

## COVID 19 RISK ASSESSMENT (June) 2020

**Name of Premises...** The Knockerdown Inn, Knockerdown, Ashbourne, Derbyshire DE6 1NQ

**Activity:** Protection against Covid-19

**Potential hazards:** Infection & illness

1. **Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness & in some individuals death. Infection is acquired by 2 principle routes:
  - A. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs & sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.
  - B. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) & then touching your own face (mouth, nostrils, eyes) with your contaminated hands.
2. **Protect yourself from infection in 2 principle ways** - Assume everyone is infected:
  - A. SAFE SOCIALISING - Social distancing – as far as possible, keep the minimum distance advocated by government from all other people. This will reduce risk that you inhale airborne virus particles from an infected person.
  - B. WASH HANDS REGULARLY. Ensure all team members wash hands frequently & vigorously using soap and water for 20 seconds in which they have been trained. They should avoid touching their face. This should be monitored throughout & take teams to task when not employed. Regular reminders will help employees adopt this safe behaviour.

### **EFFECTIVE HANDWASHING WITH SOAP & WATER IS YOUR BEST DEFENCE AGAINST INFECTION**

3. **Looking after your team** - Effective precautions must be employed which will significantly reduce transmission of the virus between people
  - A. All team members must complete Coronavirus Training (<https://www.cpllearning.com/online-courses/coronavirus-taking-proactive-action/>) before returning to work & on recruitment. This will make them aware of the controls within this RA (Risk Assessment). No team members may work unless they have completed the training.
  - B. Should a team member develop symptoms whilst at work, they should be sent home immediately to self-isolate. They should keep in constant contact with Bronya Fitzsimmons, they should book in for a Covid test and report back with the results.

- 4. Keep virus out of the building** – The Virus will only enter the building with another human. Either because they are infected or carry the virus on their hands. It is unlikely to be on stock delivered to the pub/restaurant.
- A. Display a conspicuous sign that persons can read before entering the building, instructing persons with Covid-19 symptoms not to enter the building.
  - B. Brief team members not to come to work if they have symptoms. or have had symptoms in last 7 days OR someone in their household has had symptoms in previous 14 days.
  - C. Erect hand hygiene stations at customer entrances, together with signage requiring all persons on entering the building sanitise their hands. Team members must wash hands thoroughly & in accordance with their training, on arrival at work.
  - D. Unless travelling alone in a private vehicle, team members must not travel to work in their work clothing. They should change on arrival at work washing hands before & after changing.
- 5. Contractors** – Ask contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, you should request they do the following:
- A. Make an appointment with Bronya Fitzsimmons
  - B. Call from car park on arrival so that access can be arranged, maintaining social distancing & coming into contact with minimum number of people.
  - C. Wear a face covering mask whilst in the building.
  - D. Beer deliveries will require access to cellar & then cellar vacated whilst stock is being delivered. Or alternatively social distance whilst delivery takes place. If possible, leave stock for 24hours or more before handling.
  - E. Always wear disposable gloves or wash hands after handling newly delivered stock.

**Risk Assessment control table:**

|            | Control implemented (please tick Y/N)   | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve   |
|------------|---|-----|----|---|
| <b>1.0</b> | <b>CUSTOMER</b>   |     |    |   |
| 1.1        | Customer encouraged to pre-book tables.   | ✓   |    |   |
| 1.2        | Walk-ins permitted if tables are available.   | ✓   |    |   |
| 1.3        | Vertical drinking will not be permitted   | ✓   |    |   |
| 1.4        | Put tape on floor parallel to bar to ensure tables & chairs do not encroach within the safe social distance of anyone working behind the bar.   |     | X  | The space between the bar and first table is at a safe distance   |
| 1.5        | Need to manage door during peak periods to ensure customers are not bunching inside the pub. Queuing at entrance or in car park might be necessary & social distancing may need to be encouraged  |     |    | All staff to manage the entry of customers while carrying out duties  |
| 1.6        | Trade area must be set up to maintain social distancing, some tables & chairs may have to be clearly marked as out of use.  | ✓   |    |   |
| 1.7        | A single customer entrance has been identified with a separate exit door to ensure one-way flow of customers. Signage makes this clear.   |     | X  | 3 doors and a fire door, hard to control, a one way & queuing system set up for outside customers to be served at the bar if table service not possible |
| 1.8        | Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & team are aware of this.   | ✓   |    |   |
| 1.9        | Customer toilets are managed for two in at one time in each the men's and women's, clear signage stating this is on the doors.  | ✓   |    |   |
| 1.10       | Pinch points where social distancing cannot be maintained have been identified. <ol style="list-style-type: none"> <li>1. Between front bar and back food bar</li> <li>2. Outside the toilets</li> <li>3. Between table 28 – 25</li> <li>4. From table 25 - 22</li> </ol> | ✓   |    |   |
| 1.11       | If possible, open windows etc. to increase flow of external air into building.  | ✓   |    |   |

