

# Risk Assessment Covid 19 v2

Company name: Kings Head

Assessment carried out by: Nigel Fell (Publican/licensee)

Date of next review: 03/12/20

Date assessment was last updated: 23/11/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Current infection of Management/staff</b> Management/staff show symptoms of Covid 19 virus e.g. are coughing, have a temperature/fever or breathing difficulties</p>	<p>The virus could be spread to any person at the pub including other management/staff and customers</p>	<p>Management/staff monitoring – if a problem arises, we will need to close the pub and self-isolate for 14 days, or until we have been tested as clear.</p>	<p>Management/staff do daily self-checks for the current set of symptoms and daily temperature checks to be recorded.</p>	<p>Management</p>	<p>From now on</p>	
<p><b>Current infection of Customer/visitor</b> Anyone using the pub and shows symptoms of the Covid 19 virus</p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Management/staff monitoring – anyone using the pub and showing symptoms of the virus will be asked to leave and advised to self-isolate until tested clear. Should we contact the NHS to advise?</p> <p>Use signs</p> <ul style="list-style-type: none"> <li>• if feeling unwell, stay at home, seek NHS advice</li> <li>• build awareness</li> <li>• reminders about safety</li> </ul>	<p>Management/staff to keep diary of customers including name, mobile number, date and time in/out i.e. for track and trace. Customers will be asked for their consent for:</p> <ul style="list-style-type: none"> <li>• the data to be stored securely for 21 days and then destroyed by incineration</li> <li>• divulged only to the NHS for test and trace</li> </ul>	<p>Management</p>	<p>From now on</p>	
<p><b>Spread of the Covid 19 virus in the air by breath fomites inside the pub bar area</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p><del>The inside of the pub will be closed (other than the toilets)</del> The inside of the pub is too small to safely keep to 2m social distancing and risk mitigation will be too difficult to stop the spread of the virus</p>	<p><del>Management/staff to stop access to inside bar.</del></p> <p>Appropriate signage on pub front door directing people to the back to access the beer garden</p>	<p>Management</p>	<p>When open</p>	

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<p><b>Spread of the Covid 19 virus in the air by breath fomites outside in the pub beer garden</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Garden furniture to arranged with a minimum 2 meters space between</p> <p>Walk-way to access tables will be a minimum of 2 meters from table(s)</p> <p>People to be sat at tables when in the beer garden unless they need to use the toilet, are arriving/leaving or there is an emergency</p> <p>Use signs to build awareness and provide regular reminders to keep to social distancing guidelines and to cough or sneeze into a tissue which is binned safely - or into your arm if a tissue is not available</p> <p>Management to ensure toilet access is controlled with a clearly visible manual sign to avoid queueing as much as possible</p>	<p>Appropriate signage on entry to the beer garden directing people to:</p> <ol style="list-style-type: none"> <li>1. Find a table and sit down to wait to be served</li> <li>2. If there are no tables quietly check if anyone is leaving? If not please come back later...</li> <li>3. Please NO queueing in the residential parking area outside of the gate</li> </ol> <p>Information sheet on each table about Covid 19 "house" rules and table disinfect status</p> <p>Table service will ensure that people remain seated as much as possible and hence social distanced</p> <p>Use of social distance markers if queueing to use the toilets</p> <p>No loud or live music so people's voices can remain low to limit projection.</p>	<p>Management</p>	<p>When open</p>	

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<p><b>Spread of the Covid 19 virus by touching a contaminated surface outside in the pub beer garden</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers/visitors</p>	<p>Increase the frequency of handwashing and surface cleaning in every workplace</p> <p>The beer garden gate and pub rear door will be kept open</p> <p>The children's play area will be closed</p> <p>Use signs and to build awareness and provide regular reminders to avoid touching your face, of the sanitiser stations provided and the need to increase handwashing frequency</p>	<p>Alcohol gel hand cleaning stations at the pub gate and back door of the pub (used to access the toilets) – make sure gel is topped-up</p> <p>Before opening all tables are wiped and sprayed with Clean Pro+ Detergent disinfectant/sanitiser</p> <p>Each time a table is vacated it is wiped and sprayed with Clean Pro+ Detergent disinfectant/sanitiser</p>	<p>Management</p>	<p>When open</p>	
<p><b>Spread of the Covid 19 virus by cross-contamination from serving staff</b></p>	<p>The virus could be spread to any person at the pub from the serving staff as a central point of physical contact</p>	<p>Serving staff to regularly wash hands and before pouring drinks and after loading the glasswasher</p> <p>Regular cleaning of anything the serving staff touch, e.g. glasswasher handle/start button, handpumps, font levers, serving trays, till, card machine etc</p> <p>Glasses to be held at the bottom when filling</p>	<p>Serving staff to wear a face-covering when pouring and serving drinks to a table</p> <p>Empty glasses to be placed on a tray by the customer if they are still present</p> <p>Contactless payment to be encouraged at the table</p>	<p>Management</p>	<p>When open</p>	

