

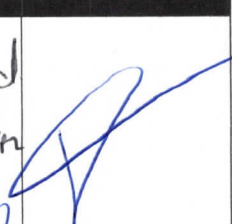
Business Name: Cowper Arms Digswell

Covid 19 Risk Assessment Form

**Please upload completed document to your Bookshelf-
"Covid 19" folder**

Hazard	Persons affected	L	S	RR
<p>Spread of Covid 19</p> <p>Direct or indirect infection which could include...</p> <p>1. Team being ill</p> <p>2. Cross contamination on surfaces</p> <p> a) Hand washing</p> <p> b) Cleaning</p> <p>3. Person to person contact and contact duration</p> <p>4. Mental health and wellbeing</p> <p>5. Site specific Risk Assessment</p>	<p>Visitors and employees</p> <p>Head office workers</p> <p>Trainers</p> <p>Brewery and production teams</p> <p>Delivery and maintenance suppliers</p> <p>Cleaning team</p> <p>High risk groups as identified by Government (CV or CEV)</p>			

Action Plan

	Person to action	Date completed	Signature
<p><u>1 Team being ill</u></p> <p>Pre-selection of teams willing and able to return to work will be completed by managers using the Return to Work screening questionnaire. Teams will only return once confirmed suitable by manager.</p>	<p><i>Den Vane</i></p>	<p>Forms to be emailed one week prior to open</p> <p><i>31/7/20</i></p>	

Teams must complete a pre-shift declaration each shift and must remain away from work if they feel unwell- **Appendix D**

Identify Clinically vulnerable or Clinically Extremely vulnerable. Remain on furlough, then to have individual return to work risk assessments.

Team members must not come into work if they feel unwell or if they have been in contact with someone that is unwell, should self-isolate and contact NHS and seek a test if the symptoms suggest Covid. HR should be informed of Covid possible illness and advise relating to return time sought in line with Government advice.

Teams will be provided with guidance on travelling to work on the Operating Brief- this will be communicated by GMS

Team must not travel to work in uniform. They should change into a clean uniform at work, with their traveling clothes being bagged and stored safely. Uniforms to be washed at 60 degrees or a laundry sanitising agent used if material cannot be washed at 60 degrees.

If a team member becomes unwell at work, they will be isolated until they are collected or ready to leave. The area will be sanitised, and distance must be maintained. Contact the Area Manager to assess whether a deep clean and or closure is required, depending on the situation. Guidance can be found here with regard to cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>










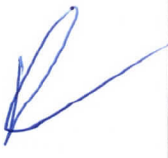


Teams are encouraged to adopt cough + sneeze etiquette using the crook of the arm or a tissue.

Teams are instructed to wash their hands frequently throughout the day for 20 seconds using soap and hot water.

Team must wash hands:

- Before starting work
- Before handling cooked or ready-to-eat food













Den Vire	3/7/20	
Den Vire Frickom Michaeli	3/7/20	
Den Vire Frickom Michaeli	3/7/20	
Den Vire info desks	3/7/20	
Den Vire covered in info/training	3/7/20	
Den Vire. office is safest place Disent. Easy to clean less contact	3/7/20	
Den Vire Training Alfredson	3/7/20	
Den Vire Sasha kitchen	3/7/20	
Den Vire Sasha covered in training/ info	3/7/20	

