

Working Safely During Coronavirus (COVID-19)

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| Pub Name | LIME KILNS HINCKLEY | Date | 17 JUNE 2020 |
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1. Introduction

- We have a duty to take all reasonable precautions to protect the health, safety and welfare of all employees. It was the safety of employees that was paramount in the decision to close pubs in March and we can only be committed to re-opening our pub at a time and in a way that complies with Government guidance and protects the health, safety and welfare of our employees and those visiting the pub.
- This document has used information from Government Advice for the UK and guidance from global organisations including the World Health Organisation.
- This risk assessment covers all scenarios in the pub.
- **Before** we open our pub, we should also follow the decision tree below, as this will help us decide whether to open or not.
- It is also worth taking time to digest how this virus is transmitted, as this is very important in understanding what control measures need to be put in place to control the risks to ourselves.

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves. Therefore, the two main methods of preventing the spread of infection being hygiene measures and social distancing!

2. COVID-19 Risk Assessment

- This risk assessment covers the period leading up to the re-opening of the pub, the opening week and 3-4 weeks after re-opening. It will need reviewing in line with government guidance changes.

3. Getting Ready to Open - Decision Tree

Follow the decision tree below on your journey to re-opening your pub:



Remember:

- Be aware of the signs and symptoms of COVID-19 and monitor our own wellbeing and your staff at all times.
- Self-isolate at home and contact our GP promptly for further advice if one of us or staff display any signs or symptoms. Do not go outside home or come to work
- Complete and return the pre-return to work process before returning to work.

4. Consultation & Engagement with our Team

- ✓ All employees are consulted in connection with their individual circumstances prior to returning to work.
- ✓ Each employee should be asked about their fitness to work and any other factors that may influence their ability to return to work safely (further details below). In addition, employees should have a call before starting work and a 1:1 discussion with the us, at which times any concerns can be raised.
- ✓ The speed of change and furloughing of most employees has meant that consultation in advance of changes has not been practical.

4. Working Safely During Coronavirus (COVID- 19) Risk Assessment

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| Role | Manager |
| Activity/Equipment | Getting ready for pub opening/Pub opening during coronavirus (COVID-19) |
| Assessor | Gary Buswell |
| Date | 17 June 2020 |
| Hazards | <ol style="list-style-type: none"> 1. Getting ready for opening/during opening there is an increased risk of exposure to the Coronavirus and possible development of COVID-19, via persons or contact with objects 2. Spread of COVID-19 3. Stress connected to COVID-19 |
| Who might be harmed? | <ul style="list-style-type: none"> ○ Employees ○ Contractors and Visitors ○ Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions ○ Public through the increased potential to spread COVID-19 <p>Notes:</p> <ul style="list-style-type: none"> ○ COVID-19 is a highly infectious virus currently present at pandemic levels. It can be spread in the small water droplets created when sneezing, coughing, talking or breathing. The virus can be transferred to the hands and then spread onto other surfaces, although it does not survive well on most surfaces. ○ We will need to guard against infected employees spreading the virus whilst in the workplace, and against non-employees (customers, contractors, etc.) infecting those working within the pubs. ○ Ill-health caused by the virus can range from a very mild illness to severe illness requiring hospitalisation and in a small percentage of cases can result in death. ○ In view of the potential severity of infection, we will need to implement an extensive series of controls to mitigate against this risk. |

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| Initial Risk Assessment (with no controls in place) | Likelihood | | | | | Evaluation | |
| | Severity | 1 | 2 | 3 | 4 | 5 | LOW - GREEN For a risk rating of 6 or less no further action is required. |
| | 1 | 1 | 2 | 3 | 4 | 5 | MEDIUM - YELLOW For a risk rating between 8 and 15 further actions are required to reduce the risk. |
| | 2 | 2 | 4 | 6 | 8 | 10 | |
| | 3 | 3 | 6 | 9 | 12 | 15 | HIGH - RED For a risk rating of 16 the task or machine should not be used until the risk is reduced. |
| | 4 | 4 | 8 | 12 | 16 | 20 | |
| 5 | 5 | 10 | 15 | 20 | 25 | | |
| Severity | 5 | | | | | | |
| Likelihood | 4 | | | | | | |
| Risk Rating | 20 (High) | | | | | | |

