

COVID-19 Risk Assessment

**The Middleton Archer
Kemp Street, Middleton,
Manchester, M24 4UA**

Risk Assessment

Hazard

COVID-19, is a respiratory disease caused by a virus that gets into the lungs. It does this directly from droplets spraying from an infected person onto another person and entering the eyes, nose or mouth. Usually this will be face to face close contact i.e. within 1m. If the infected person coughs or sneezes, the droplets can travel further.

Droplets can also land on surfaces and infected people after touching their eyes, nose and mouth can also contaminate surfaces. Others who then touch those surfaces or shake hands with an infected person can then transfer the virus to their own eyes, nose and mouth via their hands.

In the early stages of infection most people do not have any symptoms but can be shedding virus particles. Latest data suggests that seven out of 10 of those who have tested positive for coronavirus had no symptoms at all. We must therefore treat everyone as a potential carrier of the virus.

COVID-19 causes an illness which may be asymptomatic, mild, moderate, severe or fatal and this could affect staff, customers, contractors, suppliers and visitors to the business.

Main Controls:

- Making sure that people with symptoms do not enter the business
- Social distancing (minimal 1m)
- Increasing the frequency of cleaning hand contact surfaces
- Increasing the frequency of hand washing and practising respiratory hygiene

Temperature Testing, Face Coverings and Gloves

The precautionary use of additional PPE beyond what is usually worn is not currently mandatory. It can, in some circumstances lead to a false sense of security and therefore social distancing together with frequent hand washing are much more effective controls.

However, face coverings could potentially provide some benefit if everyone wears them and provide comfort in small enclosed spaces where social distancing is difficult e.g. on buses and trains where they are now mandatory. The wearing of face visors by team members interfacing with customers will not protect them but may provide reassurance to the customer. Gloves can be contaminated the same way that bare hands are. They are only effective if they are replaced after each use. Effective and frequent washing of hands is undoubtedly the best control measure, but PPE (face coverings and gloves), should be available to those members of the team who wish to use it.

Temperature testing staff should be treated with some caution. It is not an accurate way of determining if someone is free from COVID-19. Infra-red thermometers do not have a high degree of accuracy, there is a risk of false negatives (i.e. high temperature for other reasons) and as above, up to 70% of people carrying COVID-19 do not have any symptoms and not everyone experiences a high temperature as a symptom of COVID-19.

Step	Suggested Control Measures	Additional Controls at The Middleton Archer
Preventing the virus from entering the business.	<ul style="list-style-type: none"> • Return to work interviews by phone to identify employees who should not return i.e. the high-risk shielding group and those who live with them. • Ongoing Personal Risk Assessments for new and expectant mothers and those who are at increased risk of severe illness from COVID-19. Reasonable adjustments must be made, and they must take extra care in observing social distancing whilst at work. • Staff must not come to work if they have the COVID-19 symptoms and must self-isolate for 7 days or if someone they live with has the symptoms (14 days self-isolation). • A health questionnaire will be completed daily for all staff and pre-start work temperature checks will be recorded. • If they develop symptoms whilst at work, they must inform their manager and go directly home and self-isolate for 7 days. • Uniforms and work clothes must freshly laundered and not be worn on public transport. If public transport is used, staff must change into their work clothes on arrival. • Measures will be put in place to ensure that customers are as far as reasonably practicable free from COVID-19 before entering the business including: <ul style="list-style-type: none"> ○ Notices will be displayed requesting that customers do not enter if they have symptoms of COVID-19. ○ Hand sanitiser placed at entrances with a notice to encourage customers to use them before entering. ○ Details of all customers and visitors will be obtained and retained for a minimum 21 days in line with Govt. guidance and track & trace initiatives. • All contractors and visitors must abide by the rules of personal hygiene and social distancing whilst on the premises. • Social distancing controls will be observed when taking in deliveries of food and drink. 	<ul style="list-style-type: none"> ✓ ✓ Individual slips will be handed out to customers to fill in at the table. Pens will be sanitised after each use. ✓ Rules are displayed at the trade entrance. ✓ Signage at the trade entrance. Staff Briefed.

