

Risk Assessment

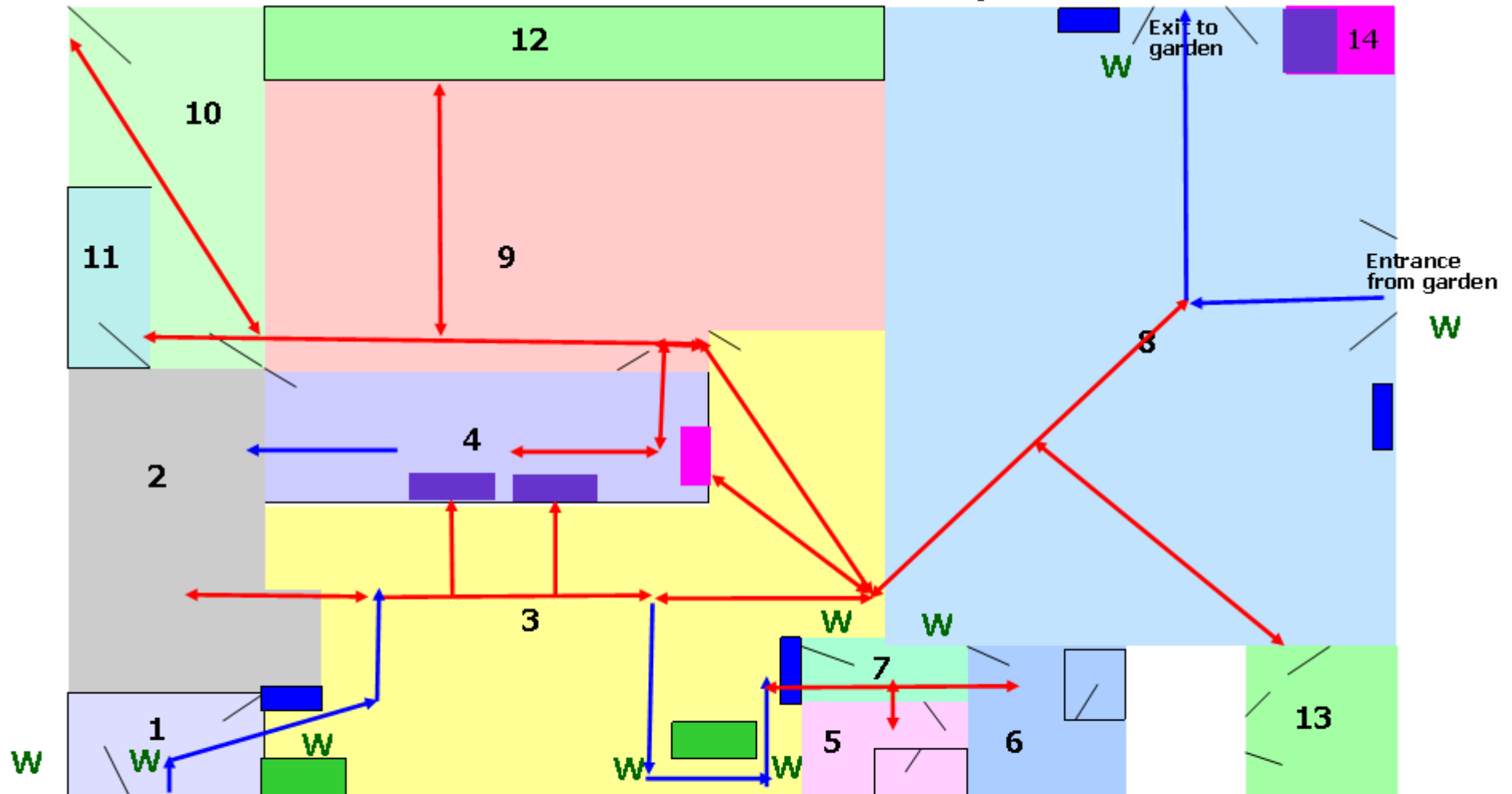


THE WOODMANS ARMS

Risk Assessment For	Assessment Type	Area	Assessors Name	Date of Assessment	Recommended Review Date (unless significant change occurs)
R & H Fletcher Ltd The Woodmans Arms	COVID-19	The Woodmans Arms Customers & Visitors	Harry Fletcher	25/06/2020	Weekly (During Pandemic)

Legislation, guidance, and information used in support of this assessment	Persons effected by the hazards in this assessment
<p>HM Government Guidelines: (11th May 2020 updated 24 June 2020) Working Safely During COVID-19 Restaurants, Pubs, Bars and Takeaway services - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>HSE: Working safely during the coronavirus outbreak – a short guide - https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf</p> <p>NHS Website https://www.nhs.uk/</p> <p>Infection Prevention Control Website https://www.infectionpreventioncontrol.co.uk/</p> <p>EI Publican Website: https://www.eipublicanpartnerships.com/sites/myaccount/pages/coronavirus.aspx</p>	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.</p> <p>Persons effected by Covid-19:</p> <ul style="list-style-type: none"> - Staff - Customers - Contractors - Delivery Persons, Postman - Vulnerable groups (elderly, pregnant, existing underlying health conditions) - Anyone else who comes in physical contact in relation to the business.

