

COVID-19 Risk Assessment

Assessment Details

Business Name:	Completehotels Ltd T/as The Vine Inn	Date:	1 July 2020
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.

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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	All staff members will sign a staff charter letter including a fit for work document confirming they are fit for work and have completed additional Covid 19 training.	Have a clear timed availability for dining – use online table reservation system	4	3	12

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		<p>Entrance and exit programme in operation to avoid congestion</p> <p>Staff to wash hands every 20 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 35.</p> <p>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>Customers order drinks at bar & carry to table themselves. Area for ordering drinks marked at bar – 1 customer at a time in each area.</p> <p>Customers encouraged to use contactless card payments</p> <p>Tables are positioned 1- 2 metres apart or have chairs side on / back to back or screen arrangements where possible</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>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>Customers (at least 1 per table) to register their arrival at the pub by providing their name & number which we will keep records for 21 days minimum to assist in track & trace</p> <p>Review entrance & exit routes & adjust if needed</p> <p>Guests to maintain social distancing and refrain from congregating</p> <p>Outside area to be marked for queueing to enter pub at busy times</p> <p>All customers coming inside, other than to order & collect drinks, must have a seat & remain seated as much as possible.</p> <p>Monitor pinch points at bar & hall to toilets & ensure extra cleaning in these areas.</p>			
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		Staff member will be wearing gloves and masks when delivering and collecting plates from tables.				
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