

## RISK ASSESSMENT Revised 27/08/2020

**Name of Premises & Location:**The Halfway Inn, Norden, Corfe Castle, Wareham, Dorset BH20 5DU

**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 in house Coronavirus Training 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. All team members will be required to complete a declaration of fitness for work before they return to work and these will be renewed periodically.
  - C. All team members will be subject to temperature monitoring on arrival and will be asked to declare their fitness at the beginning of each day worked.
  - D. Should a team member develop symptoms whilst at work, they will be sent home immediately to self-isolate. They will be asked to take a test for Covid-19 and if this is positive all colleagues working with them will also be required to self-isolate and test.

- 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. Before each team member starts a shift, take their temperature. If above 37.8C, that individual must immediately return home & self-isolate.
  - D. Erect hand hygiene stations at both customer & team member 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.
  - E. 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. If changing clothes is impractical, e.g. due to lack of facilities, they should wear outer clothing over their workwear which can be removed on arrival.
  - F. Team members must not work at more than one premises.
- 5. Contractors** – You should instruct 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 Ben or Anne Brown 01929480402
  - 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. Sanitise their hands on entering the building and maintain social distancing at all times.
  - 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 before handling.
  - E. Always wear disposable gloves or wash hands after handling newly delivered stock.

**Risk Assessment control table:** The following table is a checklist for your risk assessment. If you answer “no” for any item you should provide further information on what alternative actions you are able to take to mitigate the risk.

	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.	<b>Y</b>		
1.2	Walk-ins permitted if tables are available.	<b>Y</b>		<b>All guests must check in with a host who will only permit walk ins if capacity and social distancing allows</b>
1.3	Vertical drinking will not be permitted. Customers may book tables in bar area.	<b>Y</b>		<b>There are only 3 tables in the bar area – well away from the service area.</b>
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.	<b>Y</b>		
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 via the door host.	<b>Y</b>		<b>Host on duty from 1200-2100 daily with signed queue area in operation.</b>
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.	<b>Y</b>		
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.	<b>Y</b>		<b>During wet and windy weather we will operate with only one entrance and exit door which will be staffed and controlled at all times to ensure social distancing. One way circulation will still apply indoors.</b>
1.8	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & team are aware of this.	<b>Y</b>		<b>Wheelchair access will be via the main front door with staff assistance to ensure social distancing. (As the new in door is too narrow) new signage and ramp installed</b>
1.9	Customer toilets are managed for single entry or sufficient urinals, hand wash sinks & toilet cubicles are taken out of use to maintain social distancing.	<b>Y</b>		<b>Indoors: both ladies and gents toilets will operate a one in one out policy with clear waiting areas and signage. Outside: front beer garden guests to use additional toilet in barn also with one in one out policy and</b>

				<b>clear signage and waiting area.</b>
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.	<b>Y</b>		<ol style="list-style-type: none"> <li>1. <b>Narrow corridor by new entrance – one way system in place.</b></li> <li>2. <b>Narrow archway in centre of pub. Clear signage in place to “give way” and maintain social distance. Staff behind the bar have visibility of this area and will encourage social distancing at this point.</b></li> <li>3. <b>Two-way traffic needed in the bar area for access to garden room and gents toilet. Clear signage separating the floor into 2 corridors with directional arrows. Staff behind the bar have visibility of this area and will encourage social distancing at this point.</b></li> <li>4. <b>Garden room – separate entry and exit doors in use with clear signage and floor markings.</b></li> <li>5. <b>During wet and windy weather only one entrance and exit to the garden room will be in operation, with clear floor signage to preserve social distancing.</b></li> </ol>
1.11	If possible, open windows etc. to increase flow of external air into building.	<b>Y</b>		

