

# The Parsons Pig PH



## RISK ASSESSMENT FORM

 **Staying Safe in COVID-19** 

**Activity:** To provide a safe dining environment for our Customers and Staff at the Parsons Pig during COVID-19. We are due to open on Monday 12<sup>th</sup> April'21 in accordance with Government Guidelines. (Step 2, *Outdoors Only*)

**Assessment Carried Out By:** Rajpal Singh - *Manager*

**People at Risk:** Staff and Customers

**Date of Assessment:** 5<sup>th</sup> April 2021

### KEY POINTS:

We understand that COVID-19 is a public health emergency. As a responsible Pub business, we have assessed and managed the risks of COVID-19 to provide a safe dining environment for our staff and customers. We will do everything reasonably practical to minimise the risk, at the same time recognising that we cannot, completely, eliminate the risk of COVID-19. Mitigating actions have been set out in the assessment below.

All Control Measures are in place, implemented, immediate and ongoing. They will be altered if necessary or when new Government Guidelines are issued to ease restrictions further.

All staff members have been explained the new procedures. Adequate training has been provided to all workers through meetings and usage of PPE where required. We have a duty to ensure Health and Safety of staff and customers is protected.

All the actions will be carried out by Staff members and the Manager on duty.

The risk assessment has been completed with full involvement of our workers, shared with all staff members, available on site for our customers and displayed on our website.

We have spoken to and assessed all staff members and have not found anyone who is vulnerable and cannot come to work.

Currently we do not have any disabled workers or expectant mothers in our team.

Emphasis has been laid, to maintain social distancing of 2 metres or 1+ with risk mitigation from other employees and customers always. Dedicated staff will be at hand to encourage social distancing, monitor toilets and manage security.

Having completed the Risk Assessment, we do not need the services of any outside Security Agency or any Door Supervisors. Our staff are managing and implementing the procedures. Only outdoor dining and drinking is permitted in this phase.

HAZARD	RISK	EXISTING CONTROL MEASURES	FURTHER ACTION NEEDED
<p>Spread of Covid-19 Corona Virus (<i>Due to Breaking the Social Distancing rule</i>)</p>	<ul style="list-style-type: none"> <li>☹ Staff</li> <li>☹ Customers</li> <li>☹ Cleaners</li> <li>☹ Suppliers</li> <li>☹ Vulnerable Groups</li> <li>☹ Anyone else in contact with us</li> </ul>	<ul style="list-style-type: none"> <li>☺ Social Distancing of 2m or 1m+, with risk mitigation between customers.</li> <li>☺ Our venue is open to serve customers in groups of up to 6 people or 2 households.</li> <li>☺ Reservations are taken accordingly to adhere to the guidelines</li> <li>☺ We will erect 2 Marquees for outdoors. As per Government Guidelines “To be considered ‘outdoors’, shelters, marquees and other structures can have a roof but need to have at least 50% of the area of their walls open at all times whilst in use”.</li> <li>☺ Customers are required to order, be served and eat/drink while seated. Each table will have a stand with QR codes for: order and pay, NHS Test &amp; Trace. Non QR Records to be kept for 21 days.</li> <li>☺ Signages are in place and staff are to make sure this is implemented: Wearing a mask while going to the toilets and when not seated at the table, for a valid reason.</li> </ul>	<ul style="list-style-type: none"> <li>☺ Notices are strategically placed to remind customers, to maintain social distancing, always.</li> <li>☺ Lowering Capacity – We will be allotting tables in a way social distancing is maintained.</li> <li>☺ Staff training to ensure they are always vigilant and implement this.</li> <li>☺ Staggered arrival times of reservations.</li> <li>☺ Fully open front entrances, when possible, of the Pub for ventilation</li> <li>☺ Signs outside toilet doors to ensure only 2 persons are allowed at any point. Staff will be stationed in the Bar area to implement this policy. This may not be always possible.</li> <li>☺ Following government guidelines on groups and support bubbles.</li> <li>☺ Table service to prevent any queues</li> <li>☺ Reminding customers with children that they are responsible for always supervising them and should follow social distancing guidelines</li> <li>☺ Rigorous checks by line manager to ensure procedures are being followed.</li> <li>☺ As the outdoor area is open, customers could potentially sit at a table from multiple sides of entry. So, customers will be asked to check in via Test &amp; Trace App at the table. We have a QR code on each table. Once this is done, we will start taking orders from the table.</li> <li>☺ Entry to the restaurant is only for using the toilets or car registrations as the table is indoors next to the toilets.</li> </ul>



