

Covid-19 Risk Assessment Summary

Risk Assessment:

- All venues need to complete, in consultation with their employees, a Covid-19 risk assessment to help decide what actions to take from the relevant guidance.
- Employer must share risk assessment with every employee and ensure this is communicated regularly and consistency is reached
- Failure to complete a risk assessment or failing to implement measures required by it could constitute a breach of H&S law

Employees:

- If at any stage you feel unwell with symptoms of COVID-19, please self-isolate at home along with govt. guidelines and do not attend work.
- Increase frequency of hand washing and sanitising and surface cleaning of all touch points
- Comply with social distancing guidelines (2m or, where not possible, 1m with mitigation)
- Create individual working areas for staff to minimise cross contact, i.e. one person to deal with a table, if possible.
- Ensure social distance is maintained when taking orders and delivering food and drink to customers
- Bring out cutlery/condiments only when food is delivered – no setting of tables. Cutlery will be pre-packed with napkins in envelopes
- Employees with underlying health issues should not be asked to return to work or discriminated against if they do not
- Use of radios/telephones to communicate between employees should be encouraged to avoid movement of employees around venues eg communication with kitchen
- Introduction of reduced food menu to minimise interaction between staff preparing food
- Minimise contact at handover points eg delivery and ensure contact cleaning of handover point when used
- Increase waste disposal facilities and waste collections
- Keep rotas for 3 weeks for track and trace purposes
- Ask employees to avoid public transport if possible on their journey to work

Guests:

- Keep temporary (21 days) records of all customers and visitors to assist NHS Track & Trace (all tables to have a lead bookers details, including walk-ins)
- Inside table size 10 people maximum across two households.
- Outside table size of 10 people maximum across two households, or 6 people maximum from differing households.
- Arrival times will be staggered using ResDiary with no more than 12 people arriving every 15minutes.
- Entry to pub for restaurant and bar tables will be via back bar door. Exit for bar area and restaurant will be via front bar door. Garden customers to proceed directly to the garden and to leave via passageway to front door. Signage will be in place to direct customers. Customers will receive “How to Pub Safely” guides on website and on site.
- Encourage guests to avoid using public transport to get to venue
- Provide clear guidance for guests both online (website and social media) and in the venue (signage) on social distancing, ordering process and hygiene
- Provide hand sanitiser stations at entry and exit and potential touch points in the venue eg toilets
- Ensure accessibility facilities are maintained eg accessible parking spaces, toilets etc
- Encourage contactless payment & ordering/payment apps
- Provide clear guidance on use and cleaning regime of toilets
- Minimise volumes of music and sports commentary to ensure guests do not have to raise their voices and therefore increase the risk of ‘aerosol’ transmission