

# 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: (11<sup>th</sup> May 2020 last updated 31 March 2021)  <b>Working Safely During COVID-19</b> Restaurants, Pubs, Bars and Takeaway services - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p> <p>HM Government Guidelines: Updated 06 January 2021  <b>Guidance for food businesses on coronavirus (COVID-19)</b> - <a href="#">Guidance for food businesses on coronavirus (COVID-19) - GOV.UK</a></p> <p>HSE: <b>Working safely during the coronavirus outbreak – a short guide</b> - <a href="https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf">https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf</a></p> <p>NHS Website <a href="https://www.nhs.uk/">https://www.nhs.uk/</a></p> <p>Infection Prevention Control Website  <a href="https://www.infectionpreventioncontrol.co.uk/">https://www.infectionpreventioncontrol.co.uk/</a></p> <p>EI Publican Website:  <a href="https://www.eipublicanpartnerships.com/sites/myaccount/pages/coronavirus.aspx">https://www.eipublicanpartnerships.com/sites/myaccount/pages/coronavirus.aspx</a></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><b>Persons effected by Covid-19:</b></p> <ul style="list-style-type: none"> <li>- Staff</li> <li>- Customers</li> <li>- Contractors</li> <li>- Delivery Persons, Postman</li> <li>- Vulnerable groups (elderly, pregnant, existing underlying health conditions)</li> <li>- Anyone else who comes in physical contact in relation to the business.</li> </ul>

