

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions) • Anyone who physically comes into contact with you in relation to the business 	<p>HAND WASHING</p> <ul style="list-style-type: none"> • Hand washing with soap and water in place. • Stringent hand washing in place. • Drying hands with paper towels or hand dryers. • Staff encouraged to protect the skin by applying emollient hand cream which is readily available. • Sanitisers readily available where wash facilities are not. 	<ul style="list-style-type: none"> • Staff training provided and posters up to encourage excellent personal hygiene practices by all employees. • Toilet checks every 30 minutes to make sure paper towels and hand wash facilities are in good repair at all times. • Hand cream available for staff at hand wash points to promote good skin repair 			

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		<p>CLEANING</p> <ul style="list-style-type: none"> Frequent cleaning and disinfection of objects and surfaces that are touched regularly; particularly in areas of high use such as door handles, light switches and reception areas. Use appropriate cleaning products and methods. <p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> Social distancing, reducing the number of people in any area with the 2 metre rule, or at least 1+ metre where possible. Staggered staffing to decrease times of queuing at staff entrances. 	<ul style="list-style-type: none"> Toilets checked regularly and staff cleaning highly touched areas whilst constantly using hand sanitiser. 1 member of staff to serve a table so not to increase people dealing with the public, with the exception of a server helping if needed. Training on social distancing, information and signage available. 			

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		<ul style="list-style-type: none"> • We are encouraging card payments and have added Wi-Fi to our garden so people can pay at their table to stop queuing. • Visual aids of toilet cleaning are visible to make customers be and feel safer. • For deliveries, they now have to ring to get someone to open the gate and make sure the area is free of people. • Till sanitising is a must and will be done every time they are used. 	<ul style="list-style-type: none"> • Where queuing is required, 2 metre markers are placed on the floor and signs are visible so as to ensure social distancing happens. • All bins will be emptied at least twice a day. 			

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		<ul style="list-style-type: none"> • Track and Trace system is in place so if Covid is present in a customer or staff we have details of all people in the establishment. <p>STAFF DISTANCING</p> <ul style="list-style-type: none"> • All staff will work at social distancing, working side by side but at a distance where possible. Or back to back. 	<ul style="list-style-type: none"> • Staff rotas will show who was working, and a section plan is in place so we know who served which table. • When staff come to get food they will only do so when the table number is called and only the waiter will collect, with the exception of if they are busy when a runner will do so. Only one member of staff from out front to be in the kitchen at one time. All orders will be completed one ticket at a time. 			

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		<ul style="list-style-type: none"> • When serving customers, staff have been trained to serve from behind or the side where possible • Reduced number of customers to make sure social distancing is adhered to at all times. conservative numbers at busy times were 305 people, but now we will have no more than 184 people in the establishment at any one time. That's a 60% decrease in customer numbers. making sure all table are 2 metres apart unless back to back, where at least 1+ metre will be adhered to. 	<ul style="list-style-type: none"> • All main condiments will be disposable, except single serve sauces to avoid contamination. Tables are not laid until needed • For all tables available we will never have more than 90% full as we are staggering bookings, and leaving breaks of 15 minutes between bookings to as to leave time to sanitise tables correctly. 			

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		<ul style="list-style-type: none"> • Customers are now encouraged to book tables and we will let them know all our health and safety measures. These are also on our website and on our phone system. • PPE readily available and training in place for when and how to use. <p>SYMPTOMS OF COVID-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or high temperature in the workplace they will be sent home and advised to follow the stay at home guidelines. 	<ul style="list-style-type: none"> • Before you enter the pub your details will be checked by the host. No more than 6 people from multiple households or a limit of 12 people from 2 households. • Line managers will maintain regular contact with staff members. If advised that a staff member has developed Covid-19 and were recently on the premises the management team will contact the Public Health 			

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		<ul style="list-style-type: none"> • Drivers to leave deliveries outside and one member of staff where possible will unpack and sanitise where needed. • Management will promote mental health awareness to staff during the Coronavirus outbreak. • All children under the age of 12 to be sat at all times and accompanied by an adult. 	<p>Authority to discuss the case, identify people who have been in contact with them and take advice on any precautions.</p> <ul style="list-style-type: none"> • All cardboard to be removed where possible to stop cross - contamination. • Staff will be advised that management will help and listen whenever needed with open door practices in place. • Adults must accompany children under the age of 12 to the toilets. 			