

Activity being assessed:		Covid 19 (Coronavirus)			Version	02	Page No.	Page 1 of 14	
Name of Person Carrying out the Assessment:				Barry Shaw		Date:	29.06.20		
What are the Hazards?	Who might be harmed	L	S	R	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done

<p>Spreading or exposure to COVID-19 amongst or from staff.</p> <p>Spreading or exposure to COVID-19 to / from the wider public community</p> <p>By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible.</p> <p>Increased violence and aggression.</p> <p>The public are not necessarily used to be being told</p>	<p>Staff members including staff with underlying health problems i.e. people with weakened immune systems, and those with long-term conditions like diabetes, cancer and chronic lung disease.</p> <p>Staff members household, friends, family.</p> <p>Customers</p> <p>Contractors</p> <p>Delivery Personnel</p> <p>General Public</p>	1	4	4	<p>All staff trained on new COVID-19 policies and practices including hygiene & cleaning as well as managing customers.</p> <p>Communications by email, Public Health Advice Notices displayed / guidance communicated. Employees reminded to keep management up to date with any changes in symptoms or living conditions which could affect the spread of the virus.</p> <p>If symptoms start at work employees asked to leave immediately and / or report to management via phone.</p> <p>All staff have been surveyed and reviewed to ascertain their level of risk (vulnerable / at risk or have household members who are of the above) via questionnaires from HR using</p> <p>Staff consultation undertaken and where required they are asked to stay away from the pubs or office.</p> <p>Homework considered and encouraged for office staff. Where staff are required in the office they must distance at 2m and not use</p>	<p>Visit government & NHS websites on a regular basis. Amend risk assessment and notices in line with any significant updates or recommendations given by the governing authorities.</p> <p>Issue briefing provided with information on symptoms, advice and controls for the business.</p> <p>All external companies will be notified of any significant changes as they occur with an accompanying update risk assessment to follow soon after.</p> <p>Monitor business relevant websites for up to date industry specific advice and actions.</p> <p>Keep in contact & act upon any advice given by local authorities such as EHO and licensing.</p> <p>Weekly assessment of the policies and practices in place and amend where required.</p>	<p>All members of management. This includes all head office staff and pub managers.</p>	<p>Daily As procedures change.</p> <p>As required by the business</p>	Ongoing
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Risk Assessment matrix

