



# **COVID-19 Risk Assessment**

**Company name: Proud Pub Company Ltd**

**Assessment carried out by: Lisa James & Graham Proud**

**Date of next review: 20 August 2020**

**Date assessment was carried out: 6 July 2020**

This is a living document and will be formally reviewed monthly or as and when further risks are identified – the change log on page 2 will be used as a record of review and items amended.

## COVID-19 Risk Assessment Change Log

Item	Change	Date	By Whom?
1.0	Document creation	6 July 2020	Lisa James
1.1	Review by Martin Bailey, Everards – amendment of cold food service / bar service	9 July 2020	Lisa James
2.0	Review of measures following reopening	23 July 2020	Lisa James

What are the hazards?	Where is the hazard?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<b>Getting or spreading coronavirus by inadequate cleaning of door handles</b>	Front Door Back Bar Door Doors to rear lobby Doors to Rear Courtyard Toilet Corridor Door Toilet Doors Door to Glass Wash area Cellar Door	Customers  Staff  Delivery Drivers  By touching contaminated door handle	Where possible external doors are left open subject to weather restrictions	Maintain regular cleaning routine of door handles and key pads.  Internal doors to be propped open.	Nominated team member  Lisa / Graham	Now in place, on a daily basis at least every 30 minutes  Now in place, every day at opening time.
<b>Getting or spreading coronavirus by not cleaning surfaces or equipment.</b>	Corridor to Toilets / Toilets	Customers  Staff  Risk of transmission from contaminated surfaces.	Daily cleaning of toilets.  Regular checks on toilets	Toilets to be cleaned and checked every 30 minutes: <ul style="list-style-type: none"> <li>• Check toilet roll supply</li> <li>• Check soap &amp; sanitiser available. Change / top up if required.</li> <li>• Clean toilet seats</li> </ul>	Nominated team member	Now in place on a daily basis at least hourly

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				<ul style="list-style-type: none"> <li>• Clean cubicle door handles</li> <li>• Clean sink area including taps, soap and sanitiser dispensers.</li> <li>• Wipe hand drier</li> <li>• Empty bins</li> </ul> <p>Notice placed in Ladies &amp; Gents advising that the toilets are regularly cleaned and asking customers to speak to staff if there are any issues.</p> <p>Clean hand rail at the steps to the toilets.</p>		
<b>Getting or spreading coronavirus by</b>	Tables & Chairs	Customers Staff	Regular cleaning of tables and chairs.	Tables & chairs to be cleaned between each customer.	Nominated team member	Now taking place daily, between each customer

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<b>not cleaning surfaces or equipment.</b>		Risk of transmission from contaminated surfaces.				
<b>Getting or spreading coronavirus by not cleaning surfaces or equipment.</b>	Bar Area including beer taps & till touch screen	Staff  Risk of transmission from contaminated surfaces.	Beer taps cleaned at end of day.  Till touch screen is sanitised daily.	Team member to clean bar area at end of shift.  Team member to clean beer taps at end of shift.  Till touch screen to be sanitised at shift change.	Team member on bar service	Now taking place at every shift change.
<b>Getting or spreading coronavirus by not cleaning</b>	PDQ machines	Customers  Staff	PDQ machines are sanitised daily.	Encourage contactless payments where possible.	Front of house supervisor to remind customers on entry to the pub. Signs	Now in place on an ongoing basis  Signs put up.

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<b>surfaces or equipment.</b>		Risk of transmission from contaminated surfaces.		<p>PDQ machine to be sanitised immediately after a customer has touched it (e.g. when entering PIN code).</p> <p>PDQ machine to be sanitised between each staff member.</p>	<p>stating contactless payments preferred.</p> <p>Team member taking payment</p> <p>Team member that has been handling the machine</p>	<p>Now taking place on an ongoing basis</p> <p>Now taking place on an ongoing basis</p>
<b>Getting or spreading coronavirus by not cleaning surfaces or equipment.</b>	<p>Menu holders and menus</p> <p>Beer mats</p>	<p>Customers</p> <p>Staff</p> <p>Risk of transmission from contaminated surfaces</p>	<p>Menu holders removed from tables</p> <p>Reusable menus destroyed</p>	<p>Single use menu to be provided to customers that request details of gin or wine.</p> <p>Menus &amp; other rubbish to be disposed of when customer leaves table.</p>	<p>Front of house supervisor</p> <p>Nominated team member</p>	<p>Now in place on an ongoing basis</p> <p>Now in place on an ongoing basis</p>