The Woodmans Arms Internal Layout

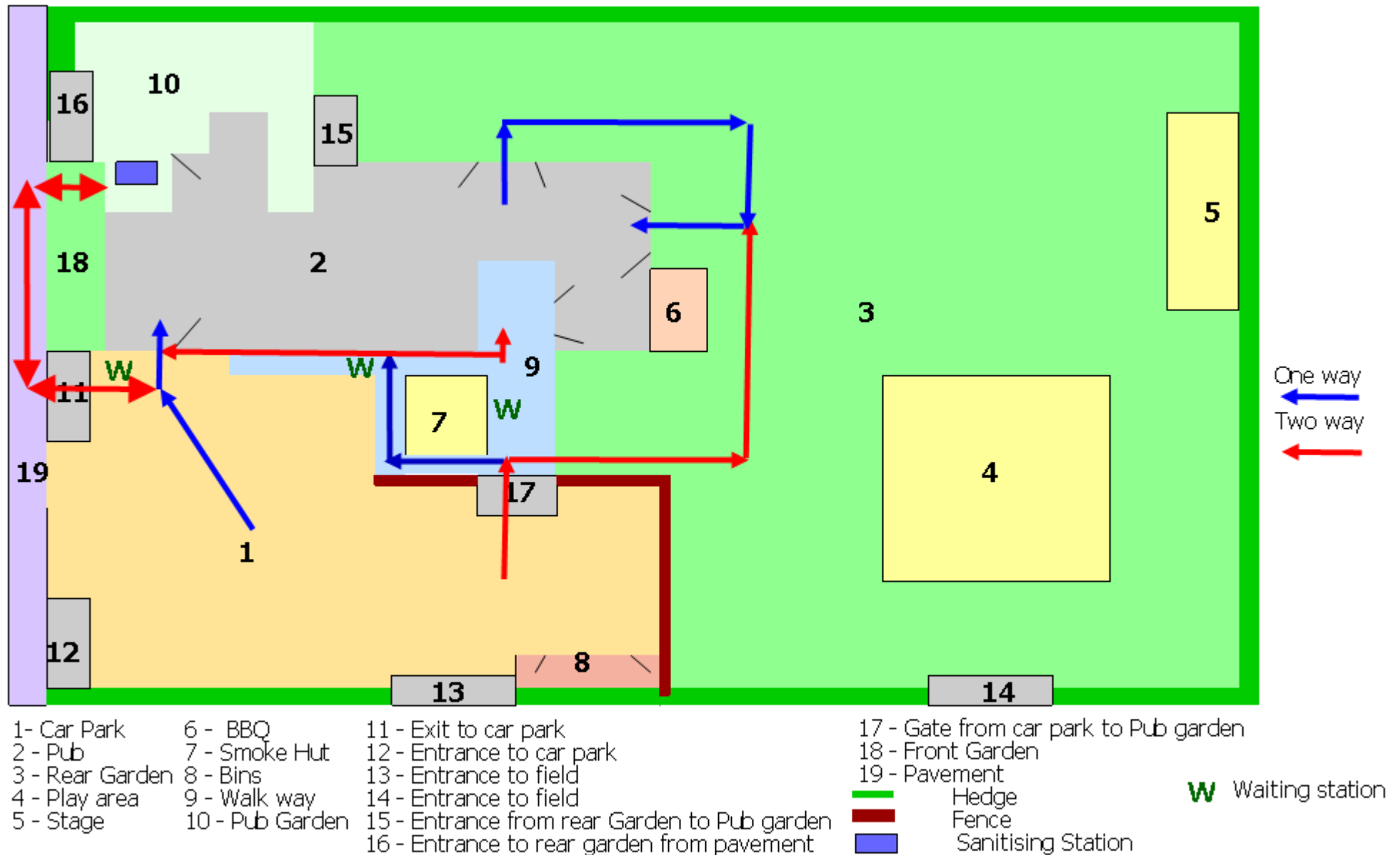


- 1- Entrance
- 2- Snug Area
- 3- Bar Area
- 4- Bar
- 5- Ladies WC
- 6- Gents WC
- 7- Corridor
- 8- Restaurant
- 9- Kitchen
- 10- Rear Storage area
- 11- Stairs to office and accommodation
- 12- walk-in Cooler and Freezer
- 13- Cellar
- 14- Garden service & payment station

