

What is the hazard	Who is at risk	Inherent risk	Controls	Recommendations	Residual risk
Covid – 19 <b>Cellar deliveries</b>	Draymen, employees, customers, contractors	<b>Low</b>	<ul style="list-style-type: none"> <li>• Outside cellar door to be opened by barman on delivery arrival</li> <li>• Lights to be turned on by barman on arrival</li> <li>• Staff to leave the cellar to allow draymen to work at a safe distance</li> <li>• Disposable gloves are available for draymen to use if required</li> <li>• Clear path way to cellar door adhering to social distancing guidelines</li> <li>• All empty barrels to be left outside for collection</li> <li>• Hand washing facilities and anti-bacterial soap is available at the hand wash sink behind the bar</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff are aware of our Covid – 19 safe practices.</li> <li>• Staff are trained in correct use of all PPE</li> <li>• Staff to be regularly reminded to wash hands and the importance of social distancing.</li> <li>• Suppliers to offer signless delivery check list.</li> <li>• Staff to wash hands or sanitise after changing every barrel.</li> <li>• Supplier to offer time slots for deliveries</li> </ul>	<b>Low</b>
Covid – 19 <b>Kitchen deliveries</b>	Delivery driver, employees, customers, contractors	<b>Low</b>	<ul style="list-style-type: none"> <li>• Deliveries to be made to allocated outside delivery area</li> <li>• Kitchen staff will collect delivery and sign appropriate paperwork</li> <li>• Returnable crates will be left outside for collection</li> <li>• Kitchen staff to wear disposable gloves when bringing in deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery drivers to be made aware of opening times</li> <li>• Suppliers to offer signless delivery check list.</li> <li>• Ensure staff are aware of our Covid – 19 safe practices.</li> <li>• Staff are trained in correct use of all PPE</li> <li>• Staff to be regularly reminded to wash hands and the importance of social distancing.</li> <li>•</li> </ul>	<b>Low</b>

<p>Covid – 19 <b>Toilets</b></p>	<p>Employees, customers, contractors</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Antibacterial soap is provided and people using the toilets are encouraged to wash their hands to current guidelines.</li> <li>• Rigorous cleaning and sanitising of high touch areas such as door handles, taps, and flush levers will take place before each service.</li> <li>• Those using the toilets are asked to adhere to a “one in, one out” system. Also to respect the space of others with a minimum of one meter plus social distancing.</li> <li>• Follow floor markings to enter and exit the toilets.</li> <li>• A toilet cleaning schedule could be made visible to the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional signage to encourage people to wash their hands.</li> </ul>	<p><b>Low</b></p>
<p>Covid – 19 <b>Bar and Restaurant</b></p>	<p>Employees, customers, contractors</p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• A one way system is operated throughout the pub with floor markings guiding the way.</li> <li>• A Perspex barrier is fixed to the bar to protect both staff and customers. These will be sanitised clean every day.</li> <li>• There will be a separate ordering point and collection point for drinks at the bar.</li> <li>• A clean glass will be used for every drink. No refills in used glasses.</li> <li>• Bar trays to be sanitised after every use.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure holding doors open does not conflict with fire regulations.</li> <li>• Back to back passing of each other at pinch point areas</li> <li>• Encouragement of social distancing to a minimum of one meter plus.</li> <li>• Staff to use single use towels when drying hands.</li> <li>• Glass washer to be running above 80oc on final rinse.</li> <li>• Prefer contactless payment over cash.</li> </ul>	<p><b>Low</b></p>