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<p>what to do in a pub environment. If restrictions are in place this may cause issues.</p> <p>Contagious (contributing factors): Poor hygiene Lack of information or insufficient training</p>					<p>other peoples equipment. Contactless sanitizer is available on entry to be used. Online meetings considered where applicable. Visitors to knock rather just enter. All meetings to be held in the pubs rather than meeting room to enable distancing.</p> <p>Mental Health & wellbeing training for managers and information packs to encourage good mental health/wellbeing activities created for staff.</p> <p>Existing sanitary facilities maintained with soaps and hand wash facilities. Additional soap/ hand sanitizers / detergents/ surface wipes etc. are readily available throughout the office building.</p> <p>All staff members will wash their hands at the beginning, during and after shifts. They are actively encouraged to clean their hands after every task completed.</p> <p>Contractors and visitors will be instructed to wash their hands on entrance to the site.</p>				
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					<p>Customers will be reminded as well with clear sanitiser stations, staff greeting and reminders, with posters / signage and regular toilet checks.</p> <p>Good personal hygiene practices will also be discussed for home life as well so that good personal hygiene is not just practised at work but at home too.</p> <p>Restrictions placed on break out areas to remind of social distancing. Staggered breaks considered to cope with demand on these areas.</p> <p>To prevent the risk of cross over and not maintaining social distance, where possible working areas will be zoned – behind the bar, cellar, kitchen & front of house. Staff will only allowed to go in to other areas after hand washing and only if totally required.</p> <p>Working practices will have to change and where possible 1 person in 1 zone only. If not possible staff to work side by side, distanced as much as possible and for as short a period as possible.</p>				
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					<p>All staff training staff will take place social distanced.</p> <p>Where possible for all employees and customers the 2m social distancing should be implemented. It is regarded by the WHO and the HSE that there may be necessity of some operations where this may not be possible and social utility will be allowed as it is a benefit to the wider majority. All government guidance will be followed</p> <p>Where staff may need to work closer we will have screens for face to face work or encourage side to side.</p> <p>All glass washers, dishwashers and hot water will continue to be maintained while the pubs are closed. All statutory inspections to continue where staff furlough and rules apply and allow. If faults are discovered then they are prioritised for repair. Deep clean and sanitisation of this equipment is increased.</p> <p>To maintain social distancing it may be necessary for West Riding, Sportsman, Stalybridge Buffet Bar and Idle Beerhouse to</p>				
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					<p>review the food menus, the number of covers, specific times the kitchen will be open to offer food and whether food is to eat in on crockery or as a takeaway options. This is currently under review and no food will be served until we are satisfied that it can be done safely</p> <p>Where possible each site will ensure back bars and service areas are set up in such a way that this limits the cross over of any zones for staff members. In some sites this should be possible but it is recognised that not all sites will be able to do this there may be issues accessing equipment, cellar or kitchens at Stalybridge Buffet Bar, Cricketers, Old Turk & Idle Beerhouse – where this is not possible to fully distance the time in contact or do the task will be limited all reasonable efforts should be made to complete these tasks as quick as possible.</p> <p>All seating that is able to be moved will be positioned in such a way that there is social distancing. In all sites we shall inform people where to sit or in what groups as social utility will be allowed in this circumstance (from our understanding of government guidance on</p>				
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					<p>this). For fixed seats we will close off seats to maintain distancing as advised by the government with signage and local enforcement. This applies to both internal and external seating. There will be no seating at the bar or standing until government advice confirms this is allowed.</p> <p>Inside the premises all customers must be seated. We have measured seating at safe distance and therefore capacity will be limited. All service of drinks / food will be via table service by our staff, there will be no option for customers to collect drinks / food from the bar.</p> <p>Outdoors, seating is recommended but standing will be allowed but in groups of no more than 6 and not congregating near doors and still maintaining a safe distance from other groups and tables.</p> <p>We will not be encouraging queues or congregating in the inside areas of the pub. We will have a trained member of staff to greet customers on arrival (or if more than one group arrive at the same time) to direct them to their seats or a safe area to wait. This staff</p>				
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					<p>member will also encourage reading & following of the rules, hand sanitising and other safe processes.</p> <p>Tables will be cleaned after use by customers and left empty for 15 minutes before another customer is seated.</p> <p>All sites to have a hand sanitizer station located at all entrances. This with clear posters and signage encourages all types of customers and visitors to wash and sanitise their hands as they enter and leave the site. This potentially will be a WHO recommendation. Sanitising stations will also be placed by the entrances to toilets and in staff areas and kitchens.</p> <p>There will be increased waste disposal options with the pubs and customers encouraged to use these for their own waste disposal.</p> <p>Cash will not be refused but with clear communication from staff at the point of entry and at the point of ordering we will be encouraging contactless or card payment or order and pay via an App, Cash will not be refused as this may affect the older or</p>				