Controls

Safe System of Work and Controls in place

| Before Opening | 3-4 weeks pre end of lockdown |
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| Getting Operational: Make sure locations that have been partially closed or not used are clean and ready for use | <ul style="list-style-type: none"> ○ Cleaning protocols to continue for all closed areas with all areas being cleaned in line with company policy. ○ Pre-opening check to have been completed by all pub managers before opening (this will contain critical maintenance tasks, statutory checks etc). |
| Health & Hygiene | <ul style="list-style-type: none"> ○ All employees must complete a 'Return to Work' form to indicate if they are fit and able to return to work. Employees can indicate that they are not able to return to work for a number of reasons, e.g. they are isolated or shielded themselves, or as a result of someone in their household being vulnerable or extremely vulnerable, or they have other concerns about returning to work. ○ Where an employee indicates that they have concerns about returning to work, these concerns will be discussed individually and addressed wherever possible. This may include employees who are new or expectant mothers, or a disabled employee, and reasonable adjustments will be considered in relation to queries or concerns over a return to work. ○ Before commencing their first shift, each employee must complete a COVID-19 training session covering the additional hygiene, sanitising and fitness to work requirements. They also receive a printed 'Training Flyer' covering the new and enhanced procedures. ○ A deep clean is completed in the days leading up to the pub re-opening. This is completed using a small team of experienced employees or cleaners using chemicals confirmed as effective against coronavirus. ○ Use the re-opening checklist, this includes detailed guidance on cleaning and start-up of equipment, including equipment requiring statutory inspection and guidance on effective flushing of water systems to guard against the potential for Legionella. |

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| Returning to Work: | |
| Employees | <ul style="list-style-type: none"> ○ Follow the decision tree to decide if we should be opening ○ Employees in roles critical for business and operational continuity which cannot be performed remotely should continue to attend work. ○ Employees identified as at increased risk as advised by the UK Government should not attend work. ○ Employees who are required by current UK Government guidance to maintain self or household isolation should not attend work. ○ Employees must be fully briefed on COVID-19 guidelines and symptoms to assist the early identification of affected people. ○ Training records to be documented. ○ Transmission of coronavirus before symptoms are evident is currently considered low risk. |
| Operations & Social Distancing Planning: | |
| The 2m distance rule | <ul style="list-style-type: none"> ○ Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres. ○ We aim to implement the following: <ul style="list-style-type: none"> ○ Where corridors are less than two metres wide implement stay left and one way signage if possible ○ Create up and down staircases where possible. ○ Repeater signage placed throughout corridors and stairwells to remind staff and customers of two metres requirement ○ Provide for physical distancing across all work activities and this may be achieved in a number of ways: <ul style="list-style-type: none"> ▪ Implement a no hand shaking policy ▪ Where office work is essential in the pub, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of the office is avoided and/or physical distances maintained ▪ Organise workers into teams who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done ▪ Organise breaks in such a way as to facilitate maintenance of physical distancing during breaks, ▪ Reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in staff rooms ▪ Put in place use of card payment methods where practicable ▪ Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times |

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| | <ul style="list-style-type: none"> ▪ Provide one way systems for access/egress routes in the pub where practicable ▪ Prevent gatherings of workers in the workplace at the beginning and end of working hours ▪ Implement physical distancing during any outdoor work activity, for example collecting glasses outside in the beer garden. ▪ For outdoor work activities, facilities for frequent hand hygiene should be provided and should be located close to where workers are working. |
| Where 2 metres is not possible | <ul style="list-style-type: none"> ○ In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example: <ul style="list-style-type: none"> ○ Install physical barriers, such as clear plastic sneeze guards between workers/public ○ Maintain at least a distance of 1 metre or as much distance as is reasonably practicable ○ Minimise any direct worker contact and provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete ○ Make face masks available to the worker in line with Public Health advice (Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues. Employers and workers should keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET) |

| Opening week | |
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| Social Distancing | |
| Maintaining 2 metre social distancing wherever possible | <ul style="list-style-type: none"> ○ Employees travel arrangements and precautions should be reviewed and documented to avoid public transport or contain use to off peak times. ○ Reduce need for face to face discussions where possible ○ Limit contact with people on site ○ Two metre vinyl floor stickers to be applied to floors to show correct social distancing distances ○ Social Distancing Aim -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency ○ Further guidance: <ul style="list-style-type: none"> ○ https://www.publichealth.hscni.net/news/covid-19-coronavirus ○ https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people ○ Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. |
| Other guidelines | <ul style="list-style-type: none"> ○ Staff breaks staggered to ensure social distancing continues during breaks. ○ Ensure a 'one person only' rule for small areas, such as cellar, office, staff room. Posters are provided as reminders for these smaller areas. ○ Good airflow and ventilation are factors in the control of COVID-19. All parts of the pub should be ventilated. ○ All deliveries of beer, food, packaging, cleaning supplies, etc. are provided by companies who practice contact free procedures for deliveries where possible. ○ Items such as pens must not be shared between individuals ○ If any employee finds that the return to work creates stress or anxiety, they should speak with us, and have access to independent and confidential advice through the Employee Assistance Program ○ We will have a primary role of checking hygiene and ensuring full implementation of social distancing throughout each shift. It will be communicated to customers that the service may not be quite as quick as it was before, and reinforced with managers that we will not compromise hygiene, safety or social distancing. |
| Reduce transmission due to face-to-face meetings and maintain social distancing in meetings | <ul style="list-style-type: none"> ○ Utilise phone calls to meet with others outside the pub, such as BDM's or Property Team. ○ Hold 121 meetings outside wherever possible |

