

COVID Risk Assessment for The New Inn Leven, 44 South Street, Leven, HU17 5NZ

Public house with dining room and letting rooms

Completed by: MYFANWY FARLEY

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Signature M.L FARLEY

Review date: As Government advice changes

Safety hazard identified	Who is at risk?	What is done to keep people safe / Steps taken to reduce risk	Any actions required to be recorded on Appendix 1
BAR, DINING ROOM, LETTING ROOMS AND PUBLIC AREAS			
Staff-Customer Contact	Employees, public, guests	Table service policy will be adopted to promote safe social distancing when serving customers. Staff will also be provided with two reusable facemasks and optional disposable gloves. Antibacterial soap and hand sanitiser will be present at the sink behind the bar for staff. Staff will be expected to use this frequently.	See Appendix 1 for actions put into place
Smoking areas & ashtrays	Employees, members of public, guests	No smoking allowed anywhere inside premises. No smoking in the guest rooms. Ashtrays emptied frequently, especially when the table is finished with and will be cleaned ready for a new group. Smoking shelter will temporarily be closed to smokers to avoid congestion and maintain clear through route.	See Appendix 1 for actions put into place

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Door handles/hard surfaces	Employees, members of public	Wiped down frequently with antibacterial spray and disposable blue roll.	See Appendix 1 for actions put into place
Entrance/Exit/One-way	Employees, members of public, guests	Signage to clearly mark out temporary entrance and exit points. Semi-permanent paint on the floor will mark out the one-way path. The hallway will act as a one-way passageway to prevent a bottleneck of customers.	See Appendix 1 for actions put into place
Staff training	Employees, members of public, guests	Ensure all staff are made aware of new procedures, rules and restrictions. They should also be made aware of their responsibilities, especially to do with cleaning in order to ensure the best possible safety of all staff and customers. They will also be on shift with a manager for the vast majority of shifts. On the rare occasion that a manager is not on shift, they will still be onsite and on call if needed. Managers to undertake a Covid-19 Awareness & Hospitality course before reopening on 4 th July. All other staff to complete a Covid-19 Awareness & Hospitality course before returning to work on the premises.	See Appendix 1 for actions put into place
Letting rooms	Employees, members of public, guests	Rooms to be thoroughly cleaned before and after each guest booking Soap provided in all rooms. All handles, light switches, hard surfaces, kettle/tea making to be wiped with antibacterial spray and disposable blue roll daily. Cups/spoons to be washed daily All bedding and towels washed thoroughly after customers have checked out. Banisters to be wiped with antibacterial spray. Communal tea/coffee provisions to be removed.	See Appendix 1 for actions put into place

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KITCHEN			
<i>Please note, Kitchen will not be serving food when the pub initially reopens.</i>			
<ol style="list-style-type: none"> 1. Hygiene 2. Equipment, including work surfaces, fridge handles/doors, utensils 3. Cleaning materials 4. Ventilation and fans 5. Rubbish disposal and bins 6. Staff working in close proximity 	<p>Staff, public, guests/customers</p>	<ol style="list-style-type: none"> 1 Hand sanitiser and antibacterial soap are commonplace to ensure the best hygiene of chefs when preparing food and waiting staff when taking food out or bringing meals back in. 2 Equipment and surfaces is to be wiped down with EHO approved antibacterial spray and disposable blue roll. Disposable equipment will be used where possible. 3 Cleaning products will be provided and used frequently, especially antibacterial sprays. Kitchen hours will be reduced to allow time for thorough cleaning before and after shifts. 4 Good ventilation is crucial to ensure circulation of fresh air. Fans are all clean and in good working order. 5 Bins will be emptied frequently to avoid harbouring packaging or food waste that may be harbouring infection. 6 Staff have been given set areas of the kitchen to work in, which adhere to social distancing rules. They are expected to maintain the cleanliness of their set area and are able to complete necessary tasks within that space. Due to the dry storeroom being quite narrow, a one-in one-out rule has been put in place, therefore reducing staff being in close proximity. 	<p>The kitchen is not presently open for food.</p>

Appendix 1

ACTIONS REQUIRED & COMPLETED TO ENSURE COVID-SAFE PROCEDURES

WHAT IS NEEDED	LOCATION	ACTION REQUIRED	TARGET DATE	DATE COMPLETED & SIGNATURE
One-way entry/exit system required	Hallway, bar, courtyard, restaurant area	Tape and paint must be put down to clearly mark out a one-way walkway. Signs also put up to indicate the direction to follow. 'Entrance only' and 'Exit only' signs will be placed in the appropriate positions, i.e. by the front door and back gate.	4 July 2020	M.L. FARLEY 30 June 2020
Additional hygiene/wipe down procedures	Bar tops, behind bar, hand-pulls, optics	All locations are to be wiped down frequently with antibacterial spray and disposable blue roll.	4 July 2020	M.L. FARLEY 30 June 2020
Additional hygiene/wipe down procedures	Till and contactless pay machine	Although contactless payment is preferable and limits risk of cross-contamination as much as possible, customers will still come into contact with the card machine, therefore it will be wiped down with antibacterial spray and disposable blue roll after each transaction. Likewise, the till is to be wiped down frequently, especially after any cash transactions. It is important that the till is cleaned down properly before a staff switchover.	4 July 2020	M.L. FARLEY 30 June 2020