<ul style="list-style-type: none"> ○ After handling or preparing raw food ○ After handling waste ○ After cleaning duties ○ After using the toilet ○ After blowing their nose, sneezing, coughing or touching their hair or face ○ After eating, drinking or smoking ○ After handling cash ○ After touching items that guests or other team members have touched 		3/7/20	
<p>Visitors to site must wash their hands on arrival.</p>	Delivery Receiver	3/7/20	
<p>Hand washing technique posters displayed in hand wash areas.</p>	Den Vine	3/7/20	
<p>No mobile phones to be carried while on shift.</p>	Den Vine	3/7/20	
<p>Adequate levels of hand washing facilities, soap, hot water and paper towels are maintained.</p>	Den Vine Sender Attila	3/7/20	
<p>Anti-bac gel made available to staff who are instructed to use as a secondary control measure, however, not to replace basic hand washing.</p>	Den Vine Sender Attila	3/7/20	
<p>Hand sanitising gel provided throughout premises such as at entrances to premises and in high footfall areas.</p>	Den vine	3/7/20	
<p>Area Manager compliance checks to be completed.</p>	Den Vine Franka Luke Dong	3/7/20	
<p>Visitors are instructed to follow hand washing process.</p>	Den vine	3/7/20	
<p>Team provided with either 2 washable face coverings or disposable masks. As per PHE guidelines, the use of masks is not mandatory but could be used if team so wish or where close proximity to guests or colleagues, for a longer duration, cannot be avoided. The evidence suggests that wearing a face covering does not protect the wearer, but it may protect others if you are infected but have not developed symptoms.</p>	Fenko mainelli	3/7/20	
<p>We will support staff in using face coverings safely if they choose to wear one and advise them to:</p>	Den Vine	3/7/20	
<ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 	Den vine All story.	3/7/20	

<ul style="list-style-type: none"> When wearing a face covering, avoid touching their face or face covering, as they could contaminate them with germs from their hands. 	Den Vane All Staff	3/7/20	✓
<ul style="list-style-type: none"> Change their face covering if it becomes damp or if you've touched it. Continue to wash hands regularly. Change and wash their face covering daily. 	Den Vane All Staff	3/7/20	✓
<ul style="list-style-type: none"> If the material is washable, wash in line with manufacturer's instructions and inline with uniform guidance above. If it's not washable, dispose of it carefully in usual waste. 	All Staff Den Vane	3/7/20	✓
<ul style="list-style-type: none"> Practise social distancing wherever possible. 	Den Vane All Staff	3/7/20	✓
<p>Identify Clinically vulnerable or Clinically Extremely vulnerable. Remain on furlough, then to have individual return to work risk assessments.</p>	Den Vane Franko Micali (James)	3/7/20	✓
<p>2. Cross Contamination on Surfaces</p>			
<p>a) Handwashing frequently, for 20 seconds and as listed above required.</p>	Den Vane All Staff Scrubber	3/7/20	✓
<p>b) Enhanced cleaning and hygiene practices and site specific Risk Assessment and site deep clean before starting work- See Appendix A, B & C</p>	Den Vane Scrubber	3/7/20	✓
<p>Team trained in enhanced cleaning procedures and ensuring that the enhanced cleaning standards are maintained.</p>	Den Vane Scrubber	3/7/20	✓
<p>Frequently used touch points sanitised at least every 2 hours with a focus on identified touch points (door handles, toilet handles, taps and door locks, hand towel dispensers, shared touch screens, shared phones).</p>	Den Vane Duty Manager	3/7/20	✓
<p>If you are cleaning after a known or suspect case of Covid- speak with your Area manager and follow the Government advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Den Vane Franko Micali Coke Day DM.	3/7/20	✓
<p>Follow COSHH training paying attention to product instructions and contact times.</p>	All Staff.	3/7/20	✓

Minimise equipment sharing (phones, screens, kitchen equipment, desks). Sanitise between each use.	Den Vire Dm	3/7/20	✓
Staff rooms and staff toilets cleaned after every use with sanitiser.	All Staff Dm, Den	3/7/20	✓
Tables cleaned after each use.	Cleanness All Staff	3/7/20	✓
Teams will use only approved chemicals while carrying out cleaning activities.	Atilla, Den, Sander	3/7/20	✓
Teams will wear appropriate PPE in line with COSHH RA while carrying out cleaning activities to protect skin from the cleaning chemicals.	Den, Franko, Sander, Atilla	3/7/20	✓
Site cleaning schedule in place and shared with all.	Den/Sander	3/7/20	✓
Teams must wash or dispose of PPE after each cleaning task	Den, Sander, Staff	3/7/20	✓
Cutlery cleaned before use and brought to table in a clean container.	All Staff	3/7/20	✓
Drinking straws and bar napkins will be stored away from guests.	Bar Staff	3/7/20	✓
Salt and pepper to be replaced with sachets- unused sachets to be discarded from table. Paper ramekins to be used for sauces upon request. Do not use sauce bottles.	Den/Sander/ Atilla/Franko to Sander	3/7/20	✓
When serving drinks, glasses will be held by the bottom half of the glass when being passed to guests.	All Staff	3/7/20	✓
No off duty social gathering at site - once work is finished, team must vacate and not re-enter site or kitchen.	All Staff	3/7/20	✓
Doors (except fire doors) to be propped open where possible to reduce hand contact points and provide air circulation. If you need kitchen windows open, you will need fly screens to be fitted.	Den/Sander/ Team member	3/7/20	✓
<u>3. Person to person contact and contact duration</u>			
Teams working should maintain social distancing where possible including reducing close proximity	Den	3/7/20	✓