	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.	<b>Y</b>		
2.2	Team members have been allocated to specific shift bubbles. Switching between bubbles should not take place unless absolutely necessary and only with approval.	<b>Y</b>	<b>N</b>	<b>Shift bubbles are largely maintained Monday to Thursday. Whenever this is not fully possible. Instead a sanitised handover system will be in place between staff of different bubbles.</b>
2.3	Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social	<b>Y</b>		<b>Social distancing at all team meetings.</b>

	distancing.			
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. This may mean that only one person is working the bar or one person in the kitchen.	Y		<b>Designated roles and workstations for all staff both front and back of house to ensure social distancing. Side to side working in place on the cooking line during busy shifts when social distancing cannot always be guaranteed.</b>
2.5	Keep uniforms clean. This gives customers confidence.	Y		
<b>3.0</b>	<b>BAR SET UP</b>			
3.1	Where possible, all drinks will be served to customers seated at tables. Bar tenders should have their own workspace, including dedicated ice bucket, scoop, fruit & tongs. These together with any spirit bottles should be cleaned & sanitised at the end of each shift or on change over. If bar is large enough for 2 people, each space should be marked out with floor tape.	Y		<b>All customers will be seated. <u>Indoors:</u> drinks and food will be served to the customer table to minimise contact. <u>Outdoors:</u> drinks and food will be delivered to table and guests must remain seated.</b>
<b>4.0</b>	<b>KITCHEN SET UP</b>			
4.1	Social distancing must be maintained in the kitchen. If this is not possible, then only one person to work there. More preparation & cleaning time may be required outside of trading hours. Where more than one person working in kitchen, each must have their own workstation. Do not mark out sections with floor tape, this may become a trip hazard & will become a dirt trap. Ensure each member of kitchen team understands the boundaries of their workstation & that they have their own dedicated utensils, including temperature probe.	Y		<b>Designated roles and workstations for all staff both front and back of house to ensure social distancing. Side to side working in place on the cooking line during busy shifts when social distancing cannot always be guaranteed.</b>

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
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	<b>KITCHEN SET UP CONTINUED</b>			
4.2	Record here, number who can work in kitchen. Do not include staff collecting food for service. _____	Y		Maximum 6 3 chefs (though normally only 1 or 2 working) 1 or 2 kitchen assistants 1 kp 3 separate work stations
4.3	Put utensils though pot wash machine between shifts.	Y		
4.4	Do not share pens when completing due diligence paperwork.	Y		
4.5	Always wear disposable gloves or wash hands after handling newly delivered stock.	Y		
4.6	Only one person in walk in storage space at a time.	Y		Only one person at a time to access 1. walk in fridge 2. walk in freezer 3. dry store
4.7	Do not allow delivery drivers to enter the BOH (Back of House) area.	Y		All deliveries to kp table only.
<b>5.0</b>	<b>HAND SANITISER DISPENSES</b>			
5.1	Should be installed FOH (front of house) and BOH (back of house).	Y		
5.2	At customer & team member entrance.	Y		
5.3	Adjacent to working till.	Y		No customer service at the till so only 1 dispenser for team needed.
5.4	BOH in location for frequent use.	Y		
<b>6.0</b>	<b>REDUCE CONTACT</b>			
6.1	Display signage encouraging customers to use contactless payments.	Y		Cashless operation encouraged. Payment at tables.
6.2	Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.		N	No customer service at the till. All customers seated and order and pay at their table.
6.3	The PDQ machine will be taken to table and contactless payment encouraged. If CHIP and PIN is used, then PDQ machine will be sanitised with a wipe after each use. Social distancing should be maintained throughout the transaction	Y		

6.4	Any cash transactions should be through the gap in the screen or if no screen ask customer to place cash on the counter and step back following social distancing throughout the transaction		<b>N</b>	<b>Cashless operation encouraged. Payment at tables.</b>