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					<p>vulnerable categories of customers but our employees must wash or sanitise their hands after each cash transaction and when 'cashing up' the tills. We are looking creating an app that will also be deployed to allow people to be seated and order and pay from their seat. This will be promoted before opening on social media and also on posters as you enter the sites so customers are aware</p> <p>We will provide a physical barrier, at agreed areas where there will be customer or staff interaction that cannot be distanced such as for payment, collect food / drinks or when there is a need to interact. This will give better protection to employees when they are most likely to be in contact with the public or other staff members</p> <p>To help the public maintain a social distance each site we have considered a one way system and barriers to limit the numbers at the bar. This will be implemented if government guidance recommended it as it will be difficult to enforce and manage in many sites. This is possible where we can have clear entrances and exits or easy access to toilet areas.</p>				
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					<p>However at Stalybridge Buffet Bar and West Riding there are definite restrictions due to the age, size and layout of the building and facilities. Ultimately this is one of the areas that social utility would apply as by enforcing, it may cause other issues</p> <p>All of sites will have hand wash basins at the bar area, to allow staff to wash their hands. This will be cleaned and maintained with soap available. Space for drying and no touch dispensers are limited behind the bar in all sites so there will also be sanitiser and wipes available and staff will be encouraged to take frequent breaks to wash hands</p> <p>Public Toilets - All our sites have hot air hand dryers, there is some thought that air drying of hands is not the most hygienic way to deal with a disease like COVID-19. However since the key control is still washing hands so therefore we will also provide paper towels and sanitising wipes in the toilets. We will operate a clear one person only in the toilets at any one time, toilets will cleaned and checked by staff members on a regular basis and there</p>				
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					<p>will be clear advice to encourage the customers to clean, sanitise and wash hands effectively.</p> <p>Our supplier, Polar Hygiene, will guarantee supply of chemicals to be used in a professional situation within our pubs including cleaning products and paper products</p> <p>PPE for staff has been considered and following advice (UK Hospitality website) we have decided that PPE is not mandatory. However gloves & facemasks will be made available for staff members who prefer to use it.</p> <p>By more frequently hand washing staff may be removing the healthy oils in skins and also good bacteria that defends against disease. A person may also suffer from hand dermatitis, due to over washing. Therefore there will be barrier creams available at all sites. Any people whom suffer from this already will already be aware of the condition and manage it themselves, however we will remind all staff members of the issues relating to over washing</p>				
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					<p>hands</p> <p>Each pub will have enhanced cleaning but consideration will be given to propping open doors that are not required or fire doors so this minimises the need to touch them in the 1st place. Internal fire doors DO NOT apply and must be kept closed.</p> <p>Fitness / Return to work form to include signs of COVID-19 and to have been tested / have a negative test if staff member was ill due to suspected COVID-19. Managers will be trained on this new form and team members should complete this before working for us again after 'lockdown' again for the first time and also make it a requirement to notify Beerhouses if they or any household member are displaying symptoms of COVID-19. It is more important to ensure staff report symptoms, although checking temperature is an option but in general unfeasible we will require staff members to be honest when symptoms are unclear. We will regularly check on our staff for symptoms and have reminded of sickness procedures including advising calling the relevant COVID-19 phone number.</p>				
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					<p>If controls are required (such as safe distancing) it is an unfortunate fact that the public do not necessarily like being told what to do and the effects of alcohol differ from person to person, there is the likelihood of violence and aggression increases. As such we have reviewed the training and risk assessment that relates to this. As an increased measure all staff have had increased training is conflict management and including the SAFER and PALMS methods of reducing and managing conflict</p> <p>Employees reminded to reduce contact with other team members and staff from other pubs within the company using telephones and other electronic communication tools where possible.</p> <p>Multi user equipment is reduced as much as practicable and to be kept within the zones. Staff trained and reminded to clean multi user equipment before and after use.</p> <p>Staff encouraged to come to work dressed ready to start to minimize changing in or extra</p>				
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					<p>clothing / bags in staff areas.</p> <p>Cleaning and hygiene procedures increased throughout the pubs with clear documentation and times. All pubs deep-cleaned prior to opening including all equipment and utensils such as glassware.</p> <p>First aid kits stocked with PPE and visor / glasses for treating person in an emergency.</p> <p>Visiting personnel (customers, visitors, delivery drivers etc.) will be asked to provide contact details to enable track and trace as per government guidance</p> <p>Deliveries are undertaken with remote/limited contact with drivers with arrangements to call from outside where possible so as to reduce people entering the pubs. Stocks are monitored and only ordered where necessary.</p>				
Contracting COVID 19 Whilst travelling to / from work		1	5	5	Travelling to and from the work should be done via own transport not collecting other staff or friends on route. If travelling on public transport or via a Taxi it is important to follow	Monitor advice given by government and act upon it	All staff	Daily	Ongoing

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					guidelines inc. wearing a face mask. Walking or cycling to work is encouraged where possible.					

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