

Supported by:

**COVID R.E.A.D.Y Risk Assessment
Developed in association with Primary Authority**

 .
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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| **Hospitality Sector:** | Pubs – 75%capacity  |

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| **Assessment Details** |
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| **Membership Organisation:** | Click here to enter text. | **Date:** | Click here to enter text. |
| **Business Name:** | Click here to enter text. | **Address:** | Click here to enter text. |
| Click here to enter text. |  |  |
|  | **Post Code:** | Click here to enter text. |
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| **Insurance Certificate:** |[ ]  **Gas Safety Certificate:** |[ ]  **Fire Risk Assessment:** |[ ]  **CO Detectors:** |[ ]
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| **Completion Guide:** |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**. Score each job hazard rather than each control measure. |
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| Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major  | **3** Lost Time Injury | **2** Minor | **1** Delay |
| Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen |

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| The figures will give a risk score between **0** and **36**:**0-10** low risk (Green)**11-20** medium risk (Amber)**21-36** high risk (Red) | **0-10** | **Green****Low Risk** | **11-20** | **Amber****Medium Risk** | **21-36** | **Red****High Risk** |
| Focus should be placed on any high-risk areas and where risk can be mitigated. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
| **EXAMPLE****Person to person contact while ordering / collecting / delivering food / drinks during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | Booking all food led tables by online or telephone methods | Card payment only | **4** | **2** | **8** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Person to person contact whilst within premises, moving about the premises and delivering food & drink to tables. Including outside areas.** | Becoming infected with COVID-19 and further spread the infection to colleagues and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Ensure staff have signed a fit for work document and fully understand their responsibility to report symptoms, as well as their role when it comes to social distancing. Make a handwashing station available upon entry to your premises – best practiceRelocate furniture to ensure distancing is possible and make it clear that chairs and tables are not to be moved, also ensure a clear pathway throughout the premises. 2m from seat to seat to next table.Encourage customers through clear external signage and by having someone at the entrance to only enter premises if they (and all in their households) are free from Covid-19 symptoms, and how to safely navigate premises.Contact details of lead customer upon entry - for future contact tracing – hold details for minimum 21 daysMonitor and manage any queues that build up outside or in entrance ways using 2m ruleConsider Meet and Greet staff to maintain control of premises when operating at 75% capacity.Encourage customers to order via app / phone etc if possible.Remove condiment stations and deliver directly to tables.Always remind parents to keep children supervised and seated within their immediate area , and not to wander.Hand out disposable menus to each customer and ask them to place them in the bin on their way out or use QR codes.Place Perspex barriers between staff service points and customers ie: TillsFloor markings and/or directional arrows in customer areas to indicate appropriate social distancing. One way if possibleEnsure all procedures are followed in outside areas as well. Social distancing should still be respected even if in garden areas.Do not allow standing drinking in entrances and communal areas and encourage seated drinking only. | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Person to person contact among staff** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Clear floor markings throughout kitchen/back areas showing appropriate social distances to be respectedStaffing levels to be relevant for 75% capacity and to maintain control whilst adhering to social distancing.Ensure all staff are trained in the use of, and provided with the correct PPE to carry out normal duties and cleaning dutiesPlace signage in staff toilet areas encouraging hand washing Review procedures for staff lunches and use of communal cooking appliances – restrict numbers of personnel in staff canteens at any one time. | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Preparing of Food & serving of drinks** | Becoming infected with COVID-19 and further spread the infection |  |  |  | Additional hygiene practices should be in place within kitchens and Chefs should be ‘distanced’ on workstations.Encourage formation of ‘work bubbles’ where possibleDirty plates and glasses are to be put in a separate area of the kitchen with no chance of cross contamination with the cooking areas. Where this is not possible these plates and glasses should not be handled by staff preparing food unless stringent personal hygiene is in place. This is the highest risk area.If food comes back to the kitchen that is incorrect or missing a part of the meal, dispose of it and prepare a new meal.Ensure that all plates, cutlery, and glasses are cleaned at a high temperature after use, above 60 degrees.When preparing drinks, staff should only hold the bottom half of the glass and present the top half to the customer when deliveringPumps and high contact areas behind the bar should be cleaned after each use |  |  |  |
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| **Public usage and cleaning of public toilets within the premises** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Try to minimise number of customers using toilets at any time. Close off every other urinal and adding floor markings and hand washing signage.Replace air dryers and linen towels in all toilets with paper towels and a foot operated lidded swing bin or open bin for disposal of these itemsDouble bag disposal of used paper towelsEnsure a robust cleaning schedule is in place for all toilets, use a cleaning checklist and have it on display for transparency. Minimum every 1 hour for 75% capacity in a food led establishment, more frequently for a liquor led establishment.Food handlers not to clean toilets.Provide a training programme with all the staff to ensure knowledge and standards of cleaning requirements and monitor these.Perform a deep clean each night. | Click here to enter no. | Click here to enter no. | Click here to enter no. |
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| **Use of lifts by both customers and staff if appropriate****NO ‘MIXED’ GUESTS** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Priority use onlySignage to reduce the number of people in the lift and to adhere to social distancing, consider foot markers in each corner of the lift. 2 household bubbles only if travelling together.Regular deep clean of the lifts especially the button panel as this is a high-volume touch pointPerform a deep clean of the lifts at night | Click here to enter no. | Click here to enter no. | Click here to enter no. |
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| **Lay Out** | Becoming infected with COVID-19 and further spread the infection |  | Not use / turn off gaming machines and ATM / Juke Boxes etcMusic to be maintained at a just audible level to avoid customers raising their voices or leaning in to talkRemove unused furnitureOperate table service only where possible.Clear signage to ensure that customers do not congregate but remain seated If operating at 75% capacity 2m seat to seat to next table will still apply. |  |  |  |
| **Deliveries In/Out** | Becoming infected with COVID-19 and further spread the infection  | Click or tap here to enter text. | Check with all external delivery companies what their updated social distancing procedures are and how that affects your business Less deliveries / staggered time of deliveriesUse correct PPE when handling deliveries in and do not allow delivery drivers into the back of house area. Ask them to wait outside and takeaway food should be taken outside to them.Clean delivery boxes on arrival back into the building and utilise disposable delivery boxes where possible.Avoid the handling of cash deliveries where possible, encouraging those placing orders to pay online or by phone before their delivery arrives. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Infectious outbreak within premises** | Becoming infected with COVID-19 and further spread the infection Contaminated premises / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. |  If you are to find out that a guest is COVID-19 positive, take every precaution in handling the situation. Contact 111 for instructions.Inform all staff and customers immediately that the area the customer contacted is in quarantine and do not enter.Utilise the NHS track and trace system to ensure all cases are accounted for if the situation becomes worse and others that may have been contaminated are aware.Restrict entry to your premises, and do not allow more people to enter until it has been deemed safe to do so by EHO.Minimise contact with all others whilst handling this process.Leave premises empty for as long as possible, 72 hours ideally, post deep clean. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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