# Risk Assessment

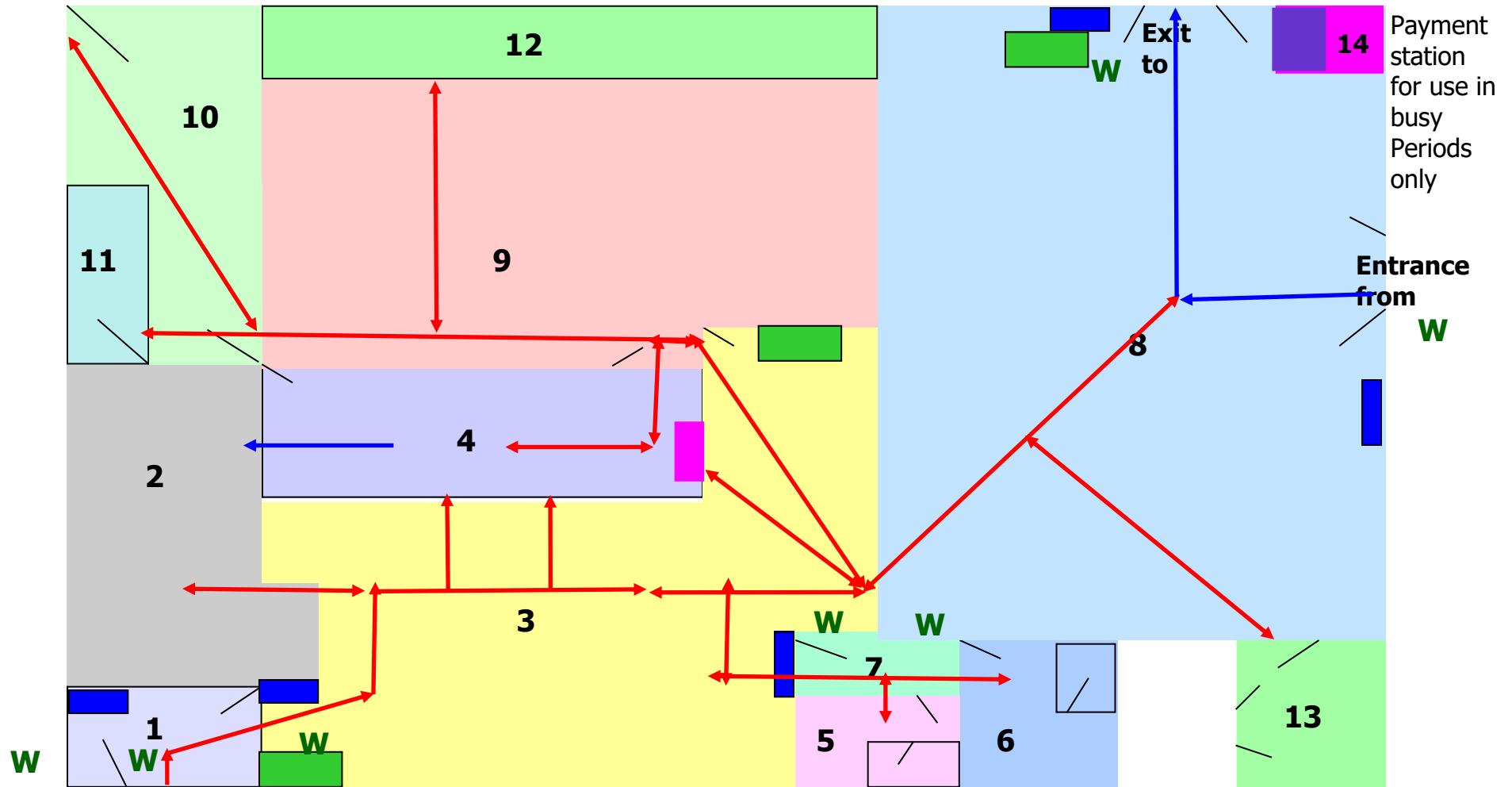


THE WOODMANS ARMS

## Version History

Version:	Date:	Author:	Comments	Agreed with all Directors
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

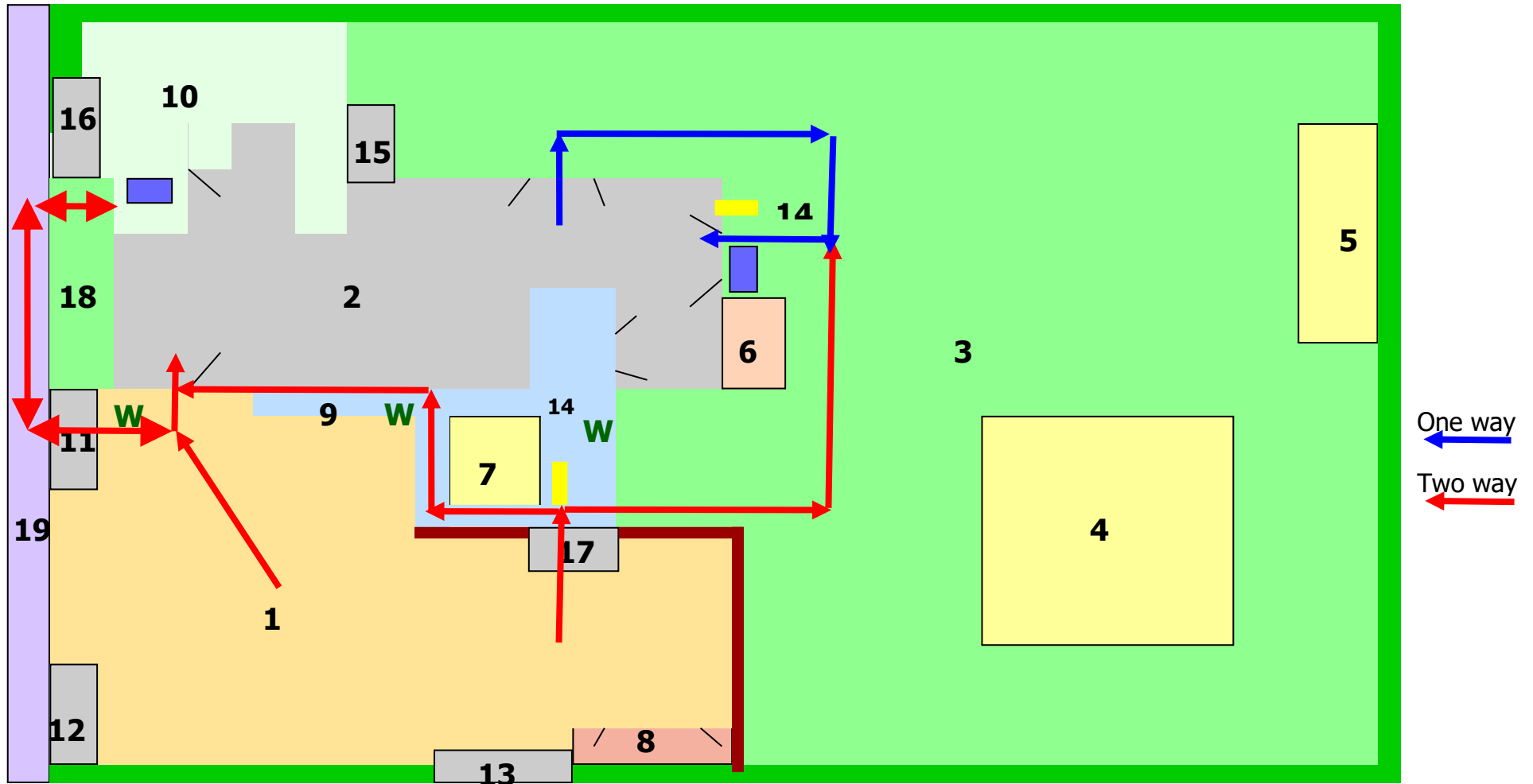


- 1- Entrance
- 2 - Snug Area
- 3 - Bar Area
- 4 - Bar
- 5 - Ladies WC
- 6 - Gents WC
- 8 - Restaurant
- 9 - Kitchen
- 10 - Rear Storage area
- 11 - Stairs to office and accommodation
- 12 - walk-in Cooler and Freezer
- 13 - Cellar
- 14 - Garden service & payment station

