

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	In line with Government updates during the 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 last updated 14 July 2021) Working Safely During COVID-19 Restaurants, Pubs, Bars and Takeaway services - www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services</p> <p>HM Government Guidelines: Updated 21 May 2021 Guidance for food businesses on coronavirus (COVID-19) - Guidance for food businesses on coronavirus (COVID-19) - GOV.UK</p> <p>HM Government Guidelines: Updated 12 July 2021 Coronavirus: how to stay safe and prevent the spread from 19 July https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread?fbclid=IwAR0hkvQ2bQPLdCs4w4OTSBkKFxsT74X3egNUGYhyOPPaOLstfEhoGUKS8ig</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/ Infection Prevention Control Website https://www.infectionpreventioncontrol.co.uk/ 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.

Risk Assessment

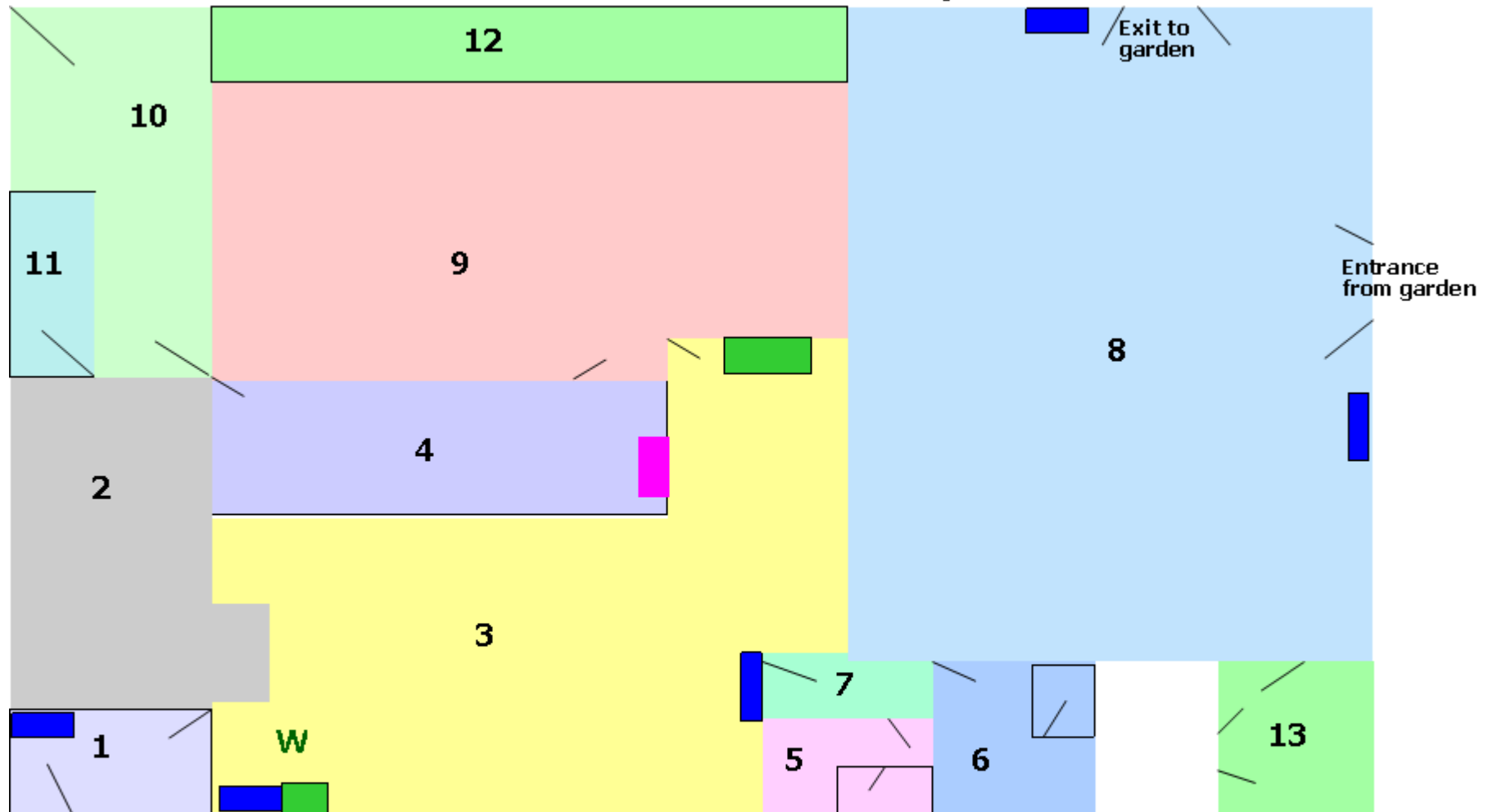


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Version History

Version:	Date:	Author:	Comments	Agreed with all Directors
6	19/07/2021	Harry Fletcher & Wendy Coy	Review following lifting of Restrictions	Yes
5	07/04/2021	Wendy Coy, Harry & Ronnie Fletcher	Review following third Lockdown	Yes
4	01/12/2020	Wendy Coy	Review - updated following allocation of Tier System	Yes
3	22/09/2020	Wendy Coy	Review - updated following changes in government guidelines	Yes
2	20/07/2020	Wendy Coy	Review - Updated following opening	Yes
1	25/06/2020	Harry Fletcher & Wendy Coy		Yes

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
- Green** Cleaning stations
- Blue** Hand Sanitiser Stations
- Pink** Payments station

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>	HF/RF/WC	03/07/20	Yes
		<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>	All staff	03/07/20 On-going	On-going
		<p>1.3 - Paper towels used for drying of hands by all hand washing sinks</p>	HF/RF/WC	03/07/20	Yes
		<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
		<p>1.5 – Relevant Government Posters to be displayed at various places around the pub</p>	HF/RF/WC	06/04/2021	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 with effect from 17/05/2021</p> <p>2.6 – Cleaning stations with paper towels, sanitizing spray's are available for customers, staff, suppliers, and contractors to use when needed. Hand Sanitising stations available throughout the pub inside and out</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>03/07/20 Daily thereafter</p> <p>03/07/20 Daily Regularly throughout the day</p> <p>03/07/20 Daily Regularly throughout the day</p> <p>03/07/20 Daily thereafter</p> <p>17/05/2021 Daily thereafter</p> <p>17/05/2021 Daily thereafter</p>	<p>Yes Daily</p> <p>Yes Daily</p> <p>Yes Daily</p> <p>Yes