

Red Lion Inn – Coronavirus COVID-19 Risk Assessment

The following assessment looks at how the sites will potentially manage the risk of COVID-19 when the site is trading. All government guidelines will be followed, & the risk assessment looks at how this can be implemented. The assessment will look at all scenarios & offer a reasonable & practicable control measure.

PEOPLE EXPOSED TO POTENTIAL HARM-----

- Staff Members
- Contractors & visitors (e.g. cleaners, sales reps)
- Guests
- Passing members of the general public
- Family members
- Delivery drivers

HAZARDS-----

- Spread of virus amongst members of staff
- Spread of virus to/from contractors & visitors
- Spread of virus to/from guests
- Spread of virus to/from general public
- Spread of virus to/from family members
- Spread of virus to/from delivery drivers
- Lack of cooperation from guests
- Lack of communication to guests

CONTROL MEASURES -----

ACTION REQUIRED	METHOD	PERSON(S) RESPONSIBLE	ACTION BY WHEN?
<p>Staff Personal Hygiene & Health Practices.</p> <ul style="list-style-type: none"> ✓ All staff members to be reminded to wash their hands for at least 20 seconds with soap & water & dry with disposable paper towels at the beginning, during & end of every shift. ✓ All staff members to be reminded to wash their hands or use the staff only 80% alcohol gel sanitiser provided between serving each customer e.g. after handling plates, cutlery or glasses etc. ✓ All staff members to be reminded to “Catch it, Kill it, Bin it” in the event of needing to cough or sneeze using the staff tissues provided. ✓ Any member of staff displaying any symptoms of Covid-19 including, but not limited to, a temperature of 37.8°c or above or a continuous cough will not be allowed to enter the premises & will be sent home & instructed to follow self-isolating guidance. ✓ Staff to be instructed that any member who develops or shows any symptoms of Covid-19 including, but not limited to, a temperature of 37.8°c or above or a continuous cough whilst at home are not to attempt to come to work but rather to stay at home & follow self-isolating guidance. 	<ul style="list-style-type: none"> ✓ Verbal communication ✓ Information posters ✓ Use of infrared thermometer ✓ Provision of staff use only 80% alcohol hand sanitising gel ✓ Provision of staff use only tissues 	<ul style="list-style-type: none"> ✓ Business owner <u>FRONT OF HOUSE</u> ✓ FoH Manager or ✓ Shift Supervisor <u>KITCHEN</u> ✓ Head Chef or ✓ Lead chef 	Ongoing

ACTION REQUIRED	METHOD	PERSON(S) RESPONSIBLE	ACTION BY WHEN?
<p>Staff Social Distancing Measures</p> <ul style="list-style-type: none"> ✓ Reduce the number of staff from different households allowed in the kitchen at any one time to a maximum of 5 including a maximum of 3 chefs on shift. ✓ Only fully vaccinated staff allowed behind the bar & limit to 2 at any one time due to space limitations. ✓ Reduce the number of staff from different households allowed serving front of house at any one time to a maximum of 6 which will allow distance to be maintained in each separate room. 	<ul style="list-style-type: none"> ✓ Limit shift rotas to maximum numbers outlined in risk assessment. ✓ Limit reminder signage in kitchen & behind bar. 	<ul style="list-style-type: none"> ✓ Business owner <p><u>FRONT OF HOUSE</u></p> <ul style="list-style-type: none"> ✓ FoH Manager <p><u>KITCHEN</u></p> <ul style="list-style-type: none"> ✓ Head Chef 	<p>Ongoing</p>
<p>Customer Social Distancing & Sanitising Measures</p> <ul style="list-style-type: none"> ✓ Create one way system for entrance & exit from the building. ✓ Inform customers that face coverings are preferred when not seated. ✓ Reduce the number covers in the restaurant from 24 to 18 & space remaining tables adequately. ✓ Reduce number covers in the front lounge from 16 to 12 & maintain walkway separated from tables. ✓ Only fully vaccinated 'known local' customers to use bar stools & reduce to 3, provide table service only to other tables & reduce the capacity of the bar from 25 to 15. ✓ Maintain two-way separated walkway using a rope barrier in the corridor leading to the toilets & exit door with keep left signage. ✓ Block off lower entrance to restaurant to maintain social distancing from tables. ✓ Maintain a 1 person at a time rule for the toilet areas. ✓ Continue to provide customer use 70% alcohol gel sanitising stations at the entrance & at key location in the building such as outside the toilet doors. ✓ Continue to provide an individual 70% alcohol liquid hand sanitiser bottle at each dining table. ✓ All tables to be sanitised using approved food safe sanitiser & only lay cutlery/condiments once guests are seated. 	<ul style="list-style-type: none"> ✓ Verbal communication. ✓ Information posters. ✓ Directional signage. ✓ No entry signage. ✓ Removal of tables & chairs. ✓ Provision of 70% alcohol hand sanitising gel & liquid. ✓ Provision of food safe table sanitiser. 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Manager 	<ul style="list-style-type: none"> ✓ Prior to the 7th of August ✓ Ongoing