duration. Washable masks are provided for use if preferred but are not mandatory - masks should be washed each day after use.	Don Franks, KP.	3/7/20	✓
Shift brief before every shift and should include regular reminders of requirements and feedback on compliance.	Don Vane/Sander/Am	3/7/20	✓
Teams receiving deliveries (from suppliers) should maintain social distancing and reduce close proximity duration. No signatures should be given and where possible, suppliers will be asked to record deliveries digitally.	Whoever received Delivery	3/7/20	✓
Team must have complete Covid training and have an in date Health & safety training	Don/Sander/Franks	3/7/20	✓
Floor markings and signage in place for the control and flow of guests entering and leaving premises where possible or required. Guests will be familiar with social distancing but should be monitored and coached if required.	Don/Franks	3/7/20	✓
Teams on break or taking part in team briefings should maintain social distancing.	Don/Franks	3/7/20	✓
Team must wear appropriate PPE as instructed while carrying out work activities e.g. cellar clean, beer line cleaning, decarbonizer- as before Covid.	Don/Franks/Sander/Atti	3/7/20	✓
Where social distancing is not possible at the recommended distance (for example while on the cookline and working within the site and passing pinch-points) staff should avoid facing one another (side by side /back to back working where possible) and follow the give way guidance to colleagues, close proximity duration should be minimised. You may wish to wear a face covering.	All Staff	3/7/20	✓
The number of team working should be kept to a minimum to enable distancing, this may require changes to menus and floor section sizes.	Don/Franks	3/7/20	✓
Stagger start and finish times for team rotas.	Don	3/7/20	✓
You may want to dedicate a team entrance and or exit to the building.	Don	3/7/20	✓
Team will be scheduled, where possible in 'fixed teams or by partnering' (so each person works with	Don	3/7/20	✓

<p>only a few others) this works well where people live together.</p>	<p>Dev/Franko</p>	<p>3/7/20</p>	
<p>Monitor PHE advice daily with regard to distancing.</p>	<p>Dev/Franko</p>	<p>3/7/20</p>	
<p>Create guest space by "reserving out of use" tables to create space between tables being used. Chairs may be removed if required but we would expect guests to respect signage in most instances.</p>	<p>Dev</p>	<p>3/7/20</p>	
<p>Cashless payment to be encouraged.</p>	<p>Dev</p>	<p>3/7/20</p>	
<p>Host to control guest flow to agreed capacity and to outline, in a sensible way, the changes made and for guests to use hand gel on entry. The need for a host may reduce in sites that do not operate with one usually, but we require one for the opening 4 weeks- This can be the manager on shift.</p>	<p>Dev</p>	<p>3/7/20</p>	
<p>Booking availability to be reduced as per new table layout in line with social distancing guidelines.</p>	<p>Dev</p>	<p>3/7/20</p>	
<p>Garden capacity to be reduced to agreed capacity in line with social distancing guidelines.</p>	<p>Dev/Franko</p>	<p>3/7/20</p>	
<p>Table service only for food orders.</p>	<p>Dev/Staff</p>	<p>3/7/20</p>	
<p>We do not know if bar service will be allowed. If it is, we should mark out a social distance for guest to stand. Table service is preferred and is likely to be in all sites, in which case there will be no standing at the bar.</p>	<p>Dev (not allow)</p>	<p>3/7/20</p>	
<p>Gardens -service style and precautions should be as inside, create space, number tables, service to table, signage with instructions / requests on how to behave and social distance. Consider whether an entrance that is not through the pub can be controlled in a safe manner. A team presence at all times in gardens to monitor guest behaviour.</p>	<p>Dev + Assigned Daily staff</p>	<p>3/7/20</p>	
<p>Appropriate signage will be used to mark any changes to flow that are required - for example, changing an exit. Changes must be made with Area Manager approval and consider fire safety.</p>	<p>Dev/Franko</p>	<p>3/7/20</p>	
<p>Consider with your Area Manager if using perspex screens if social distancing cannot be met and the seating is required.</p>	<p>Dev/Franko (not think + 15)</p>	<p>3/7/20</p>	

