

COVID-19 Risk Assessment 2021

Company name: The Mariners Public House Assessment carried out by: Paul Dodd

Date of next review: 09-05-21 Date assessment was carried out: 09-04-21

	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?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Delivery Drivers Customers	<p>GREETING –</p> <p>Greeted by host at side of pub wearing PPE. Then Guests taken straight to table. We are limited to a single entry and exit point in the establishment and will have to remain extra vigilant when walk in guests pass other diners, while maintaining a minimum 1m (with mitigating measures) distance. This will be controlled by the Manager on shift.</p> <p>Guests will be asked to sign in on Covid trace & track or we will sign in manually on a sheet which we will keep onsite for 21 days.</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Identify how you are going to replenish hand</p>	<p>Managers and team members all working together</p> <p>Regular checks by team</p>	12 th April 21	yes

		<p>Hand sanitiser will be available at the entry/exit point.</p> <p>TABLE DISTRIBUTION</p> <ol style="list-style-type: none"> 1. Tables removed to control capacity. 2. Tables reconfigured outdoors to ensure 2m distance wherever possible. If less than 2 m mitigating measures at 1.5m implemented. <p>CUSTOMER ARRIVAL</p> <ol style="list-style-type: none"> 1. All customers arrive by the side door. 2. A copy of the Staying COVID-secure in 2020 statement displayed in the entrance. 3. Hand sanitiser positioned immediately on entry with a visual guidance to request all customers entering the establishment must sanitise their hands. 4. Guests discouraged from going to the bar both before and after their table sitting. <p>ORDERING</p> <ol style="list-style-type: none"> 1. All drinks and food ordered at the table. 2. Customers will be encouraged to view the menu on their own phone via the QR link. If a customer requests a paper menu one will be provided but it will be disposed of immediately after use. 3. A team member designated to each area. Ordering will be taken at a distance of 2m where possible or 1 	<p>washing/sanitising facilities</p> <p>Making sure that all the team are aware of this and we can reiterate to customer if they need to ask again.</p>	<p>members and managers</p>		
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		<p>m with mitigating factors (hand washing, staff triage questionnaire)</p> <p>TABLE SERVICE</p> <ol style="list-style-type: none"> 1. Customers encouraged to remain at the table for all service (drinks and food). 2. Cutlery will be laid on the table for the number of guests once order has been taken. Should a table be touched by another guest prior to the seating , it will be cleared, cleaned, sanitised and relayed. The team member must wash their hands before laying the table. All additional items will be taken on trays and placed on the table, not handed direct to a guest. A distance of 1m should be tried to be adhered to, if this is less than 1m the tray should be passed sideways. 3. Drinks vessels will be washed and sterilised by heat between each use. Drinks will not be poured at tables, eg water and wine. 4. Whilst we acknowledge the use of PPE may have limited value we are encouraging all front of house team members to wear protective face coverings in the recommended manner. 5. Single serve condiments can be provided through the means of single use ramekins. Salt and pepper mills will be sanitised between uses. As it may be impossible to maintain a 1m distance whilst serving condiments mitigating factors must be adhered too including washing hands prior to serving the food 				
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		<p>and using PPE provided. Staff must ensure hands are washed before collecting any condiments and they are touched minimally</p> <p>6. Drink service: Order taken by designated team member. Drinks orders will be completed by the designated bar person and left on a tray for collection by the designated member. As it may be impossible to maintain a 1m distance whilst serving drinks mitigating factors must be adhered to including washing hands prior to serving drinks and using side to side working. Whilst we acknowledge the use of PPE has limited value all staff serving drinks must wear a protective face covering in the appropriate manner. Instructions provided to staff. Staff must ensure hands are washed before collecting any glasses and they are touched minimally.</p> <p>7. Food service: Food served by a designated team member where possible. Hands must be washed before any plates are collected from the pass. As it may be impossible to maintain a 1m distance whilst serving food mitigating factors must be adhered to including washing hands prior to serving the food and using side to side working. Whilst we acknowledge the use of PPE has limited value all staff serving food must wear a protective face covering in the appropriate manner. Instructions provided to staff.</p>				
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		<p>8. Plate collection: Plates collected by the designated team member were possible. Hands must be washed before any plates are collected from the pass. As it may be impossible to maintain a 1m distance whilst clearing plates mitigating factors must be adhered to including washing hands prior to collecting the plates/glasses and using side to side working. Whilst we acknowledge the use of PPE has limited value all staff serving food must wear a protective face covering in the appropriate manner. Instructions provided to staff</p> <p>9. Tables cleaned immediately after they are vacated and sterilised.</p> <p>PAYMENT:</p> <ol style="list-style-type: none"> 1. Encourage contactless payment where possible. 2. To adhere to social distancing rules payment will be taken at the table by card reader. Cash will no longer be accepted to limit the team handling cash. Between customer payments, the card reader must be sanitised 3. Strongly recommend card payments over cash before visiting premises. <p>TOILETS:</p> <ol style="list-style-type: none"> 1. Visual signs in toilets requesting customers to use 'good hand washing technique, increasing frequency of washing hands, avoiding touching the face and to 				
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		<p>cough into a tissue which is binned or into your arm if tissue not available’.</p> <ol style="list-style-type: none"> 2. Hand sanitiser available on entrance to toilets 3. Clear guidance given to customers regarding use of toilets. Upstairs toilet will only allow 1 man in men’s and 2 women in the women’s at a time. Encourage minimal passing on the stairs and corridor. Visual sign displayed on the toilet doors and at entrance to staircase. 4. We will be using a timed cleaning schedule for the toilets to increase the frequency of cleaning to every 30 minutes. <p>PREMISES</p> <ol style="list-style-type: none"> 1. Surfaces wiped before and after service and at regular intervals during service. This includes but is not exhaustive to door handles and stair rails 2. Objects used by guests regularly cleaned after each use eg. Telephones / tills / beer pumps / trays / card machines 3. Team members provided with stylus pens to use touch screen systems 4. Any doors which are not fire doors wedged open to minimise touch points 5. Good ventilation maintained by opening windows and doors when possible 6. All work areas frequently cleaned between use 				
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		<p>7. If a confirmed or suspected case has been in the establishment government guidance to be followed re cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				
Getting or spreading coronavirus in commonly used or high traffic areas	Workers Customers Contractors Delivery Drivers Customers	<p>Follow the guidance for welfare facilities such as high traffic walk areas.</p> <p>Identify:</p> <ul style="list-style-type: none"> • areas where people can congregate • areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors • areas and equipment where people touch the same surfaces, such as in kitchens or team areas • areas and surfaces that people touch frequently but are difficult to clean. • communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation. 	Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines.			
		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:				