		<p>☺ Masks exempt for people with a valid certificate. However, we are not responsible for enforcing face covering law.</p> <p>☺ Social Distancing of 1m+, with risk mitigation, where 2m is not possible.</p> <p>☺ Mitigating actions are</p> <ul style="list-style-type: none"> <li>• Increase the frequency of handwashing by staff and surface cleaning</li> <li>• Staff allotted sections and tables, so they work in their areas only</li> <li>• Back-to-back and side to side tables will have 1m+ distance between them</li> <li>• Tables will be allotted in a way that no two tables are seated next to each other at the same time and will have as much time gap as possible.</li> <li>• Reminding customers and staff to wear face coverings where required. Signs will be provided.</li> </ul>	<p>☺ Turn people with corona virus symptoms away.</p> <p>☺ Consider the mental health and well being aspects of Covid -19 for everyone including ourselves. E.g., for staff: Enjoy and work, talk to staff and customers, don't take stress as work, most situations can be easily managed, rest well before coming to work, you can talk about your worries, etc.</p> <p>☺ Staff trained to ensure 1m / one arms length between us and customers.</p> <p>☺ Keep groups apart.</p> <p>☺ Space out tables as per guidelines.</p> <p>☺ Manager the number of customers.</p> <p>☺ PPE provided if staff need them.</p> <p>☺ Staff will stand in the middle of the width of a table to serve food. This will assist the 1m rule.</p> <p>☺ Rigorous checks by line manager to ensure procedures are being followed</p> <p>☺ Minimal contact between the FOH &amp; BOH workers. Only staff member serving food will be near the Food Pickup Counter.</p> <p>☺ Back-to-back and side to side working rules in kitchen and floor.</p> <p>☺ Always avoid face to face working.</p> <p>☺ PPE provided if required.</p> <p>☺ Staggered shifts to ensure minimum staffing levels at any time. Customers will be informed of any delays arising due to this procedure.</p> <p>☺ Rigorous checks by line manager to ensure procedures are followed</p>
--	--	--	--

<p>Spread of Covid-19 Corona Virus (<i>Due to Surface Contact</i>)</p>	<ul style="list-style-type: none"> <li>☹ Staff</li> <li>☹ Customers</li> <li>☹ Cleaners</li> <li>☹ Suppliers</li> <li>☹ Vulnerable Groups</li> <li>☹ Anyone else in contact with us</li> </ul>	<ul style="list-style-type: none"> <li>☺ Cleaning the site before opening</li> <li>☺ Hand Washing – Stringent hand washing is taking place. We are increasing the frequency of handwashing.</li> <li>☺ Encourage contact less payment.</li> <li>☺ Hand Sanitising – Hand sanitisers are placed in strategic areas, indoors and outdoors for customers to disinfect their hands.</li> <li>☺ Clean, disinfect work areas, surfaces, and equipment more frequently.</li> </ul>	<ul style="list-style-type: none"> <li>☺ Cleaners arrive early morning to clean the tables, toilets and disinfect the area before arrival of other staff.</li> <li>☺ F.O.H. and B.O.H. Staff members arrive after the cleaners are gone to clean outdoor tables and chairs and kitchen surfaces</li> <li>☺ Notices are in display in customer and staff toilets to thoroughly clean their hands for 20 seconds with soap and water.</li> <li>☺ Employees are reminded on a regular basis to wash their hands for 20 seconds with soap and water and dry with disposable blue roll paper.</li> <li>☺ Notices are displayed for customers and all arriving customers are told to sanitise their hands, on arrival.</li> <li>☺ Rigorous checks by line manager to ensure procedures are followed.</li> <li>☺ Hand sanitisers are available for all staff members and they are encouraged to use them after every task and after washing their hands.</li> <li>☺ Customers and staff are encouraged to use the hand sanitisers, especially on arrival.</li> <li>☺ Staff have been instructed to disinfect every table once customers have vacated.</li> <li>☺ Frequent cleaning and disinfecting of surfaces like door handles, taps etc.</li> <li>☺ Rigorous checks will be carried out by line manager to ensure necessary procedures are being followed</li> <li>☺ Instructions to staff members to empty bins more frequently</li> </ul>
--	--	---	--

