

## **RISK ASSESSMENT Revised 07/04/2021**

**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>I.0</b>	<b>CUSTOMER</b>			
I.1	Customer encouraged to pre-book tables.	Y		<p><b>From 12th April 2021</b></p> <p><b>INDOORS:</b> Guests may only enter the premises to access the washrooms. Clear signage and route marked.</p> <p><b>OUTDOORS:</b> Rule of 6 applies – up to 6 guests maximum from up to 6 different households. Or two households maximum if more than 6 people</p> <p><b>Our policy: max 6 people per table</b></p>
th I.2	Walk-ins permitted if tables are available.	Y		<p><b>All guests must check in with a host who will only permit walk ins if capacity and social distancing allows.</b></p> <p><b>OUTDOORS ONLY FROM 12/04/21-16/05/21</b></p> <p>The host must ensure Rule of 6 applies and <b>MUST ENSURE</b> track and trace details are taken for every guest over 16 years of age.</p> <ul style="list-style-type: none"> <li>• “scanned” and number of guests scans seen,</li> <li>• name and telephone number of guests who have not scanned</li> <li>• number of children in group</li> </ul> <p>This information should be recorded in the 'visit notes' of the booking on the opentable system.</p>
I.3	Vertical drinking will not be permitted.	Y		<b>Customers must be seated while drinking and eating.</b>
I.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.	Y		
I.5	Need to manage door during peak periods to ensure customers are not bunching outside the pub. Queuing at entrance or in car park might be necessary & social distancing may need to be encouraged via the door host.	Y		<p><b>Host on duty from 1200 daily with signed queue area in operation.</b></p> <p><b>Host to confirm party size with guests on arrival and to refuse admission if track and trace data not supplied.</b></p> <p><b>OUTDOORS ONLY FROM 12/04/21-16/05/21:</b></p> <p><b>Host to confirm Rule of 6 applies and collect track and trace details.</b></p>

				<b>MASKS TO BE WORN BY ALL ADULTS WHEN NOT SEATED AT TABLE</b>
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.	Y		<b>Trade areas reviewed – OUTDOORS ONLY - and 1m+ social distancing with mitigation applies distancing applies</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.	Y		<b>One entrance and exit door which will be hosted and controlled at all times to ensure social distancing. Clear signage route indoors to and from washrooms. Other areas closed off to guest access.</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.	Y		<b>Wheelchair access will be via the main front door with staff assistance to ensure social distancing. New signage and ramp installed. Additional pathway for disabled access created across grass and 2 disabled parking bays created &amp; signed.</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.	Y		<b>Both ladies and gents toilets will operate a one in one out policy with clear waiting areas and signage.</b>
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.	Y		<ol style="list-style-type: none"> <li><b>1. Narrow corridor by room 1 &amp; 2 one way system in place. Not in use in April 2021</b></li> <li><b>2. 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><b>3. Two-way traffic needed in the bar area for access to ladies 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><b>4. One entrance and exit to the garden room will be in operation, with clear floor signage to preserve social distancing. Garden room not in use in April 2021</b></li> </ol>
1.11	If possible, open windows etc. to increase flow of external air into building.	Y		<b>Windows and doors should be opened to improve ventilation.</b>

				<p><b>Windows in both washrooms are always open all day.</b></p> <p><b>Two sides (50%) of the marquee will be open during trading hours to ensure this counts as outside space.</b></p> <p><b>SEE SEPARATE RISK ASSESSMENT FOR MARQUEE.</b></p>
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	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>Shift bubbles are largely maintained.(8 members of staff live on site and are one household.) Whenever this is not fully possible a sanitised handover system will be in place between staff of different bubbles. Reduced opening hours and flexi furlough of staff further reduces the interaction between team members from different bubbles.</b>
2.3	Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social distancing.		<b>N</b>	<b>Social distancing at all team meetings.</b>
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.	<b>Y</b>		<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.	<b>Y</b>		

2.6	<p>The following groups have now been identified as clinically extremely vulnerable</p> <ul style="list-style-type: none"> <li>• Older Males</li> <li>• Individuals with High BMI (Body Mass Index)</li> <li>• Individuals with pre-existing health conditions (e.g. diabetes)</li> <li>• Black, Asian and Minority Ethnic groups</li> </ul> <p>These team members should be offered the opportunity not to attend work. If they wish to attend – extra care must be taken</p>	Y	<p>We have <b>three individuals who come within at least two of these categories.</b></p> <p><b>One is employed as a morning cleaner, generally working alone and with no contact with guests. He has received first dose vaccine and is happy to return to work.</b></p> <p><b>One is employed as a chef de partie generally working alone on cold section in the kitchen. She has received first dose vaccine and wants to attend work.</b></p> <p><b>One is sous chef and has received first dose vaccine and wants to return to work.</b></p> <p><b>Other team members have been advised to be particularly aware of the additional risks to them and to take special care.</b></p> <p><b>We are introducing twice weekly testing of the team to further reduce risks.</b></p>
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3.0	<b>BAR SET UP</b>		
3.1	<p>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 &amp; tongs.</p> <p>These together with any spirit bottles should be cleaned &amp; 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.</p>	Y	<p><b>All customers will be seated.</b></p> <p><b>Outdoor areas only from 12/04/21-16/05/21.</b></p> <p><b>All drink and food will be served to the guests table to minimize contact and guests must remain seated.</b></p>
4.0	<b>KITCHEN SET UP</b>		
4.1	<p>Social distancing must be maintained in the kitchen. If this is not possible, then only one person to work there. More preparation &amp; 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 &amp; will become a dirt trap. Ensure each member of kitchen team understands the boundaries of their</p>	Y	<p><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></p> <p><b>Designated collection point “pass” where front of house staff collect meals to limit interaction between front of house and kitchen team members</b></p>

