



COVID-19 Risk Assessment

Company name: Proud Pub Company Ltd

Assessment carried out by: Lisa James & Graham Proud

Date of next review: 21 June 2021

Date assessment was carried out: 6 July 2020

This is a living document and will be formally reviewed monthly or as and when further risks are identified – the change log on page 2 will be used as a record of review and items amended.

COVID-19 Risk Assessment Change Log

Item	Change	Date	By Whom?
1.0	Document creation	6 July 2020	Lisa James
1.1	Review by Martin Bailey, Everards – amendment of cold food service / bar service	9 July 2020	Lisa James
2.0	Review of measures following reopening	23 July 2020	Lisa James
2.1	No changes currently required	5 Sept 2020	Lisa James
3.0	Review as kitchen to be reopened	15 Sept 2020	Lisa James
3.1	Review in line with new laws announced	22 Sept 2020	Lisa James
3.2	No changes currently required	22 Oct 2020	Lisa James
4.0	Full document reviewed in line with Stage 3 of the roadmap, indoor hospitality reopening	12 May 2021	Lisa James

What are the hazards?	Where is the hazard?	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?
Getting or spreading coronavirus by inadequate cleaning of door handles	Front Door Back Bar Door Door Doors to rear lobby Doors to Rear Courtyard Toilet Corridor Door Toilet Doors Door to Glass Wash area Cellar Door	Customers Staff Delivery Drivers By touching contaminated door handle	Where possible external doors are left open subject to weather restrictions	Maintain regular cleaning routine of door handles and key pads. Internal doors to be propped open.	Nominated team member Lisa / Graham / Shift Supervisor	From 18 May, on a daily basis at least hourly. From 18 May, every day at opening time.
Getting or spreading coronavirus by not cleaning	Corridor to Toilets / Toilets	Customers Staff	Daily cleaning of toilets.	Toilets to be cleaned and checked regularly: <ul style="list-style-type: none"> • Check toilet roll supply • Check soap & sanitiser available. Change / top up if required. 	Nominated team member	From reopening on a daily basis at least hourly

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surfaces or equipment.		Risk of transmission from contaminated surfaces.	Regular checks on toilets	<ul style="list-style-type: none"> • Clean toilet seats • Clean cubicle door handles • Clean sink area including taps, soap and sanitiser dispensers. • Wipe hand drier • Empty bins <p>Notice placed in Ladies & Gents advising that the toilets are regularly cleaned and asking customers to speak to staff if there are any issues.</p> <p>Clean hand rail at the steps to the toilets.</p>		
Getting or spreading coronavirus by not cleaning surfaces or equipment.	Tables & Chairs	Customers Staff Risk of transmission from	Regular cleaning of tables and chairs.	Tables & chairs to be cleaned between each customer.	Nominated team member	From reopening daily, between each customer

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		contaminated surfaces.				
Getting or spreading coronavirus by not cleaning surfaces or equipment.	Bar Area including beer taps & till touch screen	Staff Risk of transmission from contaminated surfaces.	Beer taps cleaned at end of day. Till touch screen is sanitised daily.	Team member to clean bar area at end of shift. Team member to clean beer taps at end of shift. Till touch screen to be sanitised at shift change.	Team member on bar service	From reopening at every shift change.
Getting or spreading coronavirus by not cleaning surfaces or equipment.	PDQ machines	Customers Staff Risk of transmission from	PDQ machines are sanitised daily.	Encourage contactless payments where possible.	Front of house supervisor to remind customers on entry to the pub. Signs stating contactless	From reopening on an ongoing basis Signs put up.