|            | Control implemented (please tick Y/N)   | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
|------------|---|-----|----|---|
| <b>2.0</b> | <b>TEAM</b>   |     |    |   |
| 2.1        | Team members can stagger breaks & take them away from customers or at least maintain social distancing.   | ✓   |    |   |
| 2.2        | Team meetings are to observe social distancing.   | ✓   |    |   |
| 2.3        | Keep uniforms clean. This gives customers confidence.   | ✓   |    |   |
| 2.4        | All team members with a specific workstation. e.g. behind bar or in kitchen, must be set up so that each station is self-sufficient to avoid unnecessary moving around which may compromise social distancing. Staff may occasionally pass each other on the cook-line or behind the bar, but this should be avoided as much as possible. | ✓   |    |   |
|            |   |     |    |   |
| <b>3.0</b> | <b>BAR SET UP</b>   |     |    |   |
| 3.1        | Where possible, all drinks will be served to customers seated at tables. Ice bucket, scoop, spirit bottles should be cleaned & sanitised at the end of each shift or on change over.  | ✓   |    |   |
|            |   |     |    |   |
| <b>4.0</b> | <b>KITCHEN SET UP</b>   |     |    |   |
| 4.1        | Social distancing must be maintained in the kitchen. Where more than one person working in kitchen, each must have their own workstation. Ensure each member of kitchen team understands the boundaries of their workstation & that they have their own dedicated utensils, including temperature probe.                                  | ✓   |    |   |
|            |   |     |    |   |
| 4.2        | Record here, number who can work in kitchen. Do not include staff collecting food for service.  | 4   |    |   |

|            | Control implemented (please tick Y/N)   | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
|------------|---|-----|----|---|
|            | <b>REDUCE CONTACT CONTINUED</b>   |     |    |   |
| 6.5        | Customers will be expected to remain seated; food & drink will be taken to their table or if customers are being served drink at the bar social distancing must be observed. The server moves back from the bar once placing drinks at the collection point (amend accordingly).  | ✓   |    |   |
| 6.6        | Team members will need to be FOH to deliver plated food & drinks to tables & to collect used crockery & glassware. In such circumstances social distancing cannot be maintained. Keep contact time with customers to a minimum. Ensure adequate face masks/coverings are available should team members wish to wear them. | ✓   |    |   |
|            |   |     |    |   |
| <b>7.0</b> | <b>TABLE SET UP &amp; TURNING</b>   |     |    |   |
| 7.1        | Tables will be left empty between customers.  | ✓   |    |   |
| 7.2        | Cutlery & condiment sachets will be brought to table at same time food is served.   | ✓   |    |   |
| 7.3        | Single use napkins only & disposable sauce sachets.   | ✓   |    |   |
| 7.4        | Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.   | ✓   |    |   |
| 7.5        | If necessary, return table & chairs to safe distance from others.   | ✓   |    |   |
| 7.6        | Use glass basket or tray to collect empty glasses. Do not put fingers where customers mouths have been. Gloves to be worn while doing this  | ✓   |    |   |
| 7.7        | Always wash hands after clearing tables & glassware.  | ✓   |    |   |
| 7.8        | A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.  |     |    |   |
|            |   |     |    |   |
| <b>8.0</b> | <b>CLEANING</b>   |     |    |   |
| 8.1        | Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface   | ✓   |    |   |
| 8.2        | Use your nominated cleaning sanitiser.  | ✓   |    |   |

|     |  |   |  |
|-----|--|---|--|
| 8.3 | Increase frequency of cleaning of all surfaces that are frequently touched. These include door push plates & handles, till buttons, card machines, toilet handles & all taps, hand dryers, tables, chairs. | ✓ |  |
|-----|--|---|--|

**I declare this business is compliant with Covid-19 Secure guidelines & can safely trade and I have reviewed the Risk Assessment with each member of my team as outlined below.**

|                |  |                    |                    |
|----------------|--|--------------------|--------------------|
| <b>SIGNED:</b> |  | <b>PRINT NAME:</b> | Bronya Fitzsimmons |
| <b>DATE:</b>   |  | <b>JOB TITLE:</b>  | Owner              |

**Team:**

By signing I agree and understand the controls that I must follow as outlined in the Risk Assessment above

| TEAM MEMBER NAME               | SIGNATURE | DATE |
|--------------------------------|-----------|------|
| Gabbie Wagstaff ( Supervisor ) |           |      |
| Chloe Harris                   |           |      |
| Becky Longden                  |           |      |
| Matt Wheatley                  |           |      |
| Ricky Clayton ( Head Chef )    |           |      |
| Lottie Booth                   |           |      |
| Lizzie Derbyshire              |           |      |
| Sallie Fitzsimmons             |           |      |
| Sheila Mellor                  |           |      |
|                                |           |      |