

## Risk assessment Covid-19

Company name: Teign House Inn Ltd

Assessment carried out by: Anne Hood

Date of next review: 20/07/20

Date assessment was carried out: 24/06/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Spread of Covid-19 Coronavirus</b>	Staff Customers Delivery Drivers	<b>Social Distancing</b>  2-metre rule in place where possible	<b>Further considerations</b>  As 2-metre rule not possible in all locations, particularly in interactions between staff and customers, face coverings to be made available to all staff as well as instructions on how to use safely.	Anne Hood	04/07/20	
			Staff to be reminded on a daily basis of the importance of social distancing	Anne Hood	Ongoing	

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		<p>Layout changed to allow space between customers and one way systems introduced. See layout plan</p> <p><b>Good Hygiene</b></p> <p>Hand-wash facilities available in kitchen.</p>	<p>Posters to be displayed reminding staff and customers of the 2-meter rule and symptoms of Covid-19, as well as current 'gathering' rules</p> <p>Taping of individual table areas in garden to ensure social distancing</p> <p><b>Further considerations</b></p> <p>Staff and customers to be reminded to wash their hands for 20 seconds on a regular basis, and between customers, with water and soap and proper drying with paper towels.</p> <p>Fabric towels to be removed from toilets.</p>	<p>Anne Hood</p> <p>Anne Hood</p> <p>Front of House and Senior Staff</p> <p>Anne Hood</p>	<p>04/07/20</p> <p>04/07/20</p> <p>Ongoing</p> <p>04/07/20</p>	

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		Hand sanitiser available in kitchen and bar areas	<p>Posters to be displayed regarding hand washing.</p> <p>Each member of staff issued with their own bottle of sanitiser for personal use.</p> <p>Hand sanitiser bottles at entry to pub building and on each table. Bottles to be swapped when customers leave and disinfected.</p>	<p>Anne Hood</p> <p>Anne Hood</p> <p>Anne Hood</p>	<p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p>	
		Toilets to have one-in one-out policy	Posters to explain toilet policy to be put up	Anne Hood	04/07/20	
		Staff personal property (eg coats, bags) left in area not accessible to customers	Staff asked to leave personal property at home where possible	Anne Hood	04/07/20	
		Kitchen cloths washed at high temperature	All soft furnishings to be washed at high temperature. Unnecessary	Anne Hood	04/07/20	

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		<p><b>Food and Drink Service</b></p> <p>All crockery, cutlery and glasses to be washed at minimum 65 degrees</p> <p>All menus, cutlery and condiments will be brought to customers. No self service</p> <p>Table service only both inside and outside. Table booking to be encouraged.</p> <p>Customers will be allocated a</p>	<p>soft furnishings to be put into storage</p> <p>Staff to be given information on washing of clothing</p> <p><b>Further Considerations</b></p> <p>Temperature of dishwasher and glasswasher to be recorded</p> <p>Menus and condiments will be disposable and all tables fully cleared and cleaned after each customer</p> <p>Online ordering on an app and contactless payment to be encouraged</p> <p>All bar stools removed.</p>	<p>Anne Hood</p> <p>Bar staff and chef</p> <p>All staff</p> <p>Front of house</p> <p>Front of house</p>	<p>04/07/20</p> <p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>04/07/20</p>	

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		<p>table inside, or a taped off area outside (see layout plan). No-one allowed to stand at bar. If no table/area is available then customer will be informed that the pub has reached capacity and that they cannot be served</p> <p><b>Cleaning</b></p> <p>Frequent cleaning and regular disinfecting of surfaces that are touched regularly. Increased frequency of toilet facility cleaning. See Cleaning Policy for details</p> <p><b>Takeaways</b></p> <p>Takeaway orders taken over</p>	<p>Signs displayed to explain new system to customers. Make clear that when there is bad weather outside, that these rules will still be adhered to inside.</p> <p><b>Further Considerations</b></p> <p>Regular checks by manager to ensure that that the procedures are being followed</p> <p>Wedge doors open (where possible) to reduce contact points and increase ventilation.</p> <p><b>Further Considerations</b></p> <p>Customers will not be allowed to</p>	<p>Anne Hood</p> <p>Front of House</p> <p>Front of House</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<p>the phone with card payment taken at same time</p> <p><b>Entertainment</b></p> <p>Acoustic Night and the Bluegrass Session are cancelled for the time being</p> <p><b>Deliveries</b></p> <p>All kegs and casks to be disinfected after delivery See cleaning policy</p>	<p>wait in the building for their takeaway. They will be asked to wait in their cars for their order to be brought to them.</p> <p><b>Further Considerations</b></p> <p>Ensure background music is not at a level that would require people to raise their voices</p> <p><b>Further Considerations</b></p> <p>All suppliers contacted to check their procedures for deliveries. All reasonable accommodations to be made</p> <p>Sanitiser made available to delivery staff.</p> <p>Staff reminded to wash hands before and after handling any</p>	<p>Front of House</p> <p>Anne Hood</p> <p>Anne Hood</p> <p>Anne Hood</p>	<p>Ongoing</p> <p>04/07/20</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the workplace they will be sent home immediately and advised to follow the stay at home guidance. The pub will be temporarily closed to determine further action</p> <p>Customers asked to not visit premises if displaying symptoms</p>	<p>delivery.</p> <p><b>Further Considerations</b></p> <p>All staff will be required to sign a declaration at the start of each shift that they have not developed any symptoms, nor been in contact with anyone with symptoms since their last shift.</p> <p>Temperature readings will be recorded of staff members at the start of each shift.</p> <p>Names and contact details of all customers will be taken and kept for at least 21 days to assist the Track and Trace system.</p>	<p>All staff</p> <p>All staff</p> <p>Front of house</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<p><b>Information and Guidance</b></p> <p>We will keep informed of developments and Government advice Employees will be notified of key findings of risk assessment before returning to work</p>		Anne Hood	Ongoing	