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<< Company/Business Name>>COVID-19 Re-open pub/restaurant Example

Example Risk Assessment RA Ref No:

Assessor	Job
A N Other	The pub/restaurant Manager

Assessment Date	Review Dates
15th July 2021	

Assessment Location	Drink in hand, village green
Persons at Risk	Customers, Staff (Kitchen, Bar, Reception), Delivery Personnel, Contractors

The risk assessment and controls/measures below have been completed to assess the risk to staff, guests, customers and delivery personnel in respect of the Coronavirus and to eliminate/reduce the potential for the spread of the virus through the location, the contamination of surfaces, and to maintain social distancing practices. These controls/measures are designed to protect the health and safety of staff, guests and other customers, and the tasks undertaken by the staff.

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This risk assessment is in addition to the Company's common law duties under the Health and Safety Regulations.

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This risk assessment has been completed in accordance with the requirements of the Health and Safety Regulations. Copies of the signed COVID-19 Secure Notice are on display at selected parts of the Location.

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Factors Causing Spread of Virus	Example Controls/Measures
Contact with infected persons: Staff	All staff must provide evidence of COVID-19 Health Declaration. All staff travelling to work must wear face covering. All staff will wear face covering in all areas.
Contact with infected persons: Guests and Customers	All guests will be requested to wear face covering in all public areas unless eating or drinking.
Overcrowding and Congestion in Food and Beverage Service Areas	A one-way system will be implemented and staff requested not to congregate in service areas.
Proximity of Guests and Customers to Staff and other Guests/Customers	Customers will be requested to maintain social distancing throughout the location.

	Further Measures
Contact with infected persons: Staff	The Assessor or shift manager will check each staff member has completed the Declaration before they enter the location and keep records of arrivals. All staff will be temperature checked before entering location.
Contact with infected persons: Guests and Customers	
Overcrowding and Congestion in Food and Beverage Service Areas	
Proximity of Guests and Customers to Staff and other Guests/Customers	Information, signs and markings have been distributed where practical at the entrance and throughout the location to promote social distancing and hygiene.

SAMPLE

Factors Causing Spread of Virus	Existing Measures
Proximity of Staff to other Staff and Customers	All staff interacting directly with customers, e.g. waiters, must wear face masks and clean face masks daily.]
Contaminated and potential contaminated surfaces	The premises have been disinfected on opening, applying approved cleaning products.
Contamination and potential contamination of surfaces	Hand sanitiser has been provided at the location, as well as at the entrance.

Action Required
All measures to be constantly reviewed. A full review, including consultation with staff, to be completed at the end of each week to ensure that staffing levels and social distancing measures are sufficient to manage customer numbers, customer service and customer flow in respect of congestion points.

Action Required
Congestion points, particularly the entrances and queue areas be to be reviewed. Housekeeping and room service rotas and effectiveness to be assessed.

Further Measures
Queue management measures have been established for those parts of the location that are likely to get congested. For further details see below.
Staff rotas agreed to ensure staffing levels are sufficient to manage customer service requirements and enable safe distancing for staff.
The premises will continue to be cleaned daily. Specific parts of the location will need further cleaning during working hours – please see details below.
At intervals during the working day the availability of hand sanitiser will be checked and replenished. A staff member will be allocated this responsibility for each day / working shift.

Actioned By	Date
The Assessor	July 2021

Actioned By	Date
The Assessor	

SAMPLE

Other Workplace Premises	Ex	Further Measures
Kitchen	<p>A maximum of only [?] time, and where practical within which to work.</p> <p>These work areas have distancing guidelines (2m is not viable).</p> <p>Cleanable panels have</p> <p>Floor markings have been distancing.</p> <p>The kitchen is deep clean</p>	<p>Kitchen staff rota has been revised to restrict the number of workers interacting together. Where staff are required to work in close proximity these working partnerships should be maintained as regularly as practical.</p> <p>Workers are required to keep to the one-way traffic flow designed to minimise contact.</p> <p>To minimise contact between kitchen workers and front of house workers food can only be collected at the specific and relevant counters for service provision.</p> <p>PPE is available to all kitchen staff. Additional cleaning of work surfaces and cooking utensils will be regularly completed. These will be recorded with the daily cleaning records.</p>
Storeroom, walk-in pantries, fridges and freezers	With limited open space restricted to only one member of staff is required for safety and manual handling	Where 2 staff members are necessary, they should try to work side by side rather than face on, and consistent work partnerships should be established for any shared tasks. See Deliveries below.
Backroom Office	<p>A maximum of only two at any one time to maintain only one person.</p> <p>A screen(s) has been set to ensure social distancing</p>	<p>Staff should not congregate around any desks.</p> <p>There will be no sharing of desks/workstations, equipment or phones.</p> <p>Communal equipment such as copiers will be cleaned immediately after use by the user.</p> <p>Hand sanitisers are available by the door.</p>

Action Required

The staff rota to be reviewed at the end of each work to assess the duties and the impact of menu changes.

Actioned By

The Assessor and bar manager

Date

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Other Workplace Tasks	
Deliveries to the location	Deliveries will not be signed for (to ensure continuity) and will only be delivered to the storeroom. 2m social distancing should be maintained.
Regular cleaning duties	Parts of the premises will be cleaned each day: check-in desk; kitchen; bar; and restrooms.
Accidents, security and other incidents	Incident and emergency procedures should be followed to ensure, where practical, that the safety of staff and customers is maintained.
No other tasks which involve necessary sharing and/or proximity have been identified.	Staff are requested to be aware of the risks of such tasks they consider and complete a risk assessment.

Action Required
All deliveries where possible to be scheduled between xx.xx and xx.xx to minimise contact with guests and customers.

Assessor's Signature	
Approved by	

	Further Measures
For legal reasons.	If a delivery must be signed the signor should use their own pen and wear gloves when handling the signature sheet.
Is practical.	Gloves are available for handling deliveries if requested by staff. If more than one member of staff is required to move the delivery to the storeroom, gloves & masks must be used by both staff members. This pair of staff should also continue to work together for any tasks that require more than one person in the storeroom. Any lifting or carrying equipment such as a trolley must be cleaned at the start and end of every day, as well as after use.
Throughout the day.	A daily rota will be put in place so that this responsibility is shared by all staff.
Reviewed to ensure it can be	
Minimise any risk	

Actioned By	Date
With staff, Assessor	

Job Title	

Approver's Signature:

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