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<p><b>Spread of the Covid 19 virus in the air by breath fomites inside the pub toilets</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers/visitors</p>	<p>Management to use a sign to clearly show if the toilets are engaged (or free) to ensure only one person is using the toilets at a time. This will ensure social distancing in a narrow corridor between the back door (to access the beer garden) and the toilet foyer</p>	<p>Management to ensure toilet access is controlled with a clearly visible manual sign to avoid queueing as much as possible</p> <p>Contingency plan: area reserved and marked at 2 meter spacing for small queue</p> <p>Face covering to be recommended whilst using toilets</p>	<p>Management</p>	<p>When open</p>	
<p><b>Spread of the Covid 19 virus by touching a contaminated surface inside the pub toilets</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers/visitors</p>	<p>Management to regularly check and clean the toilets</p> <p>Use signs to build awareness and provide reminders of good handwashing technique</p>	<p>High contact areas such as flush buttons, loo seats, door handles, sinks and taps are regularly cleaned</p>	<p>Management</p>	<p>When open</p>	
<p><b>Spread of the Covid 19 virus by customers failing to observe safety measures</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Monitor customers and warn if necessary!</p>	<p>Explain to customers that failures to observe safety measures will result in service not being provided</p>	<p>Management</p>	<p>When open</p>	
<p><b>Spread of the Covid 19 virus between staff and management in the air by breath fomites inside the pub</b></p>	<p>The virus could be spread between staff, management and then to any person at the pub</p>	<p>Whilst working inside the pub if preferably all staff and management to wear face coverings</p>	<p>Face coverings must be worn when the following can't be avoided:</p> <ul style="list-style-type: none"> <li>• face-to-face working</li> <li>• less than 2 meters</li> <li>• for longer periods</li> </ul>	<p>Management</p>	<p>When open and staff present</p>	

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<p><b>Spread of the Covid 19 virus from food prepared in the pub kitchen</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Current food hygiene regulations are adhered to and the Safer Food Better Business book and diary are kept up to date.</p> <p>The reopening checklist for food businesses during Covid 19 from food.gov.uk has been downloaded and adhered to.</p>	<p>Check that the kitchen and staff continue to comply with the reopening checklist for food businesses during Covid 19 from food.gov.uk</p> <p>The one person kitchen staff will remain socially distanced from all other staff and management.</p> <p>The one kitchen staff will prepare the food from a paper order ticket (not to be touched) and then wrap for takeaway or place in a disposable lidded container with salt/pepper, sauces and disposable cutlery for eating in the beer garden.</p> <p>The serving staff will then put the ordered food on a tray and deliver to a customer in the beer garden.</p> <p>All used containers, food waste, cutlery etc will be disposed of in the bins in the beer garden.</p>	<p>Management</p>	<p>When open and when cleaned</p>	

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<p><b>Spread of the Covid 19 virus from Sundays Busking session</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Busking musicians will play solo acoustic sets to ensure volume and social distancing adhered to</p> <p>No equipment supplied by the pub, i.e. mics, stands, amplifier etc, to ensure virus not transferred by contaminated surfaces</p>	<p>Monitor and control number, movement and volume of musicians and audience</p> <p>If buskers are from the same household or professional “bubble” then they can perform together as long as the volume is controlled as per current guidelines</p>	<p>Management</p>	<p>Sundays 3 - 6+ pm</p>	
<p><b>Spread of the Covid 19 virus in the air by breath fomites inside the pub</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Customers must be sat at one of the four socially distanced tables in the pub.</p> <p>All customers come to the back of the pub and wait to be seated inside.</p> <p>Face coverings to be worn whilst inside the pub unless customers are sat at their table.</p> <p>Appropriate signage inside to keep people away from the bar area.</p> <p>Hand sanitising area with signage away from bar area and other tables</p>	<p>Monitor and control the number and movement of customers inside the pub</p> <p>Appropriate signage on access to the pub (from the beer garden) and inside throughout:</p> <ol style="list-style-type: none"> <li>1. A face-covering must be worn</li> <li>2. Hands/Space/Face signage</li> <li>3. Keep away from the bar area</li> <li>4. General Covid-19 safety</li> <li>5. Men’s toilet Velcro sign on door “In Use”/”Free”</li> <li>6. Hand sanitising here</li> </ol>	<p>Management and staff</p>	<p>When open</p>	

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<p><b>Spread of the Covid 19 virus by touching a contaminated surface inside in the pub</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers/visitors</p>	<p>Increase the frequency of handwashing and surface cleaning in every workplace</p> <p>Use signs and to build awareness and provide regular reminders to avoid touching your face, of the sanitiser stations provided and the need to increase handwashing frequency</p> <p>As soon as a table is vacated (and before it is next taken) thoroughly sanitise the table including under the edges, chairs/chair back and anywhere that could be touched</p>	<p>Alcohol gel hand cleaning station in the pub with signage</p> <p>Before opening all tables are wiped and sprayed with Clean Pro+ Detergent disinfectant/sanitiser</p> <p>Each time a table is vacated it is wiped and sprayed with Clean Pro+ Detergent disinfectant/sanitiser</p>	<p>Management</p>	<p>When open</p>	
<p><b>Spread of the Covid 19 virus by cross contamination from dish washing area to food preparation area</b></p>	<p>The virus could be spread to any person at the pub including management/staff and customers</p>	<p>Only the cook to be allowed in the food preparation area.</p> <p>Dirty dishes/cutlery to cleaned and washed thoroughly by staff (NOT the cook), wearing a face covering and placed on a drainer where the cook will remove, dry and store.</p>	<p>Train staff/cook on new procedure.</p> <p>Monitor and feedback on new procedure</p>	<p>Management and staff</p>	<p>Ongoing...</p>	

The risk assessment helps you manage virus risk and protect people. The main objective is to stop the spread of the virus. The main tools at our disposal to do this are social distancing and cleanliness. 1) Identify what activity or situations might cause transmission of the virus 2) Think about who could be at risk 3) Decide how likely it is that someone could be exposed 4) Act to remove the activity or situation, or if this isn't possible, control the risk