Additional hygiene procedures/regular checks in toilets	WCs ladies and gents, sinks, taps, door handles	Staff will check and clean the toilets regularly. Antibacterial soap will be placed in the toilets for customers and there will be a hand sanitiser dispenser outside each of the toilets.	4 July 2020	M.L. FARLEY 30 June 2020
Additional hygiene procedures/wipe down procedures	Bannisters/door push/pulls	Doors will be kept open where possible to reduce the need for customers to touch handles by pushing or pulling them open, however staff will frequently wipe handles down with antibacterial spray and disposable blue roll to reduce risk.	4 July 2020	M.L. FARLEY 30 June 2020
Evidence of Staff training in Covid-19 safe procedures	Certificates displayed on entrance	Managers have completed a Coronavirus E-Learning course (Coronavirus – Taking Proactive Action – Hospitality) to ensure they are aware of risks and how to mitigate them, as well as Government guidelines put in place for the reopening of the pub. Staff meetings have been held and all working staff have been given a printout of our policies, rules and restrictions.	4 July 2020	M.L. FARLEY 30 June 2020
Procedures to comply with Covid19 safety requirements in serving drinks to customers and taking payments	Throughout the premises	Following Government guidelines and advice, orders will only be taken at tables. By using a table service policy, staff and customer contact will be reduced, thus minimising risk of close contact. Once the order has been taken, the waiting staff will pass it onto the bar person who will prepare the drinks. The waiting staff will come back for the drinks and take them to the table. Table service also eliminates the need to queue, therefore usually busy areas won't become congested. Customers will not be allowed to stand or sit around the bar and	4 July 2020	M.L. FARLEY 30 June 2020

		<p>this will be made clear by signage and the removal of bar stools. Payments will be taken when the drinks are taken to the table. Signs will be put up to state that contactless payment is preferable, however cash can still be taken. After the staff member has taken payment, whether it be by card or cash, they will sanitise both their hands and the card machine (if it has been used).</p>		
<p>Customer registration contact details (name and telephone number)</p>	<p>All customers coming onto premises</p>	<p>Customers will be asked to write down their details on arrival to assist with the Government's Track and Trace initiative. They will be given a slip of paper to write down the details of each person in their group. The details will be filed confidentially in a dated folder for at least 21 days. Customers will repeat this procedure each time they come into the pub.</p>	<p>4 July 2020</p>	<p>M.L. FARLEY 30 June 2020</p>
<p>Signage on maintaining social distancing</p>	<p>Throughout the premises</p>	<p>Groups are expected to adhere to the Government's social distancing policy. If they are not following this rule they will be asked to leave. Signage will be put up around the building to remind and prompt people to follow the Government's rules.</p>	<p>4 July 2020</p>	<p>M.L. FARLEY 30 June 2020</p>
<p>Signage to remind need for regular handwashing and use of hand sanitisers</p>	<p>Throughout the premises</p>	<p>This signage will be particularly prominent around the WC areas, however there will be reminders around the premises as well. Next to signs outside the WC, there will be hand sanitiser dispensers.</p>	<p>4 July 2020</p>	<p>M.L. FARLEY 30 June 2020</p>
<p>Procedures for customers to ensure Covid safety requirements</p>	<p>Throughout the premises</p>	<p>Customers will be expected to adhere to Government rules and our policies. Out of bounds seats and areas will be taped across</p>	<p>4 July 2020</p>	<p>M.L. FARLEY 30 June 2020</p>

		to prevent people being closer than 1m. 1m distancing lines will be marked outside the entrance of the pub to ensure safe queueing to get inside. Customers will be asked to give their contact details to aid with the Government's Track and Trace initiative. There will be a hand sanitiser dispenser at the entrance for customers. Customers will be asked to remain seated and wait for their order to be taken at their table by a member of waiting staff. Any customers not following the rules will be asked to leave.		
Families with children	Throughout the premises	As we are a family-friendly pub we are allowing children to come in the pub, however they must always be seated with and supervised by their family/group, including when going to the toilet. If these rules are not adhered to, they will be asked to leave.	4 July 2020	M.L. FARLEY 30 June 2020
Dogs in the pub	Throughout the premises	Dogs are allowed in the bar and courtyard areas as long as they are kept on a lead and under control by their owners. They are not allowed on furniture.	4 July 2020	M.L. FARLEY 30 June 2020
Additional hygiene procedures for letting rooms	Letting rooms and staircase area	Thorough cleaning before and after each guest booking. Daily wipe down of all handles, light switches, hard surfaces, kettle/tea making provisions with antibacterial spray and disposable blue roll. Banisters to be wiped with antibacterial spray. Communal tea/coffee provisions to be removed.	4 July 2020	M.L. FARLEY 30 June 2020

Staff safety	While working on premises	Staff will each be provided with two reusable facemasks and unlimited disposable rubber gloves. There is hand sanitiser and antibacterial soap behind the bar. Staff will complete a Covid-19 Awareness & Hospitality course before returning to work on the premises.	On individual's return to working on the premises	M.L. FARLEY 30 June 2020