- W** Waiting station
- Cleaning stations
- Wall mounted Sanitisers
- Payments station
- Service Station

- One way ←
- Two way ↔

The Woodmans Arms external layout



Hazard/Risk	Controls Required	Control Measures to be Implemented to Reduce Risk Further	Action by Who	Action by When	Completed
The Spread of COVID-19 (Coronavirus)	<p>1. Hand Washing</p> <ul style="list-style-type: none"> ➤ Hand washing facilities with soap and water in place, available in: <ul style="list-style-type: none"> • Ladies WC • Gents WC • Kitchen ➤ Staff undertaking stringent washing and/or sanitisation of hands. ➤ See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ➤ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ➤ Gel and foam sanitisers in place: <ul style="list-style-type: none"> • Behind the bar • By pub entrance • By entrance to toilets • By entrances/exit to Pub Garden 	<p>1.1 - Posters to be displayed throughout the pub to remind customers and staff on the importance of regular hand washing in line with hand washing guidance</p> <p>1.2 - When in work staff to be reminded to catch coughs and sneezes in tissues. Tissues will be made available behind the bar and in the kitchen.</p> <p>1.3 - Paper towels used for drying of hands by all hand washing sinks</p> <p>1.4 - Posters to displayed by wall mounted sanitizers on instructions of how to use hand gel properly.</p>	HF/RF/WC	03/07/20	Yes
			All staff	03/07/20 On-going	
			HF/RF/WC	03/07/20	Yes
			HF/RF/WC	03/07/20	Yes

Hazard/Risk	Controls Required	Control Measures to be Implemented to Reduce Risk Further	Action by Who	Action by When	Completed
The Spread of COVID-19 (Coronavirus)	<p>2. Cleaning & Sanitisation</p> <p>Routine morning cleaning to continue as normal.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, bar area using appropriate cleaning products and methods.</p>	<p>2.1 - Cleaner instructed to ensure disinfection/sanitisation of areas that are touched regularly such as sinks, toilets, door handles, window handles and light switches etc. during early morning clean.</p> <p>2.2 - In bar and restaurant, areas of high use which are touched frequently such as door handles and bar surface will be cleaned and sanitised regularly.</p> <p>2.3 - WC's will be checked and sanitised regularly paying attention to handles, sinks, towel and soap dispensers and bins emptied frequently.</p> <p>2.4 - Sanitising/ Cleaning schedules to be brought into use for the WC's and Bar/restaurant to ensure area being cleaned and sanitised regularly. These sheets are to be displayed so customers can see how often cleaning is taking place.</p> <p>2.5 - Internal tables and chairs to be cleaned and sanitised between each booking.</p> <p>2.6 – Three cleaning stations with paper towels, sanitizing spray's and hand gel are available for customers, staff, suppliers, and contractors to use when needed.</p> <p>2.7 - Investigate the need to purchase and sanitise the pub with Electrostatic cleaning mist (re-applied every 3 weeks)</p>	<p>RF/HF/SM</p> <p>All staff</p> <p>All front of house staff</p> <p>RF/HF/SM/ WC</p> <p>All front of house staff</p> <p>All staff</p> <p>WC/HF/RF</p>	<p>03/07/20 Daily thereafter</p> <p>Daily every 1 – 2 hours</p> <p>Daily every 1 – 2 hours</p> <p>03/07/20 Daily thereafter</p> <p>03/07/20 Daily thereafter</p> <p>04/07/20 Daily thereafter</p> <p>03/07/20</p>	<p>Yes</p>

