

Name of Assessor:		Name of Pub:		
People at Risk: Licensee, employees, customers, contractors, operatives, delivery personnel and members of the public				
Date of Assessment: 2nd July 2020		Review Date:		
Hazard	Risk	Existing Control Measures	Additional Action Required	
Transmitting and spreading the COVID-19 virus	Transferring the virus to others as a result of direct or indirect contact leading to high temperature, cough, shortness of breath and in worst cases, death	<p>Employees</p> <p>All employees to be instructed before returning to work that if they are experiencing a high fever, continuous cough or have lost the sense of smell or taste then they must remain at home and self-isolate</p> <p>Any employees who are categorised as either clinically vulnerable or clinically extremely vulnerable must be advised to remain at home and must not return to the workplace</p> <p>Where employees who are classed as clinically vulnerable have to return to work then they must practice social distancing at all times whilst they are in the workplace. Measures must be implemented to ensure they meet social distancing requirements from any other employees or customers at all times</p> <p>Upon arrival, the temperature of all employees must be taken using the non-contact thermometer before starting their shift. Any employee with a temperature of 37.8 degrees Celsius or above must return home and self-isolated for a period of 7 days. All staff must complete a health declaration form for each shift.</p> <p>The results of this risk assessment are to be shared and communicated with all employees so they understand what controls and measures are required to meet the Government guidance</p>	For employers with 50 or more employees, a copy of the risk assessment results should be published on the company website	

<p>Transmitting and spreading the COVID-19 virus</p>	<p>Transferring the virus to others as a result of direct or indirect contact leading to high temperature, cough, shortness of breath and in worst cases, death</p>	<p>Social Distancing in Gardens</p> <p>Clear signage on garden entrance points to clarify the requirement for social distancing at all times</p> <p>Use floor markers where practical within gardens, to clarify the requirements for social distancing at all times</p> <p>External tables spaced to achieve social distancing clearance between tables</p> <p>Where external tables cannot be removed, achieve social distancing by clear signage on tables which are not to be used by customers</p> <p>Ensure tables are numbered to allow orders to be brought to the correct table minimising interaction</p> <p>Introduce seating service only with employees taking orders from customers at the table</p> <p>Allow a clear route between external tables to allow customers to arrive and leave without having to come into close proximity to other customers</p> <p>Locate numerous chalk boards/ messages within the garden area to prevent customers congregating</p> <p>Where possible, open garden entrances to allow customers to enter and leave gardens directly rather than having to come through the pub</p> <p>Employees to check regularly that customers have not re-arranged garden furniture which no longer meets the social distancing rules</p>		
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		<p>Social Distancing Internally</p> <p>Use clear signage on entrance points, along narrow corridors and toilet doors to clarify the requirement for social distancing at all times</p> <p>Use floor markers internally to clarify the requirements for social distancing at all times</p> <p>Reduce the number of customers permitted within the pub at any one time to ensure a safe space is maintained and to ensure social distancing rules are achieved</p> <p>Remove tables to increase spacing between tables internally to create social distancing between tables or where it is not physically possible to remove tables and chairs then tables must be removed from use by clear signage stating that these tables have been removed from use for social distancing purposes</p> <p>Introduce seated table service only using the new layout with social distancing clearance between tables</p> <p>Consider installing perspex screens between seating where social distancing cannot be achieved to create a safe barrier between customers</p>	<p>Where it is not possible to physically remove tables then chairs should be removed to prevent the use of tables</p>	
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		<p>Remove chairs from bar areas to prevent customers congregating around the bar and instruct customers on arrival that it is seated table service / mobile ordering only</p> <p>Reduce the maximum occupancy to reflect the new occupancy based on seating only</p> <p>Walkways to be created both internally and externally to ensure one-way systems are in place to prevent customers and employees having to pass each other in close proximity</p> <p>Where possible, the one-way system should start at the entrance to the pub. Clearly this will not be possible in every pub however the direction customers are expected to move through a pub should promote social distancing</p> <p>In ladies toilets there is space for two ladies at any one time as long as they take turns to use the sink anybody waiting should wait outside the toilets until more space is available.</p> <p>Gents toilets is large enough for two people to use the toilets as long as somebody waits to wash hands when the urinal is empty. Again waiting outside if the toilets are in use.</p> <p>Allocate dedicated bar areas for employees to minimise having to work in close proximity during service</p> <p>Employees to be encouraged to take breaks in open air spaces to prevent resting in close proximity, no using internal space for breaks</p> <p>Restrict kitchen access to as few people as possible</p> <p>Minimise interaction between kitchen staff and other employees including during breaks</p> <p>Ensure employees work shifts to minimise the number of people working in the kitchen</p> <p>Space kitchen workstations to achieve social distancing where possible. Where not possible consider the use of cleanable panels to create a barrier between workstations</p>		
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Transmitting and spreading the COVID-19 virus	Transferring the virus to others as a result of direct or indirect contact leading to high temperature, cough, shortness of breath and in worst cases, death	<p>Hygiene</p> <p>Instruct employees to wash hand regularly throughout their shift including before and after handling glassware</p> <p>Ensure soap dispensers at hand wash stations are operation and check regularly whilst trading to ensure the soap is replenished</p> <p>Ensure both hot and cold taps at hand wash stations are operational with running water</p> <p>Isolate hand dryers within the toilets and replace with disposable towels. Ensure there is sufficient bins to allow for the disposal of disposable towels. Toilet cleaning checklists must be completed every 30 minutes.</p> <p>Provide sufficient pump hand sanitiser dispensers on tables for customer use</p> <p>Consider the installation of automatic hand sanitiser dispensers at high touch points such as entrances</p> <p>Replace menus with disposable paper menus which can be disposed of between customers please use 1 per table if possible to reduce impact on the environment.</p> <p>Introduce sufficient number of chalk boards both internally and within gardens to prevent customers congregating</p>		

		<p>Publish menu options on websites and where possible introduce online ordering for food</p> <p>Encourage customers to pay by card and where possible use contactless</p> <p>Where chip and pin has to be used ensure the key pad is sanitised before and after each use</p> <p>Locate clean glassware out of direct contact of customers to limit the exposure through coughing or sneezing</p> <p>Remove all condiments from tables and replace with either sachets or provide to order at request in ramekins</p> <p>Remove centrally located cutlery stations and lay tables with rolled cutlery after each person has ordered</p>		
Transmitting and spreading the COVID-19 virus	Transferring the virus to others as a result of direct or indirect contact leading to high temperature, cough, shortness of breath and in worst cases, death	<p>Cleaning</p> <p>Increase cleaning regime on high touch points such as door handles, toilet doors, taps and sinks, fruit machines, light switches, tables, chairs, bar areas, beer engines and chip and pin machines (as applicable)</p> <p>Clean tables and area after each sitting using suitable cleaning solution</p> <p>Use of suitable combined detergent disinfection or detergent followed by disinfection. Toilets to be cleaned every 30 minutes inline with cleaning schedule.</p>		

Transmitting and spreading the COVID-19 virus	Transferring the virus to others as a result of direct or indirect contact leading to high temperature, cough, shortness of breath and in worst cases, death	<p>Face Coverings</p> <p>Where social distancing is not possible, employees to be provided with face coverings (this should not be the first measure when considering options)</p> <p>Employees must be instructed to wash hands before and after fitting a face covering</p> <p>Where disposable face coverings are used these should be disposed of after each shift otherwise these will not be effective</p> <p>Where washable, re-usable face coverings are used these must be laundered daily</p>		
		This is a working document and must be adapted once trade commences with any additional points.		