ACTION REQUIRED	METHOD	PERSON(S) RESPONSIBLE	ACTION BY WHEN?
<p>Customer Track & Trace Detail Capture</p> <ul style="list-style-type: none"> ✓ The contact details of one person per reservation or walk-in to be taken & stored in the ResDiary reservation management system along with the total number of people in the party. 	<ul style="list-style-type: none"> ✓ Manual data entry into system for walk ins. Check all pre reservations should already have correct contact details. 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Manager ✓ Bar Staff 	<ul style="list-style-type: none"> ✓ Prior to the 7th of August ✓ Ongoing
<p>Premises Ventilation</p> <ul style="list-style-type: none"> ✓ Ensure all windows are opened where the weather allows. ✓ Ensure the entrance & exit doors are propped open where the weather allows. ✓ Ensure main log fire chimney is swept & remains unblocked to maximize upward draw. 	<ul style="list-style-type: none"> ✓ Open all windows & doors prior to the commencement of business each day. ✓ If weather is wet open rear stock room door. ✓ Visual check on the main log fire chimney each day 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Manager ✓ FoH Staff 	<p>Ongoing</p>
<p>Supply & use of Staff Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> ✓ All front of house staff members to be issued with reusable or disposable facemasks. ✓ Facemasks are to be worn by all unvaccinated or partially vaccinated staff during service & sanitised between each shift. Face coverings are also preferred for fully vaccinated staff but are not mandatory. ✓ The current use of blue gloves is to continue in the kitchen during food prep & handling as per current guidelines. Staff to be reminded that the use of gloves is not a substitute for correct & regular hand washing &/or sanitising. ✓ Blue gloves are not to be used for front of house service due to the risk of cross contamination & the need for constant replacement. Regular hand sanitation is to be used instead. 	<ul style="list-style-type: none"> ✓ Ensure continuous supply of disposable facemasks ✓ Ensure sufficient supply of blue gloves for the kitchen staff. ✓ Verbal communication 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Manager ✓ Head Chef or ✓ Service Lead 	<ul style="list-style-type: none"> ✓ Prior to the 7th of August ✓ Ongoing
<p>Deliveries</p> <ul style="list-style-type: none"> ✓ Drivers to limit direct contact with staff & sanitise hands prior to delivering. ✓ Deliveries to be left outside or placed straight into cellar or fridges & will not be signed for. ✓ Drivers displaying any symptoms of Covid-19 will not be allowed to enter the premises. ✓ Drivers wishing to use toilet facilities should be briefed on the one-way system & sanitising stations before entering & leaving the public areas. 	<ul style="list-style-type: none"> ✓ Verbal communication. ✓ Information posters. ✓ Directional signage. 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Staff ✓ Kitchen Staff 	<ul style="list-style-type: none"> ✓ Ongoing

ACTION REQUIRED	METHOD	PERSON(S) RESPONSIBLE	ACTION BY WHEN?
<p>Enhanced cleaning schedules</p> <ul style="list-style-type: none"> ✓ High use touch points such as door handles, knobs, push plates, light switches, handrails, taps, PDQ machines, touchscreen tills, toilets, table tops etc. require regular cleaning with a recognised food safe sanitising product with increased frequency. ✓ Public toilets, sink areas, entrance, exit & internal door handles & push plates to be cleaned at least once every hour with a recognised food safe sanitising product. ✓ PDQ machines to be sanitised before & after every use & touchscreen tills to be sanitised at the start & end of every shift with a food safe sanitising product ✓ All tables to be sanitised using approved food safe sanitiser between use by different customer groups. ✓ Guests to be encouraged to use the 70% alcohol hand sanitiser provided before entering & upon leaving the toilets &/or premises. 	<ul style="list-style-type: none"> ✓ Verbal communication. ✓ Information posters. ✓ Directional signage. ✓ Provision of 70% alcohol hand sanitising gel & liquid. ✓ Provision of food safe table sanitiser. 	<ul style="list-style-type: none"> ✓ Business owner ✓ FoH Manager ✓ FoH Staff 	<ul style="list-style-type: none"> ✓ Ongoing