Daily</p> <p>Yes Daily</p> <p>Yes Daily</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) The Spread of COVID-19 (Coronavirus)	3. Keeping Customers and Visitors Safe: How to stay safe and help prevent the spread from 19 th July 2021 https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread?fbclid=IwAR0hkvQ2bQPLdCs4w4OTSBkKFxsT74X3egNUGYhyOPPaOLstfEhoGUKS8ig	3.1 - Screens placed around the bar, serving stations to be reduced to four, three used for service, one used for payment.	HF/RF	17/05/2021	Yes
		3.2 - 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.	All staff	04/07/20 Daily thereafter	Yes Daily
		3.3 – The Car Park has been enlarged and a fenced walkway put in place from pub garden to pub entrance with waiting points.	HF/RF	03/07/20	Yes
		3.4 - Social distancing markers will be put in place along with Posters advising staying alert and safe social distancing.	HF/RF	03/07/20	Yes
		3.5 – Food and drink in the garden will be on a first come first served basis. Once internal seating is allowed all bookings will be staggered to avoid queues	FOH staff	12/04/21 Daily thereafter	Yes
		3.6 – Customers advised that children must be accompanied by an adult at all times and when inside the pub are to remain seated.	Front of house staff	17/05/2021 Daily thereafter	Yes Daily
		3.7 - All areas of the pub/restaurant will be well ventilated through various windows and doors.	All staff	17/05/21 Daily thereafter	Yes Daily
		3.8 – Although we recommend that staff continue to wear a face covering, particularly when dealing with vulnerable customers this remains a matter of choice for the individual staff member following the lifting of restrictions	All staff	19/07/21	Yes
		3.9 – All Staff have to adhere to The Woodmans Arms Policy on Dealing with Coronavirus in the Work Place.	All Staff	04/04/2021 Daily thereafter	Yes Daily
		3.10 – All staff must adhere to the Woodmans Arms Staff Covid 19 Risk Assessment	All Staff	25/06/2020 Daily thereafter	Yes Daily
		3.11 - As an employer, we have a duty to ensure the safety of our employees and customers and because of this, we encourage our employees to take up the opportunity to have the COVID vaccine when it is offered to them as detailed in The Woodmans Arms Coronavirus Vaccine Policy	All Staff	04/04/2021 and Daily thereafter	Yes Daily

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>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>4.3 Relevant Government guideline Posters will be displayed throughout the pub</p>	HF/WC	29/06/20 On-going	Yes on-going
	<p>5. NHS Contact Tracing App</p> <p>Launch of the contact tracing app https://www.digitalhealth.net/2020/09/nhs-covid-19-contact-tracing-launch-england-wales/</p>	<p>5.1 – Contact tracing app QR code to be displayed throughout the pub</p>	WC	23/09/20	On-going