- W** Waiting station
- Cleaning stations
- Hand Sanitiser Stations
- Payments station

- One way ←
- Two way ↔

## The Woodmans Arms external layout



- |                 |                 |  |                                       |
|-----------------|-----------------|--|---------------------------------------|
| 1- Car Park     | 6 - BBQ         | 11 - Exit to car park                        | 17 - Gate from car park to Pub garden |
| 2 - Pub         | 7 - Smoke Hut   | 12 - Entrance to car park                    | 18 - Front Garden                     |
| 3 - Rear Garden | 8 - Bins        | 13 - Entrance to field                       | 19 - Pavement                         |
| 4 - Play area   | 9 - Walk way    | 14 - Notice Board                            | — Hedge                               |
| 5 - Stage       | 10 - Pub Garden | 15 - Entrance from rear Garden to Pub garden | — Fence                               |
|                 |                 | 16 - Entrance to rear garden from pavement   | — Sanitising Station                  |
|                 |                 |  | — Notice Board                        |

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><b>1. Hand Washing</b></p> <ul style="list-style-type: none"> <li>➤ Hand washing facilities with soap and water in place, available in: <ul style="list-style-type: none"> <li>• Ladies WC</li> <li>• Gents WC</li> <li>• Kitchen</li> </ul> </li> <li>➤ Staff undertaking stringent washing and/or sanitisation of hands.</li> <li>➤ See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>➤ Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>➤ Gel and foam sanitisers in place: <ul style="list-style-type: none"> <li>• Behind the bar</li> <li>• By pub entrance</li> <li>• By entrance to toilets</li> <li>• By entrances/exit to Pub Garden</li> </ul> </li> </ul>	<p><b>1.1</b> - 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><b>1.2</b> - 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><b>1.3</b> - Paper towels used for drying of hands by all hand washing sinks</p> <p><b>1.4</b> - Posters to displayed by wall mounted sanitizers on instructions of how to use hand gel properly.</p> <p><b>1.5</b> – Relevant Government Posters to be displayed at various places around the pub</p>	<p>HF/RF/WC</p> <p>All staff</p> <p>HF/RF/WC</p> <p>HF/RF/WC</p> <p>HF/RF/WC</p>	<p>03/07/20</p> <p>03/07/20 On-going</p> <p>03/07/20</p> <p>03/07/20</p> <p>06/04/2021</p>	<p>Yes</p> <p>On-going</p> <p>Yes</p> <p>Yes</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><b>2. Cleaning &amp; Sanitisation</b></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><b>2.1</b> - 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>	RF/HF/SM	03/07/20 Daily thereafter	Yes Daily
		<p><b>2.2</b> - 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>	All staff	03/07/20 Daily Regularly throughout the day	Yes Daily
		<p><b>2.3</b> - WC's will be checked and sanitised regularly paying attention to handles, sinks, towel and soap dispensers and bins emptied frequently.</p>	All front of house staff	03/07/20 Daily Regularly throughout the day	Yes Daily
		<p><b>2.4</b> - 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>	RF/HF/SM/ WC	03/07/20 Daily thereafter	Yes Daily
		<p><b>2.5</b> - Internal tables and chairs to be cleaned and sanitised between each booking with effect from 17/05/2021</p>	All front of house staff	17/05/2021 Daily thereafter	Yes Daily
		<p><b>2.6</b> – 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>	All staff	17/05/2021 Daily thereafter	Yes Daily
		<p><b>2.7</b> - Investigate the need to purchase and sanitise the pub with Electrostatic cleaning mist (re-applied every 3 weeks)</p>	WC/HF/RF	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><b>3. Keeping Customers and Visitors Safe:</b></p> <p>To minimise the risk of transmission and protect the health of customers and visitors in restaurants, pubs, bars and takeaway venues  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p> <p>Social Distancing, Staying alert and safe  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></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><b>3.0</b> No customers will be served inside the pub until after government restrictions are lifted, hopefully on the 17<sup>th</sup> May 2021. Thereafter the following restrictions for serving customers inside the pub will come into force.</p>	HF/RF	07/04/2021	Yes
		<p><b>3.1</b> - Screens placed around the bar, serving stations to be reduced to four, three used for service, one used for payment.</p>	HF/RF	17/05/2021	Yes
		<p><b>3.2</b> - 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	17/05/2021	Yes
		<p><b>3.3</b> - 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	17/05/2021 Daily thereafter	Yes Daily
		<p><b>3.4</b> – Every customer inside and outside the pub will be served by table service only. When/if the Garden is busy an additional service/payment station will be available by restaurant external entrance.</p>	Front of house staff	12/04/2021 Daily thereafter	Yes Daily
		<p><b>3.5</b> - Queuing system in place by WC's with Vacant/engaged sign on wall by entrance to corridor. Wall mounted hand sanitiser dispenser positioned here for use of customers and staff.</p>	Front of house staff	12/04/2021 Daily thereafter	Yes Daily
		<p><b>3.6</b> - 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>	All staff	04/07/20 Daily thereafter	Yes Daily
		<p><b>3.7</b> – 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><b>3.8</b> - Social distancing markers will be put in place along with Posters advising staying alert and safe social distancing.</p>	HF/RF	03/07/20	Yes
<p><b>3.9</b> – 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</p>	FOH staff	12/04/21 Daily thereafter	Yes		