		<ul style="list-style-type: none"> • limiting the number of people in rooms, for example by staggering breaks. • reorganising facilities in communal areas by spacing out tables in the restaurant, for example putting physical screens in place • putting one-way systems in place in corridors or regularly used pedestrian traffic routes; • leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. 				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Contractors Delivery Drivers Customers	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles or shared equipment.</p> <p>Specify the frequency and level of cleaning and who should do it.</p> <p>Reduce as far as possible the need for people to move around your workplace:</p> <p>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</p>	<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.</p> <p>Provide information telling people who should clean something and when.</p> <p>Provide instruction and training to people who need to</p>			

		<p>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas. Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p>	<p>clean. Include information on:</p> <p>the products they need to use</p> <p>precautions they need to follow the areas they need to clean</p> <p>Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes in vehicles or water and detergent on work surfaces.</p> <p>Identify how you are going to replenish cleaning products.</p>			
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<p>Risk of Covid-19 transmission to or by employees</p>		<ol style="list-style-type: none"> 1. Team provided with full training in the new ways of working during the COVID-19 public health emergency. Training will be provided remotely and in person, and staff will be unable to start work without training. 2. The number of team members who are needed will be kept to a minimum and mix of staff will be minimised – ie the same shift will be paired together on shifts 3. Team will sign a triage questionnaire when returning to work and sign to declare nothing has changed at the start of each shift. 4. Staff will use hand sanitizer when entering and leaving the establishment and regularly during the day 5. Entry and exit is the team back door 6. Only 1 member of staff allowed in the changing room at a time 7. Staff will increase frequency of handwashing. Handwashing is mandatory before and after handling any cutlery, plates, and glasses. 8. Front of House staff will observe the 2m social distancing rule at all times apart from when this is not possible serving a customer. No team members will congregate. Front of house staff must only go in the kitchen when absolutely necessary. 9. Service: Food will be collected from the pass socially distancing from the chefs 				
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		<p>10. Team start times will be staggered.</p> <p>11. Team must not pass on the stairs.</p> <p>12. Where social distancing cannot be adhered to for example in the kitchen side to side or back to back working to be used.</p> <p>13. During breaks staff must adhere to social distancing and must take breaks off premises.</p> <p>14. Staff will be issued with a face mask for their own use. The instructions for use must be followed and each mask must be washed by the member of staff after a shift.</p> <p>15. Uniform will be provided to each team member, and we will expect them to wash them at home.</p> <p>16. All team members will be required to change into uniform on site in the changing areas provided.</p> <p>17. Working areas will be assigned to staff. If possible a designated team member will look after 1 table (to avoid multiple staff approaching the same table)</p> <p>18. Any shared areas (team room/changing room) to be cleaned between shifts</p> <p>19. Towels / polishing clothes must be for individual use and once used placed in a designated laundry basket</p> <p>Team should avoid the use of public transport and avoid shared transport with anyone outside their household or support bubble</p>				