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		contaminated surfaces.		<p>PDQ machine to be sanitised immediately after a customer has touched it (e.g. when entering PIN code).</p> <p>PDQ machine to be sanitised between each staff member.</p>	<p>payments preferred.</p> <p>Team member taking payment</p> <p>Team member that has been handling the machine</p>	<p>From reopening on an ongoing basis</p> <p>From reopening on an ongoing basis</p>
Getting or spreading coronavirus by not cleaning surfaces or equipment.	<p>Menu holders and menus</p> <p>Beer mats</p>	<p>Customers</p> <p>Staff</p> <p>Risk of transmission from</p>	<p>Menu holders removed from tables</p> <p>Reusable menus destroyed</p>	<p>Single use menu to be provided to customers that request details of gin, wine or pie & pint.</p> <p>Menus & other rubbish to be disposed of when customer leaves table.</p>	<p>Front of house supervisor</p> <p>Nominated team member</p>	<p>From reopening on an ongoing basis</p>

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		contaminated surfaces	Single use menus are used for gin and wine Beer mats are not being used.			From reopening on an ongoing basis
Poor ventilation leading to the risk of coronavirus spreading	Internal areas of the pub – snug, main bar, back bar and corridor to toilets	Customers Staff Delivery Drivers By breathing in contaminated air.	Where possible leaving external doors (other than fire doors) open subject to weather restrictions. Opening windows in the	Regular patrol of the pub to ensure that doors and windows are open where possible.	Nominated team member	From reopening to be checked hourly during opening hours.

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			<p>snug, main bar and back bar subject to weather restrictions</p> <p>Premises Licence amended so windows and doors can be left open later than 9.30 pm.</p>			
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Throughout the pub</p>	<p>Customers</p> <p>Staff</p> <p>Delivery drivers</p>	<p>Hand washing facilities are available in the toilets and behind the bar.</p>	<p>Request that customers sanitise their hands on entry to the pub.</p> <p>All staff to wash their hands prior to starting their shift and at least every 20 minutes during their shift.</p>	<p>Front of house supervisor</p> <p>Shift supervisor</p>	<p>From reopening on an ongoing basis</p> <p>From reopening, at</p>

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		<p>Risk of transmitting virus to surfaces & other people.</p>	<p>Guidance to hand washing put up in Ladies & Gents toilets and near the staff sink behind the bar.</p> <p>Hand sanitiser is available in the toilets and behind the bar. Hand Sanitisers are installed at front door, rear door and in rear lobby with guidance signs to using these.</p>			<p>the start of every shift and every 20 minutes throughout the shift.</p>

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			<p>Large standing sign installed near front entrance reminding everyone to regularly wash their hands.</p> <p>A further soap dispenser and disposable towel dispenser has been installed at the sink in the glass wash area.</p>			
Getting or spreading coronavirus in	Entrance / exit	Customers Staff	Front door to the pub has been	Back bar doorway will need to be used as entry for anyone with physical impairment so this will be supervised by a staff	Front of house supervisor	From reopening on

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common use high traffic areas	doorways to the pub	Single doorways do not allow for adequate social distancing increasing transmission risk	designated as entry only with the back bar door to be used as the exit. Signage is in place so customers & staff are aware of entry / exit to the pub	member to ensure that is safe for customer to enter.		an ongoing basis
Getting or spreading coronavirus in common use high traffic areas	Cellar access / access to snug / front door to bar area	Customers Staff	Partition that was partially blocking the walkway has been removed and the	Customers advised of access restrictions on entry	Front of house supervisor	From reopening on an ongoing basis

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		Pinch point with three doorways plus a narrow walkway could prevent social distancing increasing risk of transmission	flooring repaired. The walk way has been divided into two lanes, LHS leading from front door way to bar area & RHS leading from bar area to cellar access / snug with floor arrows to indicate which side to walk			
Getting or spreading	Main bar service area	Customers	Walk way in front of bar to	Customers to be seated at tables only.	Front of house supervisor	From reopening on