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The Spread of COVID-19 (Coronavirus)	<p><b>3. Keeping Customers and Visitors Safe:</b></p> <p>To minimise the risk of transmission and protect the health of customers and visitors in restaurants, pubs, bars and takeaway venues  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></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>	<b>3.10</b> - 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.	Front of house staff	17/05/2021 Daily thereafter	Yes Daily
		<b>3.11</b> – Groups: in line with government guidelines this will only be permitted after the 17/05/2021 and due to the layout of the pub wakes are to be kept to a maximum of 15 people and are to be held in the snug area only.	Front of house staff	17/05/2021 Daily thereafter	Yes Daily
		<b>3.12</b> - No live will be played inside the pub but background recorded music will be kept to a low volume.	HF/RF	12/04/2021	Yes
		<b>3.13</b> - Customers advised that children must be accompanied by an adult at all times and whilst in the garden they are to remain seated at their tables.	All staff	12/04/2021 Daily thereafter	Yes Daily
		<b>3.14</b> – With effect from 17/05/2021 all customers who are seated in the garden 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.	All Staff	17/05/21 Daily thereafter	Yes Daily
		<b>3.15</b> - All areas of the pub/restaurant will be well ventilated through various windows and doors.	All staff	17/05/21 Daily thereafter	Yes Daily
		<b>3.16</b> - No customers will be allowed to drink at the bar, unless the pub is quiet and only if social distancing allows.	Front of house staff	04/07/20 Daily thereafter	Yes Daily
		<b>3.17</b> – No regular social groups will be held e.g. darts etc.	All staff	04/07/20 Daily thereafter	Yes
<b>3.18</b> – In line with government guidelines all customers to wear masks when entering and moving around the pub	All staff	24/09/20 Daily thereafter	Yes Daily		



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The Spread of COVID-19 (Coronavirus)	<p><b>4. Providing and explaining available guidance:</b></p> <p>to make sure people understand what they need to do to maintain safety.</p>	<p><b>4.1</b> - 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><b>4.2</b> - 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><b>4.3</b> Relevant Government guideline Posters will be displayed throughout the pub</p>	<p>HF/WC</p> <p>HF/WC</p> <p>WC</p>	<p>29/06/20 On-going</p> <p>04/07/20 Daily thereafter</p> <p>01/12/2020</p>	<p>Yes on-going</p> <p>Yes</p> <p>01/12/2020 on going</p>
The Spread of COVID-19 (Coronavirus)	<p><b>5. NHS Test and Trace:</b></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><b>5.1</b> - A record of individual customers and visitors name telephone number and time of arrival will be kept for 21 days. These will be recorded on the Menu sheets, register for local drinkers and staff signing in sheets.</p> <p><b>5.2</b> 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><b>5.3</b> - 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>	<p>Yes Daily</p> <p>Yes</p> <p>On-going</p>
The Spread of COVID-19 (Coronavirus)	<p><b>6. NHS Contact Tracing App</b></p> <p>Launch of the contact tracing app  <a href="https://www.digitalhealth.net/2020/09/nhs-covid-19-contact-tracing-launch-england-wales/">https://www.digitalhealth.net/2020/09/nhs-covid-19-contact-tracing-launch-england-wales/</a></p>	<p><b>6.1</b> – Contact tracing app QR code to be displayed throughout the pub</p>	<p>WC</p>	<p>23/09/20</p>	<p>On-going</p>

## Risk Assessment Reviews

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

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