**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)

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| **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 |  |  |  |  |