<p>Very small toilets with a narrow entrance where passing cannot take place and you can't see if the passage is clear before entering, should be made 'one in, one out' and this should be managed by the DM.</p>	<p>Don / Franko (one in one out)</p>	<p>3/17/20</p>	<p>✓</p>
<p>4. Mental health and wellbeing</p>			
<p>Site management will promote health + wellbeing awareness to team during the return to work process.</p>	<p>Don</p>	<p>3/17/20</p>	<p>✓</p>
<p>Site management teams will offer support as required in conjunction with the HR team.</p>	<p>Don / Franko</p>	<p>3/17/20</p>	<p>✓</p>
<p>Regular communication to be given to all team on Covid.</p>	<p>Don</p>	<p>3/17/20</p>	<p>✓</p>
<p>Teams are encouraged to talk to their manager if they require any support through the return to work phases.</p>	<p>Don</p>	<p>3/17/20</p>	<p>✓</p>
<p>Pre-shift briefings must be held before every shift between teams and site management.</p>	<p>Don</p>	<p>3/17/20</p>	<p>✓</p>
<p>Licensed trade Charity support to be promoted.</p>	<p>Don</p>	<p>3/18/20</p>	<p>✓</p>
<p>5. Site specific risk assessment hazards</p>			
<p>Site specific Risk Assessment Hazards and actions- Please use a blank Risk Assessment from, available on Macs Hub</p>		<p>3/17/20</p>	<p>✓</p>

<p>Manager Name:</p>	<p>Don Vior / Franko Mubarelli</p>
<p>Pub name:</p>	<p>Carpenter Arms</p>

SERVICE TRAYS								
BAR MATS AND BAR TOPS								
TOILETS-door and toilet handles, taps and dryer								

Appendix B – General Cleaning Principles- Using the two-stage cleaning process (print and use daily)

Prior to cleaning put on appropriate PPE such as gloves. When cleaning the toilets, kitchen and full establishment ensure gloves are worn as usual. Wear goggles if recommended - for example when washing beer lines or decarbonizer.

When cleaning thoroughly and efficiently it is good to remember two general principles:

- **Top to bottom:** start cleaning surfaces higher up and work your way to the floor. This method ensures that any particulates or debris fall to the floor which will be cleaned last.
- **Clean to dirty:** start by cleaning surfaces and objects that are cleaner and work your way to cleaning dirtier items (e.g. toilets). Avoid going from an area that has not been cleaned to an area that has been cleaned. This avoids dirtying the cleaned area and will ensure you aren't cross-contaminating items or surface.

At the end of cleaning, remove all used gowns, facemasks, gloves and other contaminated items in a lined container before disposing of them with other household/general waste. Wash your hands immediately after handling these items. It is critical that PPE is washed or disposed of correctly.

Wash your hands thoroughly with soap and water for at least 20 seconds, making sure you dry them thoroughly. You can also use hand sanitiser (containing at least 60 percent alcohol) if soap and water are not available and if your hands are not visibly dirty. If using hand sanitiser, cover all surfaces of your hands and rub them together until they feel dry.

