**COVID-19 reopening risk assessment**

**Please also refer to the Government’s** [**COVID-19 Secure Guidance**](https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf) **and** [**Maintaining Records Guidance**](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | * Assessment of staff and circumstances carried out including:
	+ 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 and mental health
 |  |  |  |  |
|  | Risk to staff at work | * For general staff protection:
	+ 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
	+ Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Trace and Test.
* 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
 |  |  |  |  |
| Brewery | Risk to staff and customers | * Ensured all staff wash hands on arrival and re-entering with staff reminders
* Frequent cleaning schedules introduced
* Allowed staff to work further apart during brewing tasks (brewing, bottling and packing). Where not possible, arranged people to work side-by-side/ facing away or used screens
* Visitors are kept to a minimum
* Recording visitor details for 21 days to assist NHS Test and Trace (see [guidance](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate))
* Brewery area roped off from taproom/ bar
 |  |  |  |  |
| Kitchen | Risk to staff | * Following [guidance](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) 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
 |  |  |  |  |
| Public Bar/ taproom | Risk to staff | * Developed a plan for the specific premises to reflect risk assessment
* Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken
* Considered if protective clothing and equipment, such as masks, is needed
* Stalled screens to protect staff where needed
 |  |  |  |  |
|  | Risk to customers | * Developed a plan for the specific premises to reflect risk assessment
* Cleaning:
	+ 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
	+ Emptying glasses collected from table by staff, customers discouraged from returning them to the bar.
* Social distancing:
	+ 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
	+ Uni-directional movement and separate order and collection points
	+ Ensuring customers do not remain at bar after ordering
* Communication:
	+ 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
	+ Encouraging customers to share their details to support NHS Test and Trace
	+ Informing customers that they should be prepared to remove face coverings for identification
* Offering cashless payment and discouraging the use of cash
* Maintaining a secure and temporary record of customers for 21 days to assist NHS Test and Trace including name of customers or lead member of group, contact phone number, date/ time of visit
* Developed policy if customer refuse to share details for NHS Test and Trace
* Not permitting live performances and restricting music volumes to discourage shouting
 |  |  |  |  |
| Customer Toilets | Risk to staff and customers  | * 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
 |  |  |  |  |
| Seating area/ dining | Risk to staff and customers | * Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between guests in queues and between tables
* 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
 |  |  |  |  |
| Takeaway services | Risk to staff, customers and delivery drivers | * Following all legal requirements for food safety, including allergen information on request (see [guidance](https://www.food.gov.uk/business-guidance/food-safety-for-food-delivery))
* Encouraging customers to order online/ telephone
* Minimising contact between staff and customers/ delivery drivers
* Have hand sanitiser dispensers at collection area and external doors
* Offering cashless payments
* Screens between staff and customers where appropriate
 |  |  |  |  |
| Outdoor areas | Risk to staff and customers | * 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
 |  |  |  |  |
| Cellar | Risk to staff and deliverers | * 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
 |  |  |  |  |
| Deliveries received | Risk to staff and deliverers | * Maintaining distance rules when taking deliveries and where possible verify using digital forms
* 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
 |  |  |  |  |
| Deliveries to customers | Risk to staff and customers | * Deliveries are staggered so arrive and leave the brewery at different times
* Drivers leave deliveries on the door steps of customers
* Gloves worn at all times and hand sanitiser used
* Social distance measures maintained
 |  |  |  |  |