

## COVID 19 BUSINESS RISK ASSESSMENT

### Task / Activity

Working at an operational licenced site during the Covid-19 Coronavirus pandemic

**Overall risk level with existing controls**

**High / Medium / Low**

### Who is at risk from the hazard?

Staff, Cleaners, Contractors, Drivers, Dray team, Visitors including Customers – anyone who physically meets you in relation to the business / comes onto your premises

Vulnerable groups e.g. Elderly, Expectant mothers, those with existing underlying health conditions

### What is the main hazard?

Covid-19 Coronavirus

### What are the main potential outcomes from the hazard?

Covid-19 Coronavirus: causing or spreading illness which may be asymptomatic, mild, moderate, severe or fatal

### How do we control these risks?

- Monitoring the health of staff and visitors
- Effective hygiene and cleaning practices
- Physical distancing and separation
- Making other changes to operational practices
- Training of staff as to the risk and the necessary controls

#### Monitoring the health of staff and visitors

All returning staff must complete a 'return to work' health questionnaire

All staff will be subject to temperature checking before starting work

Staff are asked to provide information about their health in relation to Covid-19 and their living arrangements

Symptomatic staff will not be allowed to return to work until three days after symptoms have passed and seven days after symptoms started

Staff who live with someone who is showing signs of Covid-19 should self-isolate for 14 days and will not be allowed to return to work during that period

Pregnant staff risk assessment will follow current Government guidance in relation to Covid-19

Signage requests that visitors do not enter the premises if they are showing Covid-19 like symptoms

#### Effective hygiene and cleaning practices

##### Hand hygiene

Hand washing facilities are available with antibacterial soap, water and disposable paper towels  
Where possible, alcohol-based sanitiser (minimum 62% alcohol) will be provided to supplement hand washing

Employees trained in the correct hand washing technique

Signage to remind people to wash hands frequent and how this should be carried out

Staff required to increase hand washing frequency and particularly:

- When arriving at work
- After breaks, eating, drinking and touching face
- Washing of hands between activities, e.g. before and after deliveries, using communal equipment, serving customers etc

#### Cleaning

Frequently cleaning and disinfection of objects and surfaces that are touched regularly by anyone

Use of appropriate cleaning products and method with correct dilution and contact times

Thorough cleaning regime to be followed: remove debris, use hot water and detergent, sanitise

Ensure proper use of PPE by staff - dedicated a 'PPE Champion' where relevant

Wash work clothes and washable PPE at 60°C using biological washing powder (or place in a bag and wash as normal after 72 hours)

#### Toilets

Outer lobby door can be held open during trading where this does not lead into a food room

Where possible, additional 'sanitiser points' are positioned close to entrance / within the inner WC facility

Inner door has signage either side to indicate maximum number of occupants:

- Please knock and wait to confirm toilet facilities are vacant / there is sufficient space before proceeding

Signage to show any wash hand basins, cubicles, urinals etc which have been taken out of use to reduce overcrowding and maintain physical distancing

Signage to encourage hand washing and to demonstrate the correct procedure should be considered

Anti-bacterial liquid soap should be used where available. Other products such as hand lotions or moisturisers should be removed.

#### Physical and social distancing

##### Staff areas

Maintain two metre separation in all work areas *where possible*:

- Stop undertaking tasks where people are required to work within one metre of each other
- Reduce the number of staff working
  - in total
  - in specific pinch point areas
  - at specific times, e.g. stagger start and finish times
  - in close proximity to the least amount of time possible
- Modify work activities, including the range of services and products provided to customers, in order to reduce the staff requirement
- Source alternative products which require less or no preparation to reduce the requirement for staff to undertake tasks
- Think about how specific activities are undertaken and consider if changes need to be made to keep people safe, e.g. dray deliveries, work in the cellar etc
- Mark out dedicated work areas to show the boundary of physical distancing
- Consider having staff work back to back or side by side, rather than face to face
- Reorganise work areas to accommodate spacing where possible
- Move work activities to alternative locations if these are available
- Erect screens or similar barriers to protect staff working closer than two metres to people
- Consider how technology may help reduce interaction, e.g. the use of apps, contactless payment card readers etc

- Use signage to remind staff and visitors to maintain physical distancing guidance
- Where none of the above can be enacted, consider providing additional Personal Protective Equipment (PPE) such as face coverings, face shields, non-latex gloves etc and ensure staff are trained in the safe use of this equipment

#### Front of house

Consider how to manage the bar area and how customers will place and receive orders  
Reduce capacity to ensure customers are able to adhere to social distancing and how this will be controlled

Where queuing is likely to enter the premises, how will this be managed

Remove tables and chairs to reduce capacity or swap for more compact furniture to maximise available space

Remove furniture which causes pinch points for staff or visitors

Establish a 'one way system' where possible using separate entry and exit doors

Providing signage which reminds visitors of the need for social distancing and explains any controls you have put in place

Hold open doors during trading hours where this does not conflict with fire safety requirements

Smoking areas may need to be moved or enlarged to ensure social distancing rules can be followed

Hotels and letting accommodation require further controls and should be considered in a separate risk assessment

#### Making other changes to operational practices

Review the retail offering to customers and modify this where it is reasonable to do so so as to reduce customer interaction and the potential for infection spread. Consider points such as:

- Is it possible for children to be safely permitted at site
  - Should childrens' play equipment be taken out of use
- Should carveries, buffets or complimentary food placed on bars stop being offered
- Will pool tables, darts, games, jukebox etc be made available
- Can 'communal' items be removed or substituted, e.g. menus, bottles of condiments, table candles, bar runners

#### Training of staff as to the risk and the necessary controls

Staff will be trained in the contents of this risk assessment and the controls established to reduce the potential spread of infection. In particular this will include:

- Understanding the importance of declaring any changes in health status
- The need for effective hygiene, including personal hand hygiene
- How to clean to the required standard
- Physical and social distancing measures
- Changes to operational practices which have been made

Management will ensure that training is applied, and that this is recorded.

Management will ensure staff consistently follow the controls which have been established.

#### **Symptoms of Covid-19**

If any member of staff becomes unwell with any one of the symptoms of Covid-19:

- high temperature
- new continuous cough
- loss or change to your sense of smell or taste

they will be sent home and advised to follow the Government's self isolation guidance.

## COVID 19 BUSINESS RISK ASSESSMENT

For employees with symptoms, a test should be ordered at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or telephone 119. Staff will be requested to confirm the results of the test.

Where confirmation is received that a member of staff or the public has tested positive for Covid-19 and were at the premises the following should be considered:

- Targeted cleaning of the areas where the individual was present if in the last 72 hours
- Notification to other staff who worked alongside the individual that a positive test has been recorded

### What else can we do / what else is required?

*Use this space to record any additional controls which need to be put into place*

### Action completed

*Sign and date when the control has been established*

Where the level of risk changes as a result of the additional controls being established, update the overall risk rating at the top of the document

Indicate who carried out the initial assessment, and then who has undertaken any subsequent review of the risk assessment

Name	Position	Date

**Who needs to know about or be trained in these findings?**

Publican and all site staff

**When does the risk assessment need to be reviewed?**

The content should be reviewed when new guidance from the Government or authoritative sources, e.g. BBPA is issued.

This risk assessment will be reviewed on the following basis: \_\_\_\_\_