RECOMMENDED TO BE CLEANED AS AND WHEN USED

(wash hands after touching any of the below)

CUTLERY/SERVING UTENSILS / NAPKIN STORAGE	Should be kept in non-porous containers. When delivering cutlery and condiments to the table, sanitise your hands, and then place the cutlery and condiments in a clean container to take to the table. Single use, disposable condiments can be used
FOOD SERVICE	Wash hands before taking any food out from the kitchen. Salt and pepper sachets to be used and unused sachets to be discarded from the table. Take cutlery in a clean container to the table for each service rather than leaving on the table between guests. Use paper ramekins for sauces upon request.
CLEARING TABLES	Remove all table-top condiments, crockery and cutlery for transport to dishwasher/kitchen. Discard unused salt and pepper sachets. Wipe down the table then all chairs last. Clean all used items, such as dishes, cups, eating utensils thoroughly, in dishwasher. Unused single use condiments to be discarded.
CREDIT CARD MACHNE	Wipe with sanitiser and clean paper towel after every use. Do not get machine soaking wet.

EVERY 2 HOURS (see Sanitiser list in Appendix A)

FRONT OF HOUSE	Clean all 'high-touch' surfaces, such as tills, counters, cupboards, tabletops, chairs, doorknobs, sliding doors, light switches and window blinds. Put all serving trays through dishwasher.
BACK OF HOUSE	Clean all 'high touch' surfaces, handles on ice machine, glasswashers, dishwashers, taps, fridge / freezer doors, switches.
TOILETS	Clean bathroom fixtures (doors, sinks, toilets, air dryer, hand towels dispenser) with a separate set of cleaning equipment (disposable cleaning cloths, etc.) using approved cleaning products. Toilets should be last item in bathroom to clean.

OTHER RECOMMENDATIONS

- Remove guest water filling stations, kids' toys, newspapers, dog treat containers etc and other frequently touched items from establishment.
- Use the risk register to review any other areas in establishment that need a plan in place - i.e. playgrounds, children's areas, and gaming rooms- pool tables and AWP

Appendix C – Pre-shift Checklist (To print and Manger to use daily before shift starts)

Category	Signature	Date	Any Issues (Ensure passed onto BL)
Check email in case new guidelines / information has been released.			
Ensure sanitising and cleaning check lists completed up to date. Save and file, prepare for shift.			
Ensure all team have completed a team wellness sign off and it has been retained (no unwell team are to be on shift).			
Ensure all team are in a freshly clean uniform and personal hygiene standards are high. Uniforms not worn to travel to work.			
Ensure all team scheduled on shift have completed Covid Training.			
Ensure any contractors coming in for the day have gone through all health			

and safety precautions and hand washing.			
Ensure appropriate PPE is administrated to all team.			
Ensure a walk around is completed of the establishment and there is no personal belongings left onsite.			

Appendix D – Staff wellness Sign-Off (To print and employees to use daily before shift starts)

STAFF WELLNESS SIGN OFF	
First and last name:	
Pub name:	
Date:	
Position:	
Have you or anyone in your household been in contact with a confirmed case of COVID-19?	
Have you been told by a medical professional or Track and trace team to self-isolate or have left the country in the last 14 days?	
Do you have COVID-19?	
Do you currently have any of the following symptoms? <ul style="list-style-type: none"> • A cough • A high temperature (at least 38°C) • Shortness of breath • Sore throat • Sneezing and runny nose • Temporary loss of smell 	
I confirm that I have answered all questions detailed above to the best of my knowledge.	
Checked by (Manager to sign and ensure saved securely)	