		<ul style="list-style-type: none"> <li>☺ Use of disposable sachets of condiments only. Served on request.</li> <li>☺ Empty tables. All table cutlery and napkins provided with food.</li> <li>☺ Disposable menus, single use only.</li> </ul>	<ul style="list-style-type: none"> <li>☺ All accompanying condiments will be served in disposable sachets to minimise risks.</li> <li>☺ This include – salt, pepper, tomato ketchup, mayonnaise, vinegar, BBQ sauce, mustard, sugar, or any other available sachets.</li> <li>☺ We will be not using any napkins or cutlery on tables. This will be provided with the orders to minimise risk.</li> <li>☺ During this period, we will be using only one use, disposable menus for our customers.</li> <li>☺ Drinks, food, and dessert menus will be disposable.</li> </ul>
<p>Spread of Covid-19 Corona Virus (Supplier Checks)</p>	<ul style="list-style-type: none"> <li>☹ Staff</li> <li>☹ Customers</li> <li>☹ Cleaners</li> <li>☹ Suppliers</li> <li>☹ Vulnerable Groups</li> <li>☹ Anyone else in contact with us</li> </ul>	<ul style="list-style-type: none"> <li>☺ Ensure social distancing is maintained between the supplier delivery driver and staff members.</li> <li>☺ Hand sanitising before and after accepting deliveries.</li> <li>☺ Minimise frequency of deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>☺ Staff are regularly reminded to have minimal contact while handling deliveries.</li> <li>☺ Preferably wear disposable gloves while handling deliveries.</li> <li>☺ Only one person to receive and check deliveries.</li> <li>☺ Always maintain social distancing with the driver.</li> <li>☺ Employees reminded regularly to wash hands for 20 seconds with soap and water and use disposable blue roll for drying.</li> <li>☺ We are trying our best to minimise deliveries to once a week only.</li> </ul>



<p>Spread of Covid-19 Corona Virus (Through coughing, sneezing or unclear hands)</p>	<p>☹️ Staff ☹️ Customers ☹️ Cleaners ☹️ Suppliers ☹️ Vulnerable Groups ☹️ Anyone else in contact with us</p>	<p>😊 Extremely important and continuous implementation of social distancing is vital. This should be maintained even while smoking or on breaks.</p> <p>😊 PPE is provided to staff who may need it.</p> <p>😊 Increased ventilation.</p>	<p>😊 Staff is reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>😊 Daily reminded to catch coughs and sneezes in tissues.</p> <p>😊 Follow-Catch it, Bin it, Kill it.</p> <p>😊 Avoid touching face, eyes, nose, or mouth with unclear hands.</p> <p>😊 Tissues are available throughout the workplace.</p> <p>😊 Notices have been put up regarding the above in strategic places including customer toilets.</p> <p>😊 Handwashing after every task is a must.</p> <p>😊 Staff instructed to use gloves before handling any ready to eat foods.</p> <p>😊 Disposable gloves, masks and shields are available for staff to use.</p> <p>😊 To mitigate the risk of infection through the air, we will be increasing the ventilation in the pub.</p> <p>😊 Weather permitting, all doors and windows will remain open.</p> <p>😊 This includes Front doors, Bifold doors in the extension, windows in the restaurant and bar entrance of the pub.</p> <p>😊 There are no outdoor areas covered from all sides.</p>
--	--	---	---