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| <p>Prioritise safety during any incidents</p> | <ul style="list-style-type: none"> ○ In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. ○ People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. |
| <p>Visitors and Contractors to the Pub</p> | |
| <p>Further controls</p> | <ul style="list-style-type: none"> ○ Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing). ○ For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far as is reasonably practicable, for example by assigning a vehicle to a fixed team. ○ Workers should be encouraged to travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance. ○ Workers should be provided with hand sanitisers and cleaning equipment for their work vehicle. ○ Workers, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19. A system for recording visits to the site by workers/others as well as visits by workers to other workplaces should be put in place and completed by workers as required. ○ Provide induction training for contractors and visitors to the workplace. |
| <p>Minimise number of unnecessary visits to pubs</p> | <ul style="list-style-type: none"> ○ Visits by persons from outside pub will be conducted via remote connection/working where possible ○ Where applicable all employees have access to video conferencing ○ Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors prior to arrival and subsequently signed off on arrival. ○ Site teams to flag any situations where more than one visitor is planned at the same time and ask for rescheduling unless multiple visitors is essential due to safety i.e. working at height etc. ○ Unless emergency call out visitors should be asked to visit after 11am to minimise the potential for use of public transport during rush hour. ○ Only critical statutory inspections and emergency call outs currently being undertaken. ○ All staff to be reminded of the importance of asking all visitors to sign in. ○ Amended site induction to be used for all visitors and contractors to include the key elements of this risk assessment. |

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| <p>Make sure people understand what they need to do to maintain safety when they visit</p> | <ul style="list-style-type: none"> ○ Before they arrive, information to be sent by email to all new arrivals, visitors and contractors. ○ Training checklist provided for all employees. |
| <p>Hygiene Measures</p> | |
| <p>Hand Washing</p> | <ul style="list-style-type: none"> ○ Hand washing facilities with soap and water must be in place in the pub. ○ Stringent hand washing taking place by everyone! ○ Drying of hands with disposable paper towels ○ Check out how to wash your hands effectively: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ○ Handwashing with anti-microbial should be increased to at least every 30 minutes for all employees – a hand washing procedure poster is displayed ○ Hand sanitisers are provided (over 60% alcohol or equivalent non-alcohol) ○ Employees use separate toilet facilities to couriers or other visitors ○ Internal doors held open where safe to do so (not fire doors) to reduce contact with door handles ○ Employees are provided with additional guidance on uniform washing ○ Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. ○ Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme: https://www.hse.gov.uk/skin/professional/health-surveillance.htm ○ To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus |
| <p>Help everyone to keep good hygiene throughout the day</p> | <ul style="list-style-type: none"> ○ Hand sanitiser provided in key areas ○ Hand Soap provided in kitchens/at all Wash Hand Basins ○ Toilets to be checked and cleaned on an hourly basis throughout key usage periods ○ Hand towel dispensers and bins to be provided in all toilets ○ Employees to be briefed to bring minimum number of personal belongings to work ○ Employees must be fully briefed on both importance and correct method for ensuring good hand hygiene. ○ Foam soap/alcohol hand sanitiser dispensers installed in all remote locations. |