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			<p>Single use menus are used for gin and wine</p> <p>Beer mats are not being used.</p>			
<p><b>Poor ventilation leading to the risk of coronavirus spreading</b></p>	<p>Internal areas of the pub – snug, main bar, back bar and corridor to toilets</p>	<p>Customers</p> <p>Staff</p> <p>Delivery Drivers</p> <p>By breathing in contaminated air.</p>	<p>Where possible leaving external doors (other than fire doors) open subject to weather restrictions.</p> <p>Opening windows in the snug, main bar and back bar subject to weather restrictions</p> <p>Premises Licence amended so</p>	<p>Regular patrol of the pub to ensure that doors and windows are open where possible.</p>	<p>Nominated team member</p>	<p>Now in place, checked hourly during opening hours.</p>

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			windows and doors can be left open later than 9.30 pm.			
<b>Getting or spreading coronavirus by not washing hands or not washing them adequately</b>	Throughout the pub	Customers Staff Delivery drivers  Risk of transmitting virus to surfaces & other people.	Hand washing facilities are available in the toilets and behind the bar.  Guidance to hand washing put up in Ladies & Gents toilets and near the staff sink behind the bar.  Hand sanitiser is available in the toilets and behind the bar.	Request that customers sanitise their hands on entry to the pub.  All staff to wash their hands prior to starting their shift and at least every 20 minutes during their shift.	Front of house supervisor  Shift supervisor	Now in place on an ongoing basis  Now in place, at the start of every shift and every 20 minutes throughout the shift.

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			<p>Hand Sanitisers are installed at front door, rear door and in rear lobby with guidance signs to using these.</p> <p>Large standing sign installed near front entrance reminding everyone to regularly wash their hands.</p> <p>A further soap dispenser and disposable towel dispenser has been installed at the sink in the glass wash area.</p>			

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<p><b>Getting or spreading coronavirus in common use high traffic areas</b></p>	<p>Entrance / exit doorways to the pub</p>	<p>Customers Staff</p> <p>Single doorways do not allow for adequate social distancing increasing transmission risk</p>	<p>Front door to the pub has been designated as entry only with the back bar door to be used as the exit.</p> <p>Signage is in place so customers &amp; staff are aware of entry / exit to the pub</p>	<p>Back bar doorway will need to be used as entry for anyone with physical impairment so this will be supervised by a staff member to ensure that is safe for customer to enter.</p>	<p>Front of house supervisor</p>	<p>Now in place on an ongoing basis</p>
<p><b>Getting or spreading coronavirus in common use high traffic areas</b></p>	<p>Cellar access / access to snug / front door to bar area</p>	<p>Customers Staff</p> <p>Pinch point with three</p>	<p>Partition that was partially blocking the walkway has been removed and the flooring repaired.</p>	<p>Customers advised of access restrictions on entry</p>	<p>Front of house supervisor</p>	<p>Now in place on an ongoing basis</p>

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		doorways plus a narrow walkway could prevent social distancing increasing risk of transmission	The walk way has been divided into two lanes, LHS leading from front door way to bar area & RHS leading from bar area to cellar access / snug with floor arrows to indicate which side to walk			
<b>Getting or spreading coronavirus in common use high traffic areas</b>	Main bar service area	Customers Staff  Narrow walk way front of bar to rear courtyard could prevent social	Walk way in front of bar to rear courtyard has been divided into two lanes – LHS leading to rear courtyard, RHS towards cellar access / snug.	Customers to be seated at tables only.  Bar service only to be offered when limited numbers in the pub so no queue management required. Table service	Front of house supervisor	Now in place on an ongoing basis

