

COVID-19 reopening risk assessment

Please also refer to the Government's [COVID-19 Secure Guidance](#)

Area	What are The Hazards?	What are you Already Doing?(Examples listed below)	Further Action is Necessary?(Decide what else you could do)	Action by Who?	Action by when?	Done
Personnel	Risk to returning staff	<ul style="list-style-type: none"> • Assessment of staff and circumstances carried out including: <ul style="list-style-type: none"> ○ Interviews ○ Discover pre-existing conditions ○ Identified those who can work from home ○ Identified high risk staff ○ Identified those living with high risk staff ○ Identified staff with or living with someone with symptoms ○ Taken into account circumstances of those with different protected characteristics ○ Addressed transport to work issues • Regularly briefing staff on latest guidance • Regularly reminding staff if they have symptoms they must not come to work • Regularly reminding staff that if they are with someone who has symptoms they must self-isolate and not come to work • Providing support for workers around wellbeing 	<p>Some staff not returning.</p> <p>All other items completed</p>	RM	04/07	RM 03/07

		and mental health				
	Risk to staff at work	<ul style="list-style-type: none"> • For general staff protection: <ul style="list-style-type: none"> ○ Developed a detailed plan for the site and communicated to staff ○ Training provided so staff understand risks ○ Staggered arrival and departure times to reduce crowding ○ Ensured all staff wash hands on arrival and re-entering with staff reminders • Allowed staff to work further apart. Where not possible, arranged people to work side-by-side/ facing away or used screens • Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken • Introduced more frequent cleaning regimes • Reduced the number of people each staff member has contact with by using fixed teams or partnering • Staggered staff breaks to maintain distancing • Avoided need to share equipment where possible and disinfected before use • Staff change into work clothes of arrival at work where practical to do so • Washing staff uniform on site where possible or requesting staff wash regularly at home 	<p>New spacious staff room made available</p> <p>All other items completed</p>	RM	04/07	RM 03/07
Bar	Risk to staff and customers	<ul style="list-style-type: none"> • Ensured all staff wash hands on arrival and re-entering with staff reminders 	Temperature of staff taken at start of shift.	RM	04/07	RM 03/07

		<ul style="list-style-type: none"> • Frequent cleaning schedules introduced • Allowed staff to work further apart by increasing bar/server area, arranged people to work side-by-side/ facing away. • Visitors are kept to a minimum • Recording visitor details for 21 days to assist NHS Test and Trace 	All other items completed			
Kitchen	Risk to staff	<ul style="list-style-type: none"> • Following guidance on food preparation and food service area • Using disinfectants and sanitisers • Controlling staff movements to maintain social distancing where possible • Restricted kitchen access to as few people as possible • Minimised contact between kitchen and front of house staff, e.g. using zones for collection • Minimised access to pantries, fridges and freezers • Glassware washed separately from plates and cutlery • Where washing by hand is necessary, using rubber gloves and suitable products • Ensuring temperatures above 60 degrees for rinsing • Changing cloths and sponges daily • Introduced restricted menu options 	<p>Temperature of staff taken at start of shift</p> <p>All other items completed</p>	RM/KC	04/07	RM 03/07
Public Bar	Risk to staff	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Keeping minimum distance from customers in 	completed	RM	04/07	RM 03/07

		<p>line with Government guidance. Where not possible, other measures are taken</p> <ul style="list-style-type: none"> • Considered if protective clothing and equipment, such as masks, is needed • Installed screens to protect staff where needed 				
	Risk to customers	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Cleaning: <ul style="list-style-type: none"> ○ Have hand sanitiser dispensers at bar and external doors ○ Cleaning bar tops every hour and table surfaces immediately after use ○ Cleaning high throughput areas and touchpoints at least every hour ○ Empty glasses collected from table by nominated staff, customers allowed to return them to the bar on way out. • Social distancing: <ul style="list-style-type: none"> ○ Limiting capacity to reflect social distancing requirements and control customer access at entrances, in queues and waiting areas ○ Taken into account reasonable adjustments for those who need them, such as disabled customers ○ Using table service where possible ○ For bar orders, customers maintain social distancing, indicated through tape marks on the floor ○ Ensuring customers do not remain at bar after ordering 	<p>Online table booking and product ordering system installed.</p> <p>All other items completed</p>	RM	04/07	RM 03/07