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| | <ul style="list-style-type: none"> ○ Clear signage to be displayed in pubs to instruct people to wash their hands regularly. ○ Minimise your exposure to the number of touch points between entrance and hand washing facilities by wedging entrance doors open/deactivating door intercoms where weather and security permit, along with any internal doors to the nearest hand wash facilities. Internal fire doors should remain closed unless on a self-release mechanism ○ Remind employees to sanitise all touch points ideally after all arrivals but at least every hour. Make sure chemical contact times are adhered to in order for them to work. |
| Guidance | <ul style="list-style-type: none"> ○ Posters, leaflets and other materials are available for display: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 ○ Rigorous checks will be carried out by us to ensure all procedures are being adhered to. |
| Cleaning | |
| Summary | <ul style="list-style-type: none"> ○ Cleaning of work areas must be conducted at regular intervals. ○ Frequently cleaning and disinfecting objects and surfaces that are touched regularly. This could include mobile phones, car and any equipment used for work purposes. Any areas of high use such as door handles, light switches etc should be subject to appropriate cleaning products and methods. ○ We must: <ul style="list-style-type: none"> ○ Implement thorough and regular cleaning of frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning. Keep a cleaning schedule. ○ Ensure contact/touch surfaces such as bar tables, bar, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily. ○ Implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning should be performed at least twice per day and whenever facilities are visibly dirty. ○ Provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products for behind bar, paper towels and waste bins/bags) ○ Increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day. |
| Minimise the risk of transmission in toilets | <ul style="list-style-type: none"> ○ Cleaning programme in place which includes use of sanitiser ○ Toilets limited to maximum 2 persons at a time and single use advised ○ Additional deep clean of toilets to take place over night or at the beginning of shift |

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| Keep pubs clean and prevent transmission by touching contaminated surfaces. | <ul style="list-style-type: none"> ○ Normal housekeeping protocols and methods to be followed as per policy. ○ Frequency of cleaning high traffic areas increased to hourly and more frequent where possible ○ Particular attention to door handles, push plates etc ○ Overnight cleaning regime to complete any deep cleaning tasks ○ All waste to be removed at the end of every shift from all areas ○ Deep cleaning to take place after a confirmed case of COVID 19 and measures introduced to isolate pub. |
| PPE | |
| Overview | <ul style="list-style-type: none"> ○ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. ○ In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours ○ Where PPE is already used for a work activity to protect against non-COVID-19 risks, PPE should continue to be used. ○ When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in a workplace, and needs to be managed through social distancing, hygiene, not using PPE. |
| PPE: Wearing Gloves | <ul style="list-style-type: none"> ○ Gloves are not recommended as COVID-19 control in this pub. ○ Where a health and safety Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. ○ Staff to be reminded that wearing of gloves in the business is not recommended at this time. |
| PPE: Face Masks / Coverings | <ul style="list-style-type: none"> ○ There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect the wearer, but it may protect others if the wearer is infected but has not developed symptoms. ○ It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government does not expect to see reliance on face coverings as risk management for the purpose of their health and safety assessments. ○ Wearing a face covering is optional and is not required by law, including in the workplace. If employees choose to wear one, it is important to use face coverings properly and wash hands before putting them on and taking them off. ○ We will support employees in using face coverings safely if they choose to wear one. This means telling employees: |

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| | <ul style="list-style-type: none"> ○ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ○ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. ○ Change your face covering if it becomes damp or if you've touched it. ○ Continue to wash your hands regularly. ○ Change and wash your face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. ○ Practice social distancing wherever possible. |
| Symptoms of COVID-19 identified | |
| When open | <ul style="list-style-type: none"> ○ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. ○ We will maintain regular contact with staff members during this time. ○ If advised that a member of staff or public has developed COVID-19 and were recently on premises (including where a member of staff has visited other work place premises such as domestic premises), we will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ ○ We will follow 'Test and Trace' process and consult the following guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works |
| Workforce Management | |
| Monitoring how well you are implementing the new controls | <ul style="list-style-type: none"> - Operational check to be completed each week once open. |
| Monitoring staff when open | <ul style="list-style-type: none"> ○ On arrival for each shift: <ul style="list-style-type: none"> ○ A contactless infrared thermometer is used to check the forehead temperature of each employee to ensure they do not have a high temperature (37.8°C or more), no temperatures are recorded. ○ A 'Fitness to Work' poster reminds employees of the symptoms of COVID-19 and the actions to take in the event that they, or a member of their household, has symptoms ○ No employee is permitted to work if they, or someone they live with, has symptoms of COVID-19 |