	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 service collection point.	<b>Y</b>		
6.6	Team members will need to be FOH to deliver plated food & drinks to tables & to collect used crockery & glassware. If it is not possible to create a service drop of and collection point for food and drinks, 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>Y</b>		<p><b><u>Indoors:</u> there will be 2 separate roles for team members serving customers front of house.</b></p> <ol style="list-style-type: none"> <li><b>1. Servers/ Runners: will take orders and payments from customers at social distancing and serve food and drinks to tables. No protective clothing required.</b></li> <li><b>2. Sanitisers/ Runners: will remove dirty crockery and glassware from tables and service tables. They will sanitise tables and chairs after use and will also be responsible for regular sanitising of washrooms and touchpoints. Plastic aprons and gloves provided with optional face coverings.</b></li> </ol> <p><b><u>Outdoors:</u> there will be 2 separate roles for team members serving customers in beer gardens</b></p> <ol style="list-style-type: none"> <li><b>3. Servers/ Hosts: will take orders and payments from customers at social distancing and serve food and drinks to tables. No protective clothing required.</b></li> <li><b>4. Sanitisers/ Runners: will remove dirty crockery and glassware from benches and collection point tables. They will sanitise benches and service tables after use and will also be responsible for regular sanitising of washrooms and touchpoints. Plastic aprons and gloves provided with optional face</b></li> </ol>

				<b>coverings.</b>
<b>7.0</b>	<b>TABLE SET UP &amp; TURNING</b>			
7.1	Tables will be left empty between customers.	<b>Y</b>		
7.2	Cutlery & condiment sachets will be brought to table at same time food is served.	<b>Y</b>		
7.3	Single use napkins only & disposable sauce sachets. No reusable bottles.	<b>Y</b>		
7.4	Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.	<b>Y</b>		
7.5	If necessary, return table & chairs to safe distance from others.	<b>Y</b>		
7.6	Use glass trays to collect empty glasses. Do not put fingers where customers mouths have been.	<b>Y</b>		
7.7	Always wash hands after clearing tables & glassware.	<b>Y</b>		
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	<b>Y</b>		
<b>8.0</b>	<b>CLEANING MONITOR</b>			
8.1	Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface	<b>Y</b>		<b>Designated sanitiser(s) on duty every shift.</b>
8.2	Use your nominated cleaning sanitiser.	<b>Y</b>		<b>1. Tables and chairs-Actimax</b> <b>2. Washroom and contact points - Ambersan</b>



8.3	<p>Increase frequency of cleaning of all surfaces that are frequently touched.</p> <p>During busy periods a dedicated person allocated to this task will increase customer confidence.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• door push plates &amp; handles</li> <li>• toilet handles</li> <li>• taps,</li> <li>• hand dryers</li> <li>• tables</li> <li>• chairs</li> <li>• till, tablet and ipad screens</li> <li>• computer screens and keypads</li> </ul>	Y	<p><b>Designated sanitiser(s) on duty every shift.</b></p> <ol style="list-style-type: none"> <li><b>1. Tables and chairs-Actimax</b></li> <li><b>2. Washrooms- Ambersan</b></li> <li><b>3. Door contact points – Actimax</b></li> <li><b>4. Keyboards and screens – sanitising wipes</b></li> <li><b>5. PDQ machines – sanitising wipes</b></li> </ol>
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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>	Ben & Anne Brown	<b>PRINT NAME:</b>	BEN & ANNE BROWN
<b>DATE:</b>	27/08/2020	<b>JOB TITLE:</b>	PROPRIETORS

**Team:**

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

<b>TEAM MEMBER NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
ROBERT BAKER		
AIMEE COLLIER		
ANNE DRYLAND		
KIRSTY GILLIGAN		
SARA GUERREIRO		
LAUREN HALES		
LESLIE HARRIS		
JASON KING		
GEOFF KNIGHT		
GEORGIE MORRIS		
TERRY NIXON		
TERRI REDHEAD		
LINDSAY RICHTER		
LYNN RUDDLE		
LILY TIGHE		
GABOR TOTH		
TORI WHITE		
MAHIR YILMAZ		