	workstation & that they have their own dedicated utensils, including temperature probe.			
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	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	<b>KITCHEN SET UP CONTINUED</b>			
4.2	<u>Record here, number who can work in kitchen. Do not include staff collecting food for service.</u>	<b>Y</b>		<b>Maximum 5</b> <b>2 senior chefs</b> <b>2 chef de partie</b> <b>1 kp</b> <b>3 separate work stations</b>
4.3	Put utensils through pot wash machine between shifts.	<b>Y</b>		
4.4	Do not share pens when completing due diligence paperwork.	<b>Y</b>		
4.5	Always wear disposable gloves or wash hands after handling newly delivered stock.	<b>Y</b>		
4.6	Only one person in walk in storage space at a time.	<b>Y</b>		<b>Only one person at a time to access</b> <b>1. walk in fridge</b> <b>2. walk in freezer</b> <b>3. dry store</b>
4.7	Do not allow delivery drivers to enter the BOH (Back of House) area.	<b>Y</b>		<b>All deliveries to kp table only.</b>
<b>5.0</b>	<b>HAND SANITISER DISPENSERS</b>			
5.1	Should be installed FOH (front of house) and BOH (back of house).	<b>Y</b>		<ul style="list-style-type: none"> <li>• <b>1 x hand sanitation station in each dining area (Room 1, Room 2, Room 3, Bar area, Garden Room)</b></li> <li>• <b>1 x host table</b></li> <li>• <b>1 x each washroom (Gents, Ladies &amp; Staff)</b></li> <li>• <b>1 x kitchen</b></li> <li>• <b>1 x bar</b></li> <li>• <b>1 x coffee service area</b></li> <li>• <b>All front of house staff provided with individual belt loop hand sanitiser gel dispensers for use during service.</b></li> <li>• <b>1 x childrens play area</b></li> </ul>

				<ul style="list-style-type: none"> <li>I x marquee</li> </ul>
5.2	At customer & team member entrance.	Y		
5.3	Adjacent to working till.	Y		<b>No customer service at the till so only 1 dispenser for team needed.</b>
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		<b>Cashless operation encouraged. Payment at tables.</b>
6.2	Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.		N	<b>No customer service at the till. All customers seated and order and pay at their table.</b>
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 sanitized with a wipe after each use. Social distancing should be maintained throughout the transaction	Y		<b>New card payment machines in use- smooth surface- no buttons, contactless and easy clean. Eventually they will be fully integrated with EPOS till system.</b>
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		N	<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.	Y		<b>All food and drink will be served to guests seated at table.</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 off 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.	Y		<b>There will be clearly identified separate roles for team members serving customers front of house.</b> <ol style="list-style-type: none"> <li><b>Host/Server:</b> will take orders and payments from customers at social distancing and serve food and drinks to tables. Face covering to be worn but no other protective clothing required.</li> <li><b>Server/ Runners:</b> will take orders and payments from customers at social</li> </ol>



				<p>distancing and serve food and drinks to tables. Face covering to be worn but no other protective clothing required.</p> <p>3. <b>Runner/ Sanitizer:</b> will remove dirty crockery and glassware from tables and service tables. They will sanitize tables and chairs after use and will also be responsible for regular sanitizing of washrooms and touchpoints. Aprons and gloves provided . Face covering to be worn.</p> <p>4. <b>Bar/Sanitizer:</b> will pour drinks and serve to guests at table. May also be responsible for some sanitizing duties. Must take special care to wash hands between bar and sanitizer roles and ensure no cross contamination.</p>
<b>7.0</b>	<b>TABLE SET UP &amp; TURNING</b>			
7.1	Tables will be left empty between customers.	<b>Y</b>		<b>No indoor service from 12/04/21-16/05/21</b>
7.2	Cutlery & condiment sachets will be brought to table at same time food is served.	<b>Y</b>		<b>Sachets in use outdoors only. Condiments and Vinegar bottles sanitized after each use. Cutlery washed and rolled in napkins.</b>
7.3	Single use napkins only & disposable sauce sachets. No reusable bottles.	<b>N</b>		<b>Sachets in use only. Condiments and Vinegar bottles sanitized after each use.</b>
7.4	Clear, clean & sanitize tables & chair backs (where customers may have touched them) between each party of customers.	<b>Y</b>		<b>Emphasized this point to all staff to ensure chair backs and finger contact points are sanitized when clearing and cleaning tables between guests.</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>		<b>Use hand sanitizer after clearing glasses.</b>
7.7	Always wash hands after clearing tables & glassware.	<b>Y</b>		<b>Use hand sanitizer after clearing tables.</b>

7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	Y		
8.0	<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	Y		<b>Designated sanitizer on duty every shift.</b>
8.2	Use your nominated cleaning sanitizer.	Y		<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 sanitizer(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 – sanitizing wipes</b></li> <li><b>5. PDQ machines – sanitizing 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 Brown	<b>PRINT NAME:</b>	BEN BROWN
	Anne Brown		ANNE BROWN
<b>DATE:</b>	07/04/21	<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>
ROB AYRE		
ROBERT BAKER		
ELLIE COLEGATE		
AIMEE COLLIER		
ANNE DRYLAND		
FERN DUESBURY		
SARA GUERREIRO		
LAUREN HALES		
JASON KING		
SKYE MARSHALL		
GEORGIE MORRIS		
TERRY NIXON		
LINDSAY RICHTER		
EMMA ROBERTS		
LYNN RUDDLE		
LILY TIGHE		
TAMAS TOMBOR		
GABOR TOTH		
TORI WHITE		
MAHIR YILMAZ		