

COVID-19 Quiz Night Risk Assessment

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

| Step | Suggested Control Measures | Additional Controls at The Middleton Archer |
|--|---|--|
| Preventing the virus from entering the business. | <ul style="list-style-type: none">• Following all steps in general risk assessment – see separately.• Signage at entry point and throughout the pub. | <ul style="list-style-type: none">• All staff briefed and signed off on General risk assessment. |

| Step | Suggested Control Measures | Additional Controls at Middleton Archer |
|-----------------------------------|--|---|
| Reducing the risk of transmission | <ul style="list-style-type: none"> • Advise and request pre-bookings for quiz night to avoid more people arriving than we can accommodate and to avoid unnecessary queuing. • Stagger the arrival times of bookings ensuring that arrivals are ten minutes apart where possible. • Advise customers of '6per table' rule and enforce this on each night. Teams should consist of no more than two households in line with government guidelines. This is stated on quiz answer sheets and customers are asked to pay full attention to our house rules and the quiz night enhanced measures within their answer sheets before the quiz commences. • Table Service only – no standing. Customers will be shown to their seats upon arrival and can remain seated for the duration of their visit. • All tables spaced 1m+ apart. Bookings will also be placed on alternate tables to increase the distance between booked tables where possible (2m+). • Background music played at lower level – no shouting required. • Quiz Host will use the same microphone for the purpose of reading the quiz each week only. The microphone will be sanitised and not used for any other purpose until its next use a week later. • No free supper served – to prevent cross contamination of utensils and self service equipment. Also bypasses any need for queueing other than to use the toilet. Individually wrapped trays of sandwiches may be provided once we can determine regular numbers again. • An additional two breaks will be introduced in between rounds of questions allowing for more time for customers to use the toilet facilities – meaning less chance of a queue forming. • Tickets for bingo and PYCR will be sold at the table. • Bingo pens will be provided, sanitised before and after use. • Quiz pens will be provided, sanitised before and after use. • Customers will be briefed on the house rules displayed throughout the premises and the printouts on their tables before the start of the quiz. The new quiz timetable will be explained to customers also. • Customers are encouraged to bring and use their own pens. | |

| | <ul style="list-style-type: none"> The quiz papers will not be swapped for marking – the quiz master will mark all papers at the end of the quiz – full PPE provided. | |
|--------------------------|--|---|
| Step | Suggested Control Measures | Additional Controls at (Name of business) |
| Communication & Training | <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 customers to help their adoption and share experience. | |

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: | |
| Date: | | Job Title: | |