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<p>coronavirus in common use high traffic areas</p>		<p>Staff</p> <p>Narrow walk way front of bar to rear courtyard could prevent social distancing increasing risk of transmission</p> <p>People sitting at the bar could prevent social distancing increasing risk of transmission</p>	<p>rear courtyard has been divided into two lanes – LHS leading to rear courtyard, RHS towards cellar access / snug. Floor arrows indicate which side to walk.</p> <p>Stools have been removed from the bar.</p> <p>Perspex screens have been installed on the bar.</p>	<p>Table service only will be provided for both inside and outside the pub at all times.</p> <p>Customers to be advised of table service only on entry and to be asked not to approach the bar.</p>		<p>an ongoing basis</p>

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		<p>Queues for service could cause crowding increasing risk of transmission</p> <p>Bar less than 1 metre so customers passing close to this could increase risk of transmission to bar service staff.</p>				
Getting or spreading coronavirus in	Side bar area / rear bar area	Customers Staff	Stools have been removed from the bar.	Customers to be seated at tables only.	Front of house supervisor	From reopening on

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<p>common use high traffic areas</p>		<p>People sitting at the bar could prevent social distancing increasing risk of transmission</p> <p>Queues for service could cause crowding increasing risk of transmission</p> <p>Bar less than 1 metre so customers passing close</p>	<p>Perspex screens are installed on the bar.</p>	<p>Table service will be provided for both inside and outside the pub in all areas at all times.</p> <p>Customers to be advised of table service only on entry and to be asked not to approach the bar.</p>	<p>All team members</p>	<p>an ongoing basis</p> <p>From reopening on an ongoing basis</p>

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		to this could increase risk of transmission to bar service staff.				
Getting or spreading coronavirus in common use high traffic areas	Rear Lobby / Rear Courtyard	Customers Staff Pinch point with three doorways and access to toilets could prevent social distancing increasing risk of transmission	Rear courtyard is now non-smoking to reduce the flow of people through the rear lobby and rear courtyard.	Double doors to rear lobby and rear courtyard both to be opened subject to weather conditions.	Lisa / Graham / Shift Supervisor	From reopening on an ongoing basis

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<p>Getting or spreading coronavirus in common use high traffic areas</p>	<p>Corridor to toilet / toilets</p>	<p>Customers Staff Delivery Drivers Narrow corridor and small space within the toilets prevents adequate social distancing increasing risk of transmission.</p>	<p>Toilets are operating on a one in one out basis. Sliders are on the main toilet door to gents & ladies showing whether in use or free. Signage in place in rear lobby / entrance to toilet corridor / on toilet doors explaining toilet access.</p>	<p>Toilet access to be explained to customers on entry to the pub.</p>	<p>Front of house supervisor.</p>	<p>From reopening on an ongoing basis</p>

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			Feet signage is in place near ladies and gents to indicate where one person can wait for the toilet.			
Contracting or spreading coronavirus via used glassware	Throughout the pub	Customers Staff Risk of transmission from glassware used by someone infected with coronavirus	Glassware is machine washed at a minimum temperature of 65C	Customers to be encouraged to leave glassware on table rather than returning it to the bar area. Team member collecting glassware will be able to wear disposable vinyl gloves or will be required to wash their hands more frequently.	Front of house supervisor Nominated team member	From reopening on an ongoing basis From reopening on an ongoing basis

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Contracting or spreading coronavirus via used or dirty staff uniforms	Throughout the pub	Customers Staff Risk of transmission from contaminated clothing	Staff have been made aware of the importance of ensuring that they wear clean clothing to work.	Staff to be provided with a clean work shirt (and apron if required) to change into at the start of each shift. At the end of shift the used shirt will be left at the pub for washing at 60C.	Lisa / Graham Team members Lisa / Graham	Now in place on an ongoing basis Now in place on an ongoing basis
Person infected with coronavirus enters the premises	Throughout the pub	Customers Staff Delivery drivers Risk of transmission to other	Staff training has been given to ensure that they are aware not to come to work if they have symptoms of coronavirus	Signage on entrance to pub advising people that feel unwell not to enter the premises	Graham / Lisa	From reopening on an ongoing basis

