



## Blackboys Inn

### RISK ASSESSMENT (June) 2020

**Name of Premises:** Blackboys Inn

**Location:** Blackboys Inn, Lewes Road, Blackboys, TN22 5LG

**Activity:** Protection against Covid-19

**Potential hazards:** Infection & illness

**Date Reviewed:** 26/6/2020

1. **Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness & in some individual's 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. Should a team member develop symptoms whilst at work, they should be sent home immediately to self-isolate. If any members of staff have been in close contact with anyone experiencing symptoms (at home or at work) they must also self-isolate at home following the government guidelines.
  
- 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 pub. Do not loan staff out to other pubs.
  
- 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 Jay Dunbar, General Manager.
  - B. Call from car park/street 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	Additional control measures
<b>1.0</b>	<b>CUSTOMER</b>			
1.1	Customer encouraged to pre-book tables.	✓		Contact details to be taken and stored securely for 21 days in line with government guidelines. Guidelines to be emailed to customer so they know what to expect when they arrive.
1.2	Walk-ins permitted if tables are available.	✓		Clear signage on display explaining new guidelines.
1.3	Customer name, contact number & email address will be taken upon booking (or arrival for walk-ins)	✓		Contact details to be taken and stored securely for 21 days in line with government guidelines.
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.	✓		Outside seating available only at this time, the bar will have a Perspex screen to protect staff.
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.	✓		A host will greet the guests and show them to their table. There will be clear signage directing customers to the entrance with socially distanced points marked out for queuing.
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.	✓		Tables will be fixed following the 2m social distanced rules.
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.	✓		
1.8	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & team are aware of this.	✓		Use of disabled toilet inside.

1.9	Customer toilets are managed for single entry & toilet cubicles are taken out of use to maintain social distancing.	✓		Clear one way system and queuing system in place
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.	✓		Tape on the floor, markings for queuing and a clear one way system signage.
1.11	If possible, open windows etc. to increase flow of external air into building.	✓		Outside bar door will remain open to ensure adequate air flow.
1.12	Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.	✓		Booking system in place to limit tables arriving at the same time.
1.13	Vertical drinking will not be permitted.	✓		Table service only to minimise movement of customers.
1.14	Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.	✓		Guidelines on tables and at entrances.
1.15	Encouraging customers to use hand sanitiser or handwashing facilities as they enter the venue.	✓		Stations set up at entrances
1.16	In the event of adverse weather conditions, being clear that customers cannot seek shelter indoors.	✓		Guidelines on tables and at entrances.

	Control implemented (please tick Y/N)	Yes	No	Additional control measures
<b>2.0</b>	<b>TEAM</b>			
2.1	Team members must wash/sanitise their hands upon arrival, prior to and after eating and drinking, before and after use of disposable gloves, before and after unpacking goods, after touching common contact points and at regular intervals throughout the day. The 20 second hand wash method to be reinforced.	✓		Staff provided with personal sanitizer bottles which can be attached to their person.
2.2	Team members can stagger breaks & take them away from customers or at least maintain social distancing.	✓		Table set up outside for staff, away from customer areas.

2.3	Team members have been allocated to specific shift teams. Switching between teams should not take place unless absolutely necessary and only with approval.	✓	
2.4	Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social distancing.	✓	
2.5	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.	✓	
2.6	Keep uniforms clean. This gives customer's confidence. Remind staff to wash all uniforms at 60 degrees celsius.	✓	
2.7	Clinically vulnerable individuals who cannot work from home, will be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	✓	Discussed with staff individually.
2.8	Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders from customers.	✓	Face coverings provided for staff to wear.
2.9	Assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.	✓	
<b>Control implemented (please tick Y/N)</b>		<b>Yes</b>	<b>No</b>
<b>3.0</b>	<b>BAR SET UP</b>		<b>Additional control measures</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.	✓	
3.2	Hand basins behind the bar are provided with hot running water, liquid soap and disposable paper towels.	✓	