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		<p>distancing increasing risk of transmission</p> <p>People sitting at the bar could prevent social distancing increasing risk of transmission</p> <p>Queues for service could cause crowding increasing risk of transmission</p> <p>Bar less than 1 metre so customers passing close to this could</p>	<p>Floor arrows indicate which side to walk.</p> <p>Stools have been removed from the bar.</p> <p>Perspex screens have been installed on the bar.</p>	<p>will be provided for both inside and outside the pub in all areas at busy periods.</p> <p>Customers to be advised of table service only during busy periods on entry and to be asked not to approach the bar.</p>		

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		increase risk of transmission to bar service staff.				
<p><b>Getting or spreading coronavirus in common use high traffic areas</b></p>	<p>Side bar area / rear bar area</p>	<p>Customers</p> <p>Staff</p> <p>People sitting at the bar could prevent social distancing increasing risk of transmission</p> <p>Queues for service could cause crowding increasing risk of transmission</p>	<p>Stools have been removed from the bar.</p> <p>Perspex screens are installed on the bar.</p>	<p>Customers to be seated at tables only.</p> <p>Bar service only to be offered when limited numbers in the pub so no queue management required. Table service will be provided for both inside and outside the pub in all areas at busy periods.</p> <p>Customers to be advised of table service only during busy periods on entry and to</p>	<p>Front of house supervisor</p>	<p>Now in place on an ongoing basis</p>

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		Bar less than 1 metre so customers passing close to this could increase risk of transmission to bar service staff.		be asked not to approach the bar.		
<b>Getting or spreading coronavirus in common use high traffic areas</b>	Rear Lobby / Rear Courtyard	Customers Staff  Pinch point with three doorways and access to toilets could prevent social distancing increasing risk of transmission	Rear courtyard is now non-smoking to reduce the flow of people through the rear lobby and rear courtyard.	Double doors to rear lobby and rear courtyard both to be opened subject to weather conditions.	Lisa / Graham	Now in place daily at opening time.

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<p><b>Getting or spreading coronavirus in common use high traffic areas</b></p>	<p>Corridor to toilet / toilets</p>	<p>Customers Staff Delivery Drivers Narrow corridor and small space within the toilets prevents adequate social distancing increasing risk of transmission.</p>	<p>Toilets are operating on a one in one out basis. Sliders are on the main toilet door to gents &amp; ladies showing whether in use or free. Signage in place in rear lobby / entrance to toilet corridor / on toilet doors explaining toilet access. Feet signage is in place near ladies and gents to indicate where</p>	<p>Toilet access to be explained to customers on entry to the pub.</p>	<p>Front of house supervisor.</p>	<p>Now in place on an ongoing basis</p>

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			one person can wait for the toilet.			
<b>Contracting or spreading coronavirus via used glassware</b>	Throughout the pub	Customers Staff  Risk of transmission from glassware used by someone infected with coronavirus	Glassware is machine washed at a minimum temperature of 65C	Customers to be encouraged to leave glassware on table rather than returning it to the bar area.  Team member collecting glassware to use disposable vinyl gloves.	Front of house supervisor  Nominated team member	Now in place on an ongoing basis  Now in place on an ongoing basis
<b>Contracting or spreading coronavirus via used or dirty staff uniforms</b>	Throughout the pub	Customers Staff  Risk of transmission from contaminated clothing	Staff have been made aware of the importance of ensuring that they wear clean clothing to work.	Staff to be provided with a clean work shirt (and apron if required) to change into at the start of each shift.  At the end of shift the used shirt will be left at	Lisa / Graham Team members  Lisa / Graham	Now in place on an ongoing basis  Now in place on an ongoing basis