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		people in the pub				
Staff member infected with coronavirus but asymptomatic enters the premises	Throughout the pub	Customers Staff Delivery drivers Risk of transmission to other people in the pub		Staff members will be encouraged to take regular rapid tests. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ If a test is positive, they will be asked to remain at home until a PCR test is obtained. If the PCR test is positive, staff members will self-isolate in line with legal requirements.	All Staff Members	From reopening on an ongoing basis
Contracting or spreading coronavirus by not wearing a face covering indoors	Throughout the pub	Customers Staff Delivery drivers		All customers to be advised on entry of the requirement to wear a face covering when moving about the pub including going to the toilet.	Front of house supervisor	From reopening on an ongoing basis

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		Risk of transmission to other people in the pub		<p>Face coverings must be worn by all staff at all times indoors. A visor may be worn as well.</p> <p>Delivery drivers to be asked to wear face covering if they do need to enter the pub.</p>	<p>All Staff</p> <p>Team member accepting delivery</p>	
Contracting or spreading coronavirus by not social distancing	Throughout the pub	<p>Customers</p> <p>Staff</p> <p>Risk of transmission by tables being too close together or people</p>	<p>Capacity inside & outside the pub is reduced so all tables and chairs are 1m plus apart.</p> <p>Maximum capacity inside 55 / maximum</p>	<p>Groups indoors are restricted to 6 or 2 households and outdoors up to 30 people.</p> <p>Customers only allowed in the pub if there is a table available.</p> <p>Customers monitored to ensure that they are not gathering in groups.</p>	<p>Front of House supervisor</p> <p>All team members</p>	<p>From reopening on an ongoing basis</p> <p>From reopening on an ongoing basis</p>

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		gathering in groups	<p>capacity rear courtyard 30</p> <p>Removal of barrels inside.</p> <p>Bar stools removed.</p>	Customers monitored to ensure that they are not moving tables & chairs.	All team members	From reopening on an ongoing basis
Contracting or spreading coronavirus by not social distancing	Bar service work area	<p>Staff</p> <p>Area behind the bar is too small to allow 1m plus for social distancing so there is an increased risk of transmission</p>		<p>Specific staff member allocated to bar service per shift.</p> <p>Generally only one staff member to be behind the bar at any time. If a second team member needs to briefly go behind the bar (e.g. to collect card machine), then the time involved should be kept as short as possible.</p>	<p>Graham / Lisa Shift supervisor</p> <p>All team members</p>	<p>From reopening on an ongoing basis</p> <p>From reopening on an ongoing basis</p>

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Contracting or spreading coronavirus by not social distancing	Cellar	Staff Cellar entrance and stairway are narrow so increased risk of transmission.		Only one staff member to be in the cellar at any time. One staff member to be allocated to cellar duties per shift.	Graham / Lisa Shift supervisor	From reopening on an ongoing basis
Contracting or spreading coronavirus by not social distancing	Table service	Staff Customers When delivering drinks or collecting glasses, briefly the staff member may be closer	Staff training has been provided so they are aware of the importance of as far as possible being at least 1 metre away from customers or	Face coverings must be worn by all staff at all times indoors. A visor may be worn as well.	All Staff	From reopening on an ongoing basis

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		to customers than 1 metre increasing risk of transmission.	where this is not possible, they keep the activity time as short as possible.			
Contracting or spreading coronavirus by not social distancing	Kitchen	Staff Kitchen layout is narrow and kitchen staff may struggle to maintain 1m+ distance increasing the risk of transmission of coronavirus.	Any cold rolls will be prepared by the designated bar service team member in the rear preparation area behind the bar. Hands must be washed prior to preparing food.	Pie & Pint night - Only two nominated kitchen staff members will have access to the kitchen and food preparation areas. Kitchen staff will wear a face covering. Kitchen staff will wash their hands regularly at the designated hand wash basin in the kitchen. No front of house staff member to enter the kitchen on pie night.	Kitchen staff	From reopening on an ongoing basis

