

COVID-19 Risk Assessment

Assessment Details

Business Name:	Completehotels Ltd T/as The Vine Inn	Date:	11 April 2021
Address:	105 The Street, Black Notley Essex CM77 8LL	Completed by	Robert Smith

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.

Severity (S):	6 Multiple Death	5 Single Death	4 Major Injury	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

The figures will give a risk score between **0** and **36**:
0-10 low risk (Green), **11-20 medium risk (Amber)** and **21-36 high risk (Red)**.

Focus should be placed on any high risk areas and where risk can be mitigated.

Notes go here...

Job Hazard Exposure / Detailed Hazard	Possible Harm and Effects	Existing Control Measures	Recommended Controls / Information (In Priority Order)	S	L	R
Deliveries	Becoming infected with COVID-19 and further spread the infection	All deliveries come into back yard through controlled gate.	Check with delivery companies what their updated social distancing procedures are and how does that affect your business Less deliveries/ different time of deliveries / train staff to step away / wash hands after each delivery Sanitiser to be available in yard	2	2	4
Daily service of food & beverage – Person to Person contact during Covis 19	Becoming infected with COVID-19 and further spread the infection	Entrance and exit programme in operation to avoid congestion	Have a clear timed availability for dining – use online table reservation system	4	3	12

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		<p>NHS track & trace poster printed and stapled to every table</p> <p>Instructions on how to register, order & reminders about not entering building on tables</p> <p>Customers are not to be served without first registering</p> <p>Staff to wash hands every 30 minutes for at least 20 seconds</p> <p>Diners are encouraged to book a table in advance to avoid disappointment as if social distancing cannot be adhered to then they will be unable to stay</p> <p>Indoor capacity of pub reduced from 70+ to 40 when allowed to open indoors after 17th May</p> <p>Outdoor capacity on terrace reduced from 30 to 18 max</p> <p>Outdoor seating in car park for up to 50.</p> <p>No sides on cover in car park area, outdoor terrace as 50% open sides / open fence</p> <p>Rule of 6 (or 2 households) applies</p> <p>When open indoors No standing or socialising at the bar. Bar stools removed and guests advised to stay at their own table</p> <p>An enhanced cleaning procedure is in operation whereby all tables are cleaned before guests arrive and after they have departed</p> <p>Social Distancing Signs and Wash Hands signage are positioned in the bar, restaurant, toilets & back of house areas.</p> <p>Hand sanitising stations at front door, in bar & restaurant & toilets.</p> <p>Furniture has been removed to ensure social distancing</p>	<p>FAQ on booking system to keep customers informed of measures.</p> <p>Ensure customers are aware of safety and social distancing measures and what to expect when visiting</p> <p>All Customers over 16 to register their arrival at the pub by providing their name & number using NHS app or manual system which we will keep on record for 21 days minimum to assist in track & trace – Staff to check & confirm registration with each customer</p> <p>Rule of 6 (or 2 households) applies to outside seating</p> <p>Review entrance & exit routes & adjust if needed</p> <p>Guests to maintain social distancing and refrain from congregating</p> <p>Customers can only enter the building to access back terrace & use the toilet.</p> <p>As a last resort 1 person at a time may enter to facilitate payment</p> <p>Monitor pinch point at hall to toilets & ensure extra cleaning in these areas.</p> <p>Takeaway Food & Drink cannot be consumed on the premise or adjacent premise</p> <p>Staff to remain vigilant of noise / music & remind customers to respect the neighbours</p>			
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		<p>Customers order & pay using online app or if no smartphone via staff</p> <p>Customers encouraged to use contactless card payments to be taken outside</p> <p>Tables are positioned 2 metres apart or 1m+ & have chairs side on / back to back or screen arrangements where possible to mitigate</p> <p>Guests order food from their table using an app.</p> <p>Once completed the order is served to the table by staff along with cutlery. Condiments are available in sachets wherever possible.</p> <p>Staff member will be wearing masks when delivering and collecting plates from tables.</p> <p>Staff encourage to obtain LFT from Gov for home delivery as and when they feel necessary – as a small employee (less than 5) we do not qualify for gov workplace scheme</p> <p>Any outdoor music to be a reasonable sound level & turned off at 11pm</p>				
Public usage and cleaning of toilets	Becoming infected with COVID-19 and further spread the infection	<p>Route to toilets is a highlighted & signed pinch point.</p> <p>Public areas and Toilets checked and cleaned every hour</p> <p>A cleaning checklist with recording is in operation</p> <p>Manager on duty will ensure the cleaning protocols are adhered to</p> <p>Cleaning personnel wearing PPE</p> <p>Perform a deep clean of these areas daily</p> <p>Have cleaning in progress signage</p> <p>Block off middle urinal as out of use</p>	<p>Monitor the cleaning schedule is in place for the public toilets</p> <p>Monitor the cleaning standards</p> <p>Regular checks of toilets supply of sanitiser gel & hand soap.</p>	4	3	12