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| | <ul style="list-style-type: none"> ○ A designated bin is provided for disposal with a bin liner that is sealed for final disposal ○ A poster is displayed as a reminder of these procedures ○ Note: Employees wearing face coverings may experience fatigue more quickly than usual and this will be monitored – job rotation and/or additional short breaks may be required. ○ Contractors and other visitors working in the pub are provided with health guidance and their temperatures are checked. Face coverings will be provided if the contractor/visitor does not supply their own. ○ There is increased cleaning and sanitising of all touch points and surfaces ○ Hand sanitiser and cleaning equipment is provided and used by staff |
| Organise staff to reduce the number of contacts each employee has | <ul style="list-style-type: none"> ○ Consider daily task and times being work, which should be being adjusted to meet the following criteria: <ul style="list-style-type: none"> ○ If contact with others is likely, ensure these are essential tasks only ○ Limit time in the pub ○ Limit number of other pubs staff visit each day if required to go to another pub ○ Limit number of staff at a till |
| Training and communication | <ul style="list-style-type: none"> ○ Employees will follow the public health advice and guidance. ○ They will also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and will seek professional healthcare advice if unwell. ○ If an employee has any symptoms of COVID-19, they will not attend work. ○ Employees will also avoid making contact with their face and in particular their eyes, nose and mouth. ○ Where necessary, employees will wash their hands immediately before touching their face. |
| Customer facing role | <ul style="list-style-type: none"> ○ Many of the measures noted above for workers can and should equally be applied for work activity that involves direct customer or visitor contacts. ○ We will: <ul style="list-style-type: none"> ○ Eliminate physical interaction between workers and customers as much as is reasonably practicable through revised working arrangements. For example, through provision of table service, contactless delivery or managed entry into pubs. ○ Provide hand sanitisers at entry/exit points. ○ Ensure that queues do not form between customers as they wait to be served. ○ Implement a cleaning regime to ensure that contact points for employees and customers are kept visibly cleaned at all times. |

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| | <ul style="list-style-type: none"> ○ Display the advice on the COVID-19 measures in visible locations to ensure that customers are also adhering to what is required. |
| Avoid unnecessary work travel | <ul style="list-style-type: none"> ○ Only essential travel to be undertaken and frequency of travel to be reduced i.e. banking once a month rather than once a week ○ Walk or take a bike to work, avoiding public transport if possible. If you take public transport, wear a face covering. |
| Make sure all employees understand COVID-19 safety procedures | <ul style="list-style-type: none"> ○ COVID-19 Guidance Document provided with the most up to date information on approach for pubs and their employees ○ Guidance should be shared with employees on the adjustments to working arrangements. Employees should sign a training record to demonstrate they have read and understand the new procedures. ○ Regular catch up with BDM on any issues encountered in relation to COVID-19 ○ This risk assessment completed and briefed to employees (on key controls). ○ Digital training record for all employees |
| All employees are kept up to date with how safety measures are being implemented or updated | <ul style="list-style-type: none"> ○ Regular staff meetings to brief staff on any changes in guidelines and for staff to raise issues |
| Inbound and Outbound Goods | |
| Maintain social distancing and avoid surface transmission when goods enter and leave the site. | <ul style="list-style-type: none"> ○ Review of drop-off delivery points, procedures, signage and markings. ○ Non-contact deliveries where the nature of the product allows ○ Consideration of methods to reduce frequency of deliveries, for example by ordering larger quantities less often. ○ Where possible and safe, having single workers load or unload vehicles. ○ Enabling drivers to access welfare facilities when required, consistent with other guidance. ○ Drivers should be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as use of a tail lift. |
| Reduce transmission through contact with objects that come into pubs | <ul style="list-style-type: none"> ○ Where possible outer packaging should be removed and disposed of, in the case of food products batch codes and use by dates should be retained. ○ Other items used in the delivery process should be sanitised immediately before and after use. ○ Staff to reminded of importance of hand washing/sanitising before, during and after delivery acceptance. |

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| | <ul style="list-style-type: none"> ○ Keep away from persons delivering or entering building/cellar. | | | | | | |
| Any further actions required | <ul style="list-style-type: none"> ○ We will keep a daily watch on updated government guidance ○ We will ensure that this risk assessment will remain under frequent review and will be revised as necessary in accordance with changes in government guidance and experience of operating the many new and revised procedures introduced to minimise risks associated with COVID-19. | | | | | | |
| Final Risk Assessment (with controls in place) | | Likelihood | | | | | |
| | Severity | 1 | 2 | 3 | 4 | 5 | |
| | 1 | 1 | 2 | 3 | 4 | 5 | LOW - GREEN For a risk rating of 6 or less no further action is required. |
| | 2 | 2 | 4 | 6 | 8 | 10 | MEDIUM - YELLOW For a risk rating between 8 and 15 further actions are required to reduce the risk. |
| | 3 | 3 | 6 | 9 | 12 | 15 | HIGH - RED For a risk rating of 16 the task or machine should not be used until the risk is reduced. |
| | 4 | 4 | 8 | 12 | 16 | 20 | |
| 5 | 5 | 10 | 15 | 20 | 25 | | |
| Severity | 2 | | | | | | |
| Likelihood | 2 | | | | | | |
| Risk Rating | 4 | | | | | | |