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					Front of house staff	From reopening on an ongoing basis
Contracting or spreading coronavirus by not social distancing	Kitchen	Staff Risk of transmission between kitchen and front of house staff.		Contact between kitchen & front of house staff to be minimised by food being collected from a table placed at the kitchen entrance. Dirty plates and cutlery are to be returned to the lower shelf of the table at the kitchen entrance. Orders will be printed on the kitchen printer.	Kitchen / Front of house staff	From reopening on an ongoing basis
Contracting or spreading	Kitchen	Staff	Kitchen is checked and	During pie night, kitchen staff will regularly clean all work surfaces between orders.	Kitchen staff	From reopening on

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coronavirus by not cleaning surfaces or equipment.		Risk of transmission from contaminated surfaces.	cleaned on a daily basis.	Kitchen staff to wash utensils once handled prior to another staff member using them.		an ongoing basis
Contracting or spreading coronavirus by not social distancing	Food Service	Staff Customers When serving food briefly the staff member may be closer to customers than 1 metre increasing risk of transmission	Staff training has been provided so they are aware of the importance of as far as possible being at least 1 metre away from customers or where this is not possible, they keep the	Staff must wear a face covering at all times.	All team members	From reopening on an ongoing basis

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			activity time as short as possible.			
Contracting or spreading coronavirus by not cleaning surfaces or equipment.	Food Service	Staff Customers Risk of transmission on food items	Hands must be washed before food service. Food should be passed to customers with a clean cloth or serviette.		All team members	From reopening on an ongoing basis
Getting or spreading coronavirus by not cleaning surfaces or equipment.	Cutlery Condiments	Staff Customers	Any condiment bottles or containers must be thoroughly sanitised after use before being passed	Self-service of cutlery or condiments by customers is not permitted. Cutlery and condiments only placed on the table when food is served.	All team members Waiting staff	From reopening on an ongoing basis

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			<p>to another customer.</p> <p>Disposable paper containers are used where possible for sauces & pickles.</p>			
<p>Contracting or spreading coronavirus via used plates or cutlery</p>	<p>Throughout the pub</p>	<p>Customers</p> <p>Staff</p> <p>Risk of transmission from plates or cutlery used by someone infected with coronavirus</p>	<p>Kitchen dishwasher is used for plates and cutlery with a wash cycle of 65C</p>	<p>Customers to be encouraged to leave plates on the table for a staff member to clear away.</p> <p>Team member collecting plates or cutlery must wash their hands immediately after handling them.</p>	<p>Front of house supervisor</p> <p>Nominated team member</p>	<p>From reopening on an ongoing basis</p> <p>From reopening on an ongoing basis</p>

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<p>Contracting or spreading coronavirus by not social distancing</p> <p>Getting or spreading coronavirus by not cleaning surfaces or equipment.</p>	<p>Deliveries</p>	<p>Staff</p> <p>Customers</p> <p>Delivery drivers</p> <p>Risk of transmission from contaminated goods or close contact.</p>		<p>Requesting that all deliveries where possible are made out of opening hours.</p> <p>Deliveries only to be made to the front door of the pub. Drivers to be reminded to keep 1m plus from staff member accepting delivery.</p> <p>Single staff member to accept delivery and must wash hands immediately after handling goods.</p> <p>Packaging to be disposed of immediately.</p> <p>Goods to either be sanitised or left for at least 72 hours before use.</p> <p>For all deliveries to the cellar, staff member accepting delivery must wear safety gloves.</p>	<p>Graham & Lisa</p> <p>All team members</p> <p>Team member accepting delivery</p>	<p>Now in place on an ongoing basis</p> <p>Now in place on an ongoing basis</p> <p>From reopening on an ongoing basis.</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/