			<ul style="list-style-type: none"> <li>• Doors to be held back where possible to reduce the need of touching handles.</li> <li>• Only one person per party/booking is permitted to queue for the bar at one time.</li> <li>• Guests details will be taken upon entering to help with the governments Track and Trace service.</li> <li>• Menus are single use and will be disposed of after use.</li> <li>• On top of already rigorous cleaning extra sanitising will take place on high touch areas such as door handles, chair backs, cruets, tables, taps, till screens, tablets, credit card machines and bar top.</li> <li>• Signs are placed on tables that are not eligible for selling so that social distancing can occur.</li> <li>• Employees are encouraged by line managers to wash their hands or use sanitiser regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff are aware of our Covid – 19 safe practices.</li> <li>• Staff are trained in correct use of all PPE</li> <li>• Staff to be regularly reminded to wash hands and the importance of social distancing.</li> </ul>	
Covid – 19 <b>Back of House</b>	Employee’s, delivery drivers, contractors	<b>Low</b>	<ul style="list-style-type: none"> <li>• Kitchen staff are able to work socially distanced, where this isn’t possible then side by side or back to back working is encouraged and the use of face masks.</li> <li>• The walk-in fridge and dry store operates a one in, one out system.</li> </ul>	<ul style="list-style-type: none"> <li>• Dish washer to run at 80oc+ on final rinse.</li> <li>• Metal chain fly screen discouraged how ever an auto close door is preferred that can be easily sanitised.</li> <li>• A nominated place for staff possessions is encouraged.</li> </ul>	<b>Low</b>

			<ul style="list-style-type: none"><li>• Safer Food Better Business is filled in every day.</li><li>• All work benches, sinks, taps, knives, chopping boards to be sanitised after every use.</li><li>• Front of house staff not permitted to stand and wait for food directly in front of the hot plate.</li><li>• Employees are encouraged by line managers to wash their hands or use sanitiser regularly.</li><li>• Only single use blue towel to be used when sanitising in the kitchen.</li><li>• Taking breaks alone is encouraged.</li><li>• Ensure good ventilation with the use of extractions fans and keeping doors open.</li><li>• Staff are asked to leave personal belongings in their car or bags.</li><li>• Kitchen cloths, waiter cloths, apron and chef jackets are all laundered by a specialist company.</li><li>• If hair is long enough to be tied back then it should be.</li><li>• FOH staff are to have a clean apron every day.</li><li>• All staff to use the toilet in the back of our shop.</li><li>• Staff are to use the allocated space for changing uniforms.</li></ul>	<ul style="list-style-type: none"><li>• Ensure staff are aware of our Covid – 19 safe practices.</li><li>• Staff are trained in correct use of all PPE</li><li>• Staff to be regularly reminded to wash hands and the importance of social distancing.</li></ul>	
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<p>Covid – 19 <b>Garden</b></p>	<p>Employees, customers, contractors</p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• Outside benches are positioned to be socially distanced and should not be moved.</li> <li>• Parents are asked to make sure that children are supervised at all times so not to cause any concern or uncomfortable feeling towards others guests.</li> <li>• Benches will be sanitised after every use.</li> <li>• Follow guidance set out to adhere to queuing procedures and one way systems.</li> <li>• Extra bins are provide for customer waste and used PPE.</li> <li>• Dogs must be kept on a lead at all times.</li> <li>• Playing boule is permitted but participants must be at the minimum social distance. Boule borrowed from the pub will be sanitised when returned.</li> <li>• Dining is only permitted sat at a table.</li> </ul>	<ul style="list-style-type: none"> <li>• Once sat down at a bench only get up to order more drinks or to use the toilet.</li> </ul>	<p><b>Low</b></p>
<p>Covid – 19 <b>Bedrooms</b></p>	<p>Employees, customers, contractors.</p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>• On top of our already rigorous cleaning regime extra attention will be taken to the sanitising on top of cleaning.</li> <li>• Guests to watch our video on new check in procedures.</li> <li>• Outside key boxes to be sanitised every day.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff are aware of our Covid – 19 safe practices.</li> <li>• Staff are trained in correct use of all PPE</li> <li>• Staff to be regularly reminded to wash hands and the importance of social distancing.</li> </ul>	<p><b>Low</b></p>

			<ul style="list-style-type: none"><li>• For stays more than one night, no staff will enter your room unless asked to do so.</li><li>• Rooms keys will be sanitised after checkouts.</li><li>• Breakfast is provided in our restaurant on allocated tables.</li><li>• Internal doors to be left open to reduce the need of touching handles.</li><li>• Extra sanitising to the stair bannister and guest entrance door handles.</li><li>• Once checked in guests are asked to adhere to all of the measures put in place to protect customers and staff.</li></ul>	<ul style="list-style-type: none"><li>• Guests should be encouraged to wear masks in communal corridors.</li></ul>	
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