3.3	Put glasses through glasswasher at 80 degrees Celsius.	✓		
	<b>Control implemented (please tick Y/N)</b>	<b>Yes</b>	<b>No</b>	<b>Additional control measures</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.	✓		
4.2	Hand basins in the kitchen are provided with hot running water, liquid soap and disposable paper towels.	✓		
4.3	Record here, number who can work in kitchen. Do not include staff collecting food for service. <div style="border: 1px solid black; display: inline-block; width: 30px; height: 30px; text-align: center; vertical-align: middle;">1</div>	✓		The kitchen workspace and bar are in one area but separate workstations have been designated.
4.4	Put cooking equipment and utensils, crockery & cutlery through dishwasher at 80 degrees Celsius.	✓		
4.5	Do not share pens when completing due diligence paperwork.	✓		
4.6	Disposable gloves should be worn for taking in food deliveries & then discarded once this task is complete. Remembering to wash hands after use.	✓		
4.7	Only one person in walk in storage space at a time.	✓		
4.8	Do not allow delivery drivers to enter the BOH (Back of House) area.	✓		Designated delivery area has been highlighted.
4.9	Limiting access to venues for people waiting for or collecting	✓		

	takeaways. Setting out clear demarcation for social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) for delivery drivers, riders or customers queuing. Asking customers to wait outside or in their cars.			
	<b>Control implemented (please tick Y/N)</b>	<b>Yes</b>	<b>No</b>	<b>Additional control measures</b>
<b>5.0</b>	<b>HAND SANITISER DISPENSES</b>			
5.1	Should be installed FOH (front of house) and BOH (back of house).	✓		
5.2	At customer & team member entrance.	✓		
5.3	Adjacent to working till, one for team & another for customers.	✓		
5.4	BOH in location for frequent use.	✓		
	<b>Control implemented (please tick Y/N)</b>	<b>Yes</b>	<b>No</b>	<b>Additional control measures</b>
<b>6.0</b>	<b>REDUCE CONTACT</b>			
6.1	Display signage encouraging customers to use contactless payment.	✓		
6.2	Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.	✓		
6.3	Any operational tills must be protected with a plexiglass screen & hand sanitizing gel. The PDQ machine & printer should be on the customer side of the screen. If plexiglass screen not available, use face visors, or social distancing should be maintained throughout the transaction.	✓		
6.4	Any cash transactions should be through the gap in the screen or if no screen (customer paying at the table) ask customer to place cash on the counter and step back following social distancing throughout the transaction.	✓		Contactless/Card payments will be used for payment. In the event that a cash tip has been left then social distancing and gloves will be used to collect the cash and hands will be sanitized.
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.	✓		

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.	✓		Each table will have a separate food/drink collection point next to the table to maintain social distancing.
<b>Control implemented (please tick Y/N)</b>		<b>Yes</b>	<b>No</b>	<b>Additional control measures</b>
<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 menus & sauce sachets. No reusable bottles.	✓		
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 trays to collect empty glasses. Do not put fingers where customers' mouths have been.	✓		
7.7	Always wash hands after clearing tables & glassware.	✓		Individual sanitisers will be provided for staff to have on their person at all times.
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	✓		Washable face masks will also be permitted which will be washed along with the uniform at the end of each shift.
<b>Control implemented (please tick Y/N)</b>		<b>Yes</b>	<b>No</b>	<b>Additional control measures</b>
<b>8.0</b>	<b>CLEANING MONITOR</b>			
8.1	Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitiser will kill the virus if it is on the surface	✓		Sanitiser sprays provided
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 & office keypads, toilet handles & all taps, hand dryers, tables & chairs. During busy periods a dedicated person allocated to this task will increase customer confidence.	<input checked="" type="checkbox"/>		Cleaning schedule in place.
8.4	All tables to be cleaned between customers.	<input checked="" type="checkbox"/>		
<b>Control implemented (please tick Y/N)</b>		<b>Yes</b>	<b>No</b>	<b>Additional control measures</b>
9.0	Accidents, security and other incidents			
9.1	Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.	<input checked="" type="checkbox"/>		
9.2	Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.	<input checked="" type="checkbox"/>		
9.3	Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.	<input checked="" type="checkbox"/>		

**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>	
<b>DATE:</b>		<b>JOB TITLE:</b>	

**Team:**