Hazard/Risk	Controls Required	Control Measures to be Implemented to Reduce Risk Further	Action by Who	Action by When	Completed
The Spread of COVID-19 (Coronavirus)	<p>3. Keeping Customers and Visitors Safe:</p> <p>To minimise the risk of transmission and protect the health of customers and visitors in restaurants, pubs, bars and takeaway venues https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>Social Distancing, Staying alert and safe https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>Reduced number of customers in any area of the pub/restaurant to comply with the 2-metre, or 1m with risk mitigation where 2m is not viable.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>3.1 - Screens placed around the bar, serving stations to be reduced to four, three used for service, one used for payment.</p>	HF/RF	30/06/2020	Yes
		<p>3.2 - Reconfigure indoor areas in line with the 2-metre, or 1m with risk mitigation where 2m is not viable guidance with specific attention paid to any pinch points and likely busy areas.</p>	HF/RF	04/07/20	Yes
		<p>3.3 - Managed queuing area for customers in place at entrance, Staff to meet customers (socially distanced) on arrival and show them to their allotted table.</p>	All staff	04/07/20 Daily thereafter	
		<p>3.4 - For those who are eating table service will be provided for drinks and food. Service stations at the bar have been reduced to 3 with a managed queuing area in place. When/if the Garden is busy an additional service/payment station will be available by restaurant external entrance.</p>	Front of house staff	04/07/20 Daily thereafter	
		<p>3.5 - Queuing system in place by WC's with Vacant/engaged sign on wall by entrance to corridor. Cleaning station positioned here for use of customers and staff with wall mounted hand sanitiser dispenser.</p>	Front of house staff All staff	04/07/20 Daily thereafter 04/07/20 Daily thereafter	
		<p>3.6 - All deliveries to be made via the rear garden entrance with cleaning station with sanitising spray, paper towels and sanitising hand gel available for drivers.</p>			
		<p>3.7 – The Car park has been enlarged and a fenced walkway put in place from pub garden to pub entrance with waiting points.</p>	HF/RF	03/07/20	Yes
		<p>3.8 - Social distancing markers will be put in place along with Posters advising staying alert and safe social distancing.</p>	HF/RF	03/07/20	
		<p>3.9 - All bookings will be staggered to avoid queues</p>	Front of house staff	30/06/2020 Daily thereafter	Yes
		<p>3.10 - In line with government guidelines no more than 6 people will be booked onto one table at a time. Customers will be told that these must be from 2 households only.</p>	Front of house staff	30/06/2020 Daily thereafter	
<p>3.11 – Groups: in line with government guidelines and due to the layout of the pub wakes are to be kept to a maximum of 16 people and are to be held in the snug area only.</p>	Front of house staff	30/06/2020 Daily thereafter			
<p>3.12 - No live or recorded music will be played inside the pub.</p>	HF/RF	04/07/20			

Hazard/Risk	Controls Required	Control Measures to be Implemented to Reduce Risk Further	Action by Who	Action by When	Completed
The Spread of COVID-19 (Coronavirus)	<p>3. Keeping Customers and Visitors Safe:</p> <p>To minimise the risk of transmission and protect the health of customers and visitors in restaurants, pubs, bars and takeaway venues https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>Police and local authorities have the powers to enforce requirements in relation to social distancing and may issue a fixed penalty notice of take further enforcement action.</p>	<p>3.13 - Customers advised that children must be accompanied by an adult at all times.</p> <p>3.14 - All customers will be told that in the event of adverse weather conditions it may not be possible to accommodate them inside the building and they will have to leave.</p> <p>3.15 - All areas of the pub/restaurant will be well ventilated through various windows and doors.</p> <p>3.16 - No customers will be allowed to drink at the bar, unless the pub is quiet and only if social distancing allows.</p> <p>3.17 – No regular social groups will be held e.g. darts, fiddlers etc.</p>	<p>All staff</p> <p>All Staff</p> <p>All staff</p> <p>Front of house staff</p> <p>All staff</p>	<p>30/06/20 Daily thereafter</p> <p>30/06/20 Daily thereafter</p> <p>30/06/20 Daily thereafter</p> <p>04/07/20 Daily thereafter</p> <p>04/07/20 Daily thereafter</p>	
The Spread of COVID-19 (Coronavirus)	<p>4. Providing and explaining available guidance:</p> <p>to make sure people understand what they need to do to maintain safety.</p>	<p>4.1 - Regular posts will be available on the Facebook page providing customers with clear guidance on expected customer behaviours and that a failure to observe safety measures will result in the non-provision of service.</p> <p>4.2 - Information on COVID precautions put in place and what customers should expect will be placed on all internal tables which will be sanitised between each sitting.</p>	<p>HF/WC</p> <p>HF/WC</p>	<p>29/06/20 On-going</p> <p>04/07/20 Daily thereafter</p>	

Hazard/Risk	Controls Required	Control Measures to be Implemented to Reduce Risk Further	Action by Who	Action by When	Completed
The Spread of COVID-19 (Coronavirus)	<p>5. NHS Test and Trace:</p> <p>The opening of the economy following COVID-19 outbreak is being supported by the NHS Test and trace. A temporary record of customers and visitors should be kept for 21 days</p>	<p>5.1 - A record of customers and visitors name and telephone number will be kept for 21 days.</p> <p>5.2 In line with data protection this information will not be used for anything else other than to advise the NHS Test and Trace if requested</p> <p>4.3 - On day 22 this information will be destroyed securely.</p>	<p>Front of house staff</p> <p>RF/HF/WC</p> <p>WC</p>	<p>28/06/2020</p> <p>30/06/20</p> <p>25/07/20 Daily thereafter</p>	

Risk Assessment Reviews

Date of Change	Section changed	Changes made	Action by Who	Action by When	Completed