What are the hazards?	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?	Done
Contracting or spreading the virus by not maintaining social distancing	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Delivery Drivers</p> <p>Customers</p>	<p>Follow guidance on social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing guidelines.</p> <p>Identify how you can help people maintain social distancing in the first instance. This may include</p> <ul style="list-style-type: none"> • using one-way systems; • staggering the times people start or finish work; • limiting the number of people on site at one time; • using empty spaces in the building for additional rest break areas where it is safe to do so; • sitting customers back-to-back or side-by-side rather than face-to-face when sat at a table 	<p>Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines.</p> <p>Provide information, instruction and training so people understand what they need to do.</p> <p>Provide signage.</p>			

		<ul style="list-style-type: none"> • grouping or ‘cohorting’ work teams so they work together consistently 				
Poorly ventilated spaces leading to risks of coronavirus spreading	Workers Customers	<p>Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including:</p> <ul style="list-style-type: none"> • natural ventilation • mechanical ventilation • fans and air cleaning units <p>Provide additional ventilation if needed. This could include mechanical ventilation, desk fans and air movers.</p>	<p>Fresh air is the preferred way of ventilating your workplace. This means opening windows and doors (that are not fire doors), where possible.</p> <p>Maintain air circulation systems in line with manufacturers’ recommendations.</p>			
Returning to work after prolonged period of shutdown	workers	<p>Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use.</p> <p>Ensure mechanical ventilation systems are working effectively and are properly maintained.</p>				

		<p>Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number.</p> <p>Ensure returning workers are clear on arrangements for social distancing, cleaning and hygiene and ventilation.</p>				
<p>Risk of COVID-19 transmission to suppliers and employees.</p>		<ol style="list-style-type: none"> 1. Inbound supplier deliveries or safety critical visitors provided with site guidance by email on social distancing and hygiene on or before arrival including information about a designated arrival point and doorbell system. 2. Deliveries will be kept outside until signed in, and then team must adhere to social distancing when receiving goods or signing paperwork 3. Deliveries staggered where possible and the use of a waiting system for drivers – only allowing 1 drop off at time 4. When unpacking stock and replenishing the fridge, freezer and dry store only 1 person must be in the room at a time. 5. 				

<p>Vulnerable and clinically vulnerable people affected by COVID-19</p>		<p>Any vulnerable person or person living with a clinically extremely vulnerable individual will be individually risk assessed and measures put in place to protect them, including working from home or working in a manner complying with social distance rules.</p>				
<p>Infection of COVID19 in kitchen area</p>	<p>Back of house staff</p>	<ol style="list-style-type: none"> 1. Government guidance on managing food preparation and food service areas is followed at all times 2. Kitchen access limited to kitchen team apart from front of house staff collecting plates off the pass and returning plates to the pot wash. 3. Kitchen team and front of house staff must observe 2m social distancing rules when on breaks 4. Use of the upstairs kitchen will be maximised to distance team 5. Team must not pass on the stairs (use the outside area via the door or the corridor to offices as a waiting area) 6. Where it may not be possible to maintain social distancing guidelines staff should work on a side by side basis (eg in the main kitchen). 				

		<ol style="list-style-type: none">7. Plates placed on the pass, service called and the chef must distance themselves from the server as they collect the plates8. Front of house staff must ensure when returning plates for washing they follow social distancing guidance and ensure the pot washer is not at the sink.9. Shared equipment wiped between each individual use				
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<p>Further injury or harm in the event of an accident</p>	<p>Customer or Employee or Visitor</p>	<p>As far as possible social distancing must be adhered to in the event of an incident. The first aid kit must be wiped before use. If social distancing is not possible in an emergency mitigated risks include limiting the number of people in the vicinity of the accident, hand washing before dealing with any incident and wearing a mask.</p>				

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