occupancy of toilets to ensure physical distancing can be maintained.</p>	<p>Staff encouraged to take breaks outside.</p>

Deliveries to site	Reduce the number of deliveries to the site, for example by increasing the size of order and reducing frequency. Stop personal deliveries to the workplace. Hands washed thoroughly after handling the delivered items. Own personal pen to be used to sign for any deliveries.	Deliveries to be left outside kitchen entrance. Delivery drivers encouraged to wear mask/ gloves. Staff to use own pen when signing for deliveries.
Accidents, incidents and emergencies	First aiders trained on revised approach for CPR and administering first aid. In the event of an emergency, people do not have to maintain the 1+ metre distancing if where to do so could hamper the evacuation or present further hazards. Once the emergency is over, then remind team to wash hands	
Managing workforce	Where possible, fix teams into work groups or shift patterns. This reduces the number of contacts as colleagues are working with the same people routinely. If materials are passed between colleagues, for example office supplies or documentation, organise drop of zones where items can be left and then collected. All shared cutlery, crockery, cups and drinking glasses must be effectively cleaned and disinfected before use by other persons.	
Personal protective equipment and face coverings	The implementation of the other control measures should mean that extra PPE is not necessary for the control of coronavirus. PPE and face coverings do not replace the other control measures listed within this risk assessment. If colleagues choose to wear a face covering, they must wash hands thoroughly before putting on and removing, avoid touching the face, change the covering if it becomes damp, change face covering at least daily, continue to observe enhanced hand washing, cleaning regimes and physical distancing.	
Communication and training	All colleagues understand the coronavirus control measures within the workplace and the behaviours expected of them. Employees to complete the COVID-19 Return to Work questionnaire to ensure they are fit to return, understand the symptoms of coronavirus and the action they must take if they or a household member exhibits those symptoms and the new coronavirus controls in the workplace.	
Manual handling tasks	Some manual handling tasks will require a two person lift or carry. If possible, avoid undertaking the task. Consider if the item really needs to be lifted or carried. If it does, then maintain physical distancing and wear face masks provided, washing hands after use. If it is not possible to maintain physical distancing then reduce the period of time to undertake the lift or carry by ensuring it is properly organised and the route is clear. This does not mean rushing the lift or carry, but ensuring it is properly planned. Colleagues to wash hand thoroughly after completing lift. If multiple lifts or carries are needed, then restrict to the same people working together.	

Licensing/ public order concerns	<p>In the eventuality of any licensing concerns raised these must be escalated immediately to your line manager at site and incidents logged. The management must be informed of licensing issues within 24 hours of contact from authorities.</p> <p>In the eventuality of any public order concerns regarding behaviour, this must be logged and reported in the same way.</p>	
Large Groups gathering	<p>The Government have stipulated it is illegal for groups of more than 30 people to meet together. It is important that the team are aware of current Government guidelines on maximum group sizes allowed and the mix of people from different households/bubbles permitted.</p>	
Site Specific Risks	<p>One way system implemented, with specific entrance and two exits clearly marked.</p> <p>One in one out system in place for both toilets, due to limited space for passing.</p> <p>Tables to be cleaned with sanitiser and green cloth after each sitting (food or drinks).</p> <p>Chairs to be cleaned after each sitting with sanitiser and green cloth (food and drinks).</p> <p>Salt and Pepper Pots to be sanitised after each sitting.</p> <p>Customers strongly advised to book table in advance, due to no waiting at the bar.</p> <p>Track and Trace: All customers details (Name and Contact Number) to be taken on arrival, one name and number per table/group is fine. If they have a table reservation make sure details are correct for track and trace. Log time in and time out for each party.</p>	

Risk assessment carried out byJ.BENSON..... Date28/6/2020.....

Signature*J.Benson*.....