Required

Disposable Gloves Poster

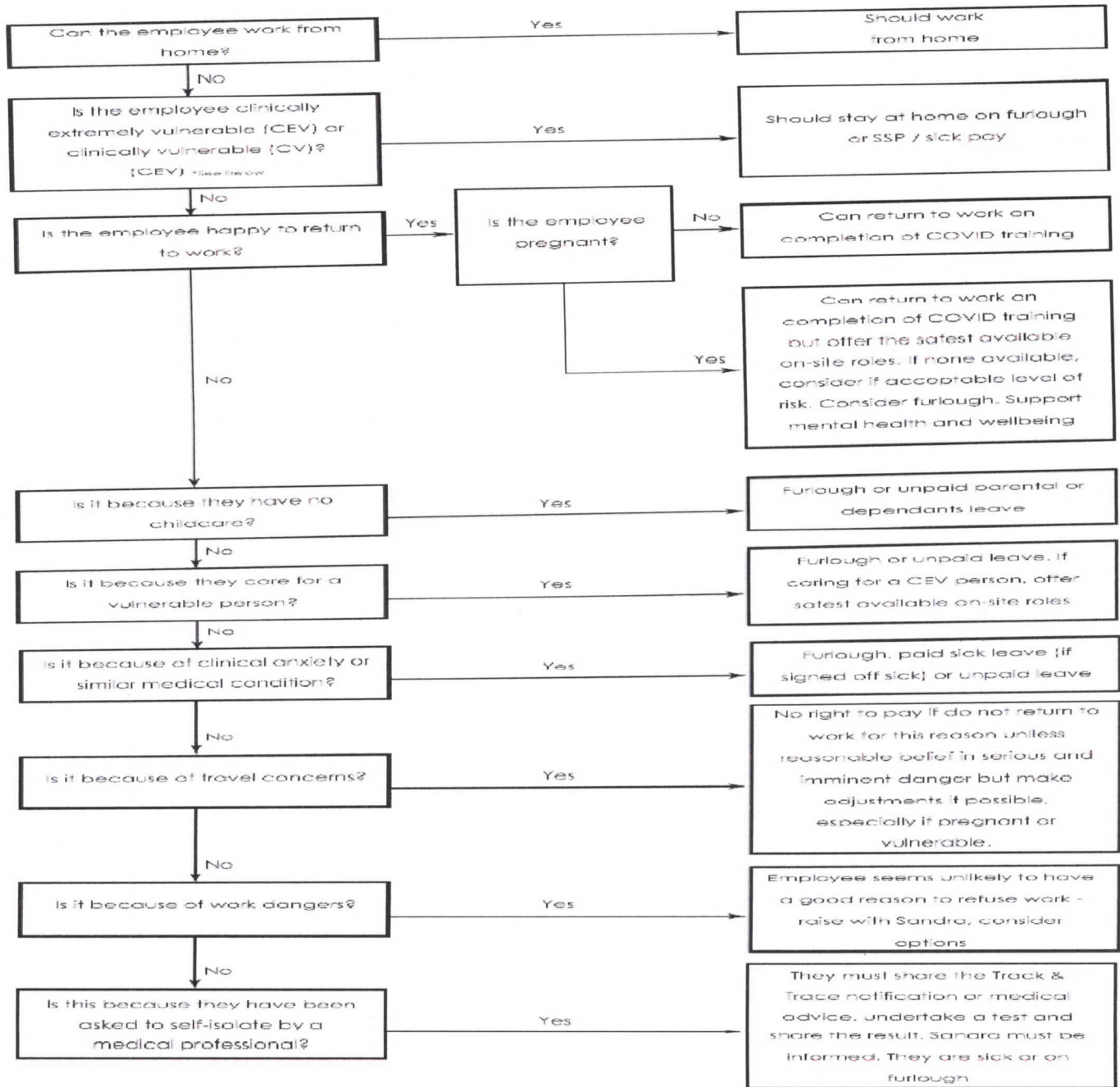
Hand Washing Poster

Changing disposable gloves Poster

Signage Posters- social distancing, what we are doing/ service changes, example posters for direction and flow, garden notice

Welfare support LTA Poster

Appendix E



*Clinically Extremely Vulnerable (CEV) has not been taken into account with general medical advice that says above. Level of greatest risk of severe illness from COVID-19 is not they would have received a letter indicating them that they are in this group. If they can continue to work then above is the best advice. CEV cases are not in this group. If they receive a letter from the NHS that they are in this group, they should follow the advice that was given to them.