<p>Spread of Covid-19 Corona Virus (Prevention through checks and records)</p>	<p>☹️ Staff ☹️ Customers ☹️ Cleaners ☹️ Suppliers ☹️ Vulnerable Groups ☹️ Anyone else in contact with us</p>	<p>☺️ All customers will be required to scan QR code for Test &amp; Trace or provide contact details. Failure to do so will result in service being refused.</p> <p>☺️ We ensure that workers who feel unwell stay at home and do not come to work. Staff have been informed to inform manager on duty immediately if they develop any symptoms. Staff are also checked for their temperatures and asked to fill a questionnaire on arrival</p> <p>☺️ Checking for Symptoms of COVID-19. If anyone becomes unwell with new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>☺️ If advised that a member of staff or public has developed COVID-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in</p>	<p>☺️ A body temperature gun is used.</p> <p>☺️ Every staff member is checked for their body temperature on arrival by the manager on duty.</p> <p>☺️ Staff are required to fill a short questionnaire before starting work. This includes recording if they had any symptoms of COVID-19 in the last 24 hrs., Any family member showing symptoms, in contact with any person with symptoms or anything else the management should know.</p> <p>☺️ Manager on duty will maintain regular contact with the staff during this time.</p> <p>☺️ If needed the Risk Assessment will have to be scrutinised to identify any potential weaknesses.</p> <p>☺️ Internal communication will be carried out regularly to reassure and support staff and customers in a fast-changing situation.</p> <p>☺️ Rigorous checks will be done by the manager on duty to ensure all actions are taken to mitigate the issues.</p> <p>☺️ Staff and managers on duty are maintaining a record of all customers coming to us, with or without reservation. Details being noted are name, phone number and email address.</p>
--	--	--	--

		<p>contact with them and will take advice on any actions or precautions that should be taken.</p> <p>😊 As the easing of restrictions is being supported by NHS Test and Trace, we are keeping a temporary record of our customers for 21 days.</p>	
<p>Spread of Covid-19 Corona Virus (BAME)</p>	<p>😊 BAME Staff &amp; customers</p>	<p>😊 It is evident from recent data emerging that people from BAME background are more at risk from COVID-19.</p> <p>😊 This has been discussed with the staff members. Currently we have 10 staff members who are from a BAME background. Several steps have been taken for risk mitigation for BAME staff.</p>	<p>😊 The relevant staff members have been told of their risks and have been offered full support from the management.</p> <p>😊 PPE is provided for all staff members.</p> <p>😊 Safe rotas and working practices have been implemented.</p> <p>😊 Any other support they may need.</p>
<p>Spread of Covid-19 Corona Virus (Managing service of food and drink)</p>	<p>😊 Staff 😊 Customers 😊 Cleaners 😊 Suppliers 😊 Vulnerable Groups</p>	<p>😊 We have a takeaway, and a delivery service app. Payments can also be made online mitigation the risk of contact spreading.</p>	<p>😊 Takeaway orders are taken in advance and the order ready for collection in the front lobby area.</p> <p>😊 Customers can also order on the Wix app. And pay online. Justeat is used for deliveries</p>



<p>Spread of Covid-19 Corona Virus (Accidents, security and other incidents)</p> <p>Spread of Covid-19 Corona Virus (Outdoor Play Area)</p>	<p>☺ Anyone else in contact with us</p> <p>☹ Staff ☹ Customers ☹ Cleaners ☹ Suppliers ☹ Vulnerable Groups ☺ Anyone else in contact with us</p> <p>☹ Staff ☹ Customers ☹ Children ☹ Cleaners ☹ Suppliers ☹ Vulnerable Groups ☺ Anyone else in contact with us</p>	<p>☺ Limiting access for people waiting for takeaways.</p> <p>☺ In case of an emergency or any incident, we may not be able to comply with social distancing guidelines if it would be unsafe.</p> <p>☺ Social Distancing: This is the single most important aspect in our outdoor play area. The mitigations we will introduce is as per the guidelines.</p> <p>☺ Social distancing of two metres or 1 meter with risk mitigation.</p> <p>☺ Cleaning and maintaining the play area.</p>	<p>☺ The time for collection is kept to a minimum and hardly takes a minute to enter and collect.</p> <p>☺ If needed managers can request customers to wait outside to ensure social distancing.</p> <p>☺ Manager on duty will take charge of the situation and take appropriate action.</p> <p>☺ Manager will ensure that those involved in the provision of assistance should pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>☺ Notices have been put up in the play area to advise customers of social distancing. Notices also mention that children are always the responsibility of their parents. We will try and allot a staff in the area, but this may not always be possible.</p> <p>☺ Notices are in place that only children under 7 years of age can play.</p> <p>☺ All equipment in the play area is checked and cleaned with a sanitiser every day. If needed, we can do it more frequently.</p>
---	--	--	---

### END OF ASSESSMENT