		<ul style="list-style-type: none"> • Communication: <ul style="list-style-type: none"> ○ Promoting the measures being taken in the venue through signs and informing people on arrival and on website ○ Explaining to customers that failure to observe measures will result in service not being provided ○ Informing customers that they should be prepared to remove face coverings for identification • Offer cashless payment and discourage the use of cash • Maintaining a temporary record of customers for 21 days to assist NHS Test and Trace • Not permitting live performances and restricting music volumes to discourage shouting 				
Customer Toilets	Risk to staff and customers	<ul style="list-style-type: none"> • Developed a plan for communicating and controlling access to customer toilets • Hand sanitiser available on entry to toilets where possible • Staff monitoring and cleaning of toilets increased • Provided more waste facilities and increased rubbish collection • Advertised cleaning schedule up to date 	<p>Hands free door openers installed</p> <p>All other items completed</p>	RM/LH	04/07	RM 03/07
Seating area/ dining	Risk to staff and customers	<ul style="list-style-type: none"> • Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between guests in 	Online table booking and product ordering system installed.	RM/NW	04/07	RM 03/07

		<p>queues and between tables</p> <ul style="list-style-type: none"> • Informing customers of access restrictions, social distances and limits on gatherings through sign, on arrival and on website • Identified and resolved/ mitigated potential pinch points • Using electronic reservation and ordering where possible. Maintaining a temporary record of customers for 21 days to assist NHS Test and Trace • Replacing menus with customer display or use single-use, disposable menus • Limiting customer contact with menus, trays, napkins etc, with cleaning and replacement carried out after each use • Cutlery brought to staff with food. Individually wrapped condiments and sauces provided on request • Glasses, cutlery and plates picked up only by staff wearing gloves. If no gloves are available, staff wash hands • Offering cashless payments 	All other items completed			
Takeaway services	Risk to staff, customers	<ul style="list-style-type: none"> • Following all legal requirements for food safety, including allergen information on request (see guidance) • Encouraging customers to order online/ telephone • Minimising contact between staff and customers • Have hand sanitiser dispensers at collection 		RM/NW	04/07	RM 03/07

		<p>area and external doors</p> <ul style="list-style-type: none"> • Offering cashless payments • Screens between staff and customers where appropriate 				
Outdoor areas	Risk to staff and customers	<ul style="list-style-type: none"> • Considered impact of queues on the area, such as high streets and car parks • Reconfigured outdoor seating to maintain social distance • Ensured outdoor areas have sufficient ventilation • Considered danger of groups forming • Regular staff patrol of area • Planned for maintaining social distance in the event of adverse weather conditions 	<p>Large marquee with open sides made available</p> <p>All other items completed</p>	RM	04/07	RM 03/07
Cellar	Risk to staff and deliverers	<ul style="list-style-type: none"> • Undertook stock clearance • More frequent cleaning and hygiene • Have hand sanitiser dispensers at collection area and external doors • Staff wash hands before entering cellar • Considered methods to reduce frequency of deliveries • Where possible and safe, have a single worker load and unload • Normal practices for maintenance followed and where possible by one person • Records of visitors maintained 	<p>No external visitors to cellar allowed</p> <p>All other items completed</p>	RM/NW/BG	04/07	RM 03/07
Deliveries received	Risk to staff and deliverers	<ul style="list-style-type: none"> • Maintaining distance rules when taking deliveries and where possible verify using digital forms 	Increased pallet deliveries	RM/NW/BG		

		<ul style="list-style-type: none">• Maintaining record of details of deliverers• Delivery drivers stay in vehicle where possible• Have cleaning procedures for goods entering the site• Considered methods to reduce frequency of deliveries	All other items completed			
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