Step	Suggested Control Measures	Additional Controls at The Middleton Archer
Reducing the risk of transmission	<ul style="list-style-type: none"> • As far as possible, staff should not cover shifts in other sites to restrict the number of colleagues interacting with each other. • Every reasonable effort must be made to comply with the social distancing guidelines set out by the government (i.e. 1.0m +) • Where the social distancing guidelines cannot be followed in full in relation to a particular activity, all mitigating actions possible will be taken to reduce the risk of transmission between staff, customers, contractors, suppliers and visitors by: <ul style="list-style-type: none"> ○ Increasing the frequency of hand washing and surface cleaning, ○ Keeping the activity time involved as short as possible, ○ Using back to back or side to side working rather than face to face whenever possible, ○ Use of PPE where applicable • Where staff live in the same household, social distancing will not be needed e.g. in kitchens or behind the bar. You should communicate this to your customers to avoid any concerns. • The social distancing measures will apply to all parts of the business, not just where staff usually work, but also entrances, exits, changing areas and team rest areas, smoking areas etc. • A 'one person only rule' for small spaces will be applied as appropriate to the back office, team rest room, stock rooms, changing rooms, walk in fridges and freezers, cellar etc. • As far as possible the sharing of equipment will be avoided. Where equipment needs to be shared it must be wiped down with sanitiser on a clean cloth before and after each use. • Tables both inside and outside should be identified as those that can and cannot be used to maintain social distancing. Tables outside should be moved to provide the required distance between guests. Additional tables & chairs can be provided in function rooms, gardens, car parks and pavements may be used if licensing rules are relaxed. The maximum number of customers for both inside and outside can then be calculated. 	<p>N/A – Team “bubbles” have been created.</p> <p>✓ Tables have been removed / re-sited throughout the premises.</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓ Eye and mouth coverings are provided to staff and suppliers.</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Lounge Bar & Dining Room = 70 MAX Function Room = 40 MAX Beer Gardens (TOTAL) = 72 MAX</p>

Step	Suggested Control Measures	Additional Controls at The Middleton Archer
Reducing the risk of transmission (continued)	<ul style="list-style-type: none"> • Tables out of use will have a sign to say that they are out of use. These tables may be used as delivery points for food and drink and collection points for empty glasses, used crockery and cutlery. • For garden service, making use of available doors, plan a one-way system for entry and exit and where possible a separate route of entry to use toilets. Signs should be used to help customers to navigate the one-way system. • A host/greeter will be required to control capacity. Chalk / tape lines should be marked outside to manage social distancing where customers are queueing to enter. • Floor markings must be placed at till points so that customers know where to stand to keep the required distance from staff. • Toilets – appropriate notices will be displayed requesting that customers respect social distancing whilst using the facilities and to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face. • Where the facility is available, customers should be invited to book in advance so capacity can be managed and staggered. • Table service will be implemented, maintaining social distancing (2m or 1m with risk mitigation where 2m is not viable) from customers when taking orders. • Customers will be asked to remain at table where possible, other than to use toilet facilities. • No menus, cutlery and condiments will be provided on tables. Condiments will be provided in sachets/rip pots or ramekins. • Self-service will not be permitted e.g. buffets, salad bars, carvery vegetables etc. 	<ul style="list-style-type: none"> ✓ Tables will be removed/ re-sited. ✓ All Doors to be opened, signage to avoid queuing in lobby areas. ✓ ✓ Bar screen in place. ✓ ✓ ✓ ✓ ✓ ✓

Step	Suggested Control Measures	Additional Controls at The Middleton Archer
<p>Reducing the risk of transmission (continued)</p> <p>Communication & Training</p>	<p>Cross overs must be minimised e.g. for hand washing and where necessary completed back to back.</p> <ul style="list-style-type: none"> • Access to kitchens to be minimised to as few people as possible. In most kitchens this will be restricted to a single front of house staff member at a time. In/Out doors or “Pass” to be used where provided. • Contact at the pass and pot wash area will be minimised by the kitchen staff stepping away to allow the front of house staff to pick up food orders or drop off dirty plates etc. • Ensure staff know and understand how to manage a situation when customers fail to follow the processes put in to place to protect people’s safety. If a customer’s actions put another customer or staff at risk this should be referred to the manager and dealt with using conflict management and the right to refuse service. • Back office equipment will be shared by the smallest number of staff as possible. Keyboard, mouse, door handles, safe etc. should all be sanitised before each use. <ul style="list-style-type: none"> • We will provide clear communication and training to all our staff on a regular basis to improve understanding and consistency of ways of working. • We will communicate approaches and operational procedures with suppliers, customers and trade bodies to help their adoption and share experience. 	<p>Kitchen layout suitable to maintain 1m+ distance.</p> <p>✓ Waiting staff to remain behind the pass.</p> <p>✓</p> <p>✓</p> <p>✓ Till systems and card machines included in enhanced cleaning regime.</p> <p>✓</p> <p>✓</p>

Sign off

I have carried out a COVID-19 risk assessment and shared the results with the people who work here (see attached)

Signed:		Print Name:	DANIEL LAMB
Date:	29/06/2020	Job Title:	LICENSEE, HOUSE MANAGER

Team:

I understand the controls that I must follow as outlined in the risk assessment above:

Team Member Name:	Signature:	Date:
DANIEL LAMB		
ANDREW KILGANNON		
SHELLEY GORMAN		
CHELSEA CANTELLO		
JASMINE DELANEY		
PAIGE NEWMAN		