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				the pub for washing at 60C.		
<b>Person infected with coronavirus enters the premises</b>	Throughout the pub	Customers Staff Delivery drivers  Risk of transmission to other people in the pub	Staff training has been given to ensure that they are aware not to come to work if they have symptoms of coronavirus	Signage on entrance to pub advising people that feel unwell not to enter the premises	Graham / Lisa	31 July 2020
<b>Contracting or spreading coronavirus by not social distancing</b>	Throughout the pub	Customers Staff  Risk of transmission by tables being too close together or people	Capacity inside & outside the pub is reduced so all tables and chairs are 1m plus apart. Maximum capacity inside 48 / maximum capacity rear courtyard 24	Customers only allowed in the pub if there is a table available.  Customers monitored to ensure that they are not gathering in groups.	Front of House supervisor  All team members	Now in place on an ongoing basis  Now in place on an ongoing basis

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		gathering in groups	Removal of barrels in the pub.  Bar stools removed.	Customers monitored to ensure that they are not moving tables & chairs.		
<b>Contracting or spreading coronavirus by not social distancing</b>	Bar service work area	Staff  Area behind the bar is too small to allow 1m plus for social distancing so there is an increased risk of transmission		Specific staff member allocated to bar service per shift.  Generally only one staff member to be behind the bar at any time. If a second team member needs to briefly go behind the bar (e.g. to collect card machine), then the time involved should be kept as short as possible.	Graham / Lisa Shift supervisor  All team members	Now in place on an ongoing basis  Now in place on an ongoing basis

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<b>Contracting or spreading coronavirus by not social distancing</b>	Cellar	Staff  Cellar entrance and stairway are narrow so increased risk of transmission.		Only one staff member to be in the cellar at any time.  One staff member to be allocated to cellar duties per shift.	Graham / Lisa Shift supervisor	Now in place on an ongoing basis
<b>Contracting or spreading coronavirus by not social distancing</b>	Table service	Staff  Customers  When delivering drinks or collecting glasses, briefly the staff member may be closer to customers than 1 metre	Staff training has been provided so they are aware of the importance of as far as possible being at least 1 metre away from customers or where this is not possible, they keep the activity time as short as possible.	Visors to be provided to staff for use when glass collecting, taking orders or delivering drinks.  Visors to be thoroughly cleaned at the end of each shift.	Graham / Lisa  Team member	Now in place on an ongoing basis  Now in place on an ongoing basis

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		increasing risk of transmission.				
<b>Contracting or spreading coronavirus by not social distancing or via food items</b>	Kitchen / Food Service	<p>Staff</p> <p>Customers</p> <p>Kitchen layout is narrow and it is not possible to be 1 metre plus from other staff members increasing the risk of transmission of coronavirus.</p> <p>Risk of transmission on food items</p>	Kitchen is currently closed for hot food until further notice.	<p>No staff member to enter the kitchen unless access to first aid kit is needed.</p> <p>Any cold rolls will be prepared by the designated bar service team member in the rear preparation area behind the bar. Hands must be washed prior to preparing food.</p> <p>Cold food items should be passed to customers with a serviette.</p>	<p>All team members</p> <p>Nominated team member</p> <p>Team members</p>	<p>Now in place on an ongoing basis</p> <p>Once food service restarts on an ongoing basis</p>

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				Any condiment bottles must be thoroughly sanitised after use before being passed to another customer.	Nominated team member	
<p><b>Contracting or spreading coronavirus by not social distancing</b></p> <p><b>Getting or spreading coronavirus by not cleaning surfaces or equipment.</b></p>	Deliveries	<p>Staff</p> <p>Customers</p> <p>Delivery drivers</p> <p>Risk of transmission from contaminated goods or close contact.</p>		<p>Requesting that all deliveries where possible are made out of opening hours.</p> <p>Deliveries only to be made to the front door of the pub. Drivers to be reminded to keep 1m plus from staff member accepting delivery.</p> <p>Single staff member to accept delivery and must wash hands</p>	<p>Graham &amp; Lisa</p> <p>All team members</p> <p>Team member accepting delivery</p>	<p>Now in place on an ongoing basis</p> <p>Now in place on an ongoing basis</p> <p>Now in place on an ongoing basis</p>

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				<p>immediately after handling goods.</p> <p>Packaging to be disposed of immediately.</p> <p>Goods to either be sanitised or left for at least 72 hours before use.</p> <p>For all deliveries to the cellar, staff member accepting delivery must wear safety gloves.</p>		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)