

Risk Assessment for COVID-19 Restaurants, Pubs, Bars & Takeaway Services



Business Name:	AIRDRIE GOLF CLUB
Address:	GLENMAVIS ROAD, AIRDRIE
Person Carrying out This Assessment:	I DOOLE/R APPADOO
Date:	21 APRIL 2021

Hazardous Operations Specific to the Premises (Mark boxes 1, 2, or 3 depending on assessment of low, med or high risk or mark N/A)	
1. Opening of Bar facilities in Clubhouse	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
2. Re-opening of catering facilities to Clubhouse	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
3. General use of clubhouse by members and guests	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3

Persons Exposed to Hazards (tick where applicable)			
Staff	<input checked="" type="checkbox"/> Customers/Visitors	<input checked="" type="checkbox"/> Staff Members Household	<input checked="" type="checkbox"/>
Young Persons	<input checked="" type="checkbox"/> Pregnant Workers	<input type="checkbox"/> Contractors/Other	<input type="checkbox"/>

Control Measures	Yes	No	N/A
1. Is there a senior person in charge responsible for preventing and controlling COVID-19?	X		
b) Does the senior person understand the RIDDOR reporting of COVID-19?	X		
Notes:			
2. Is there a documented COVID-19 prevention and control procedure?	X		
b) Have employees been instructed in the COVID-19 prevention and control procedure?	X		
Notes:			
3. Have employees been briefed on the possible hazards from COVID-19 and its symptoms?	X		
Notes:			



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Control Measures	Yes	No	N/A
4. Has the business explored the option of some employees working at home if possible, to reduce the numbers in the premises? <i>e.g. administrative staff should work from home if possible.</i>			X
Notes:			
5. Where employees are working from home, does the business: a) Monitor their wellbeing and help keep them connected to the rest of the workforce? b) Keep in touch on their working arrangements including their welfare, mental and physical health, and personal security? c) Provide them with equipment to work from home safely and effectively?			X
			X
			X
Notes:			
6. Where possible, are different shift patterns in place to keep staff overlapping at a minimum?	X		
Notes:			
7. Are employees with suspected COVID-19 symptoms requested to remain away from work whilst the symptoms exist?	X		
Notes:			
8. Have staff been informed and agreed to only come into work if they are well and no one in their household is self-isolating?	x		
Notes:			
9. Has the business checked with all staff members to ascertain whether any of them would or could be classed as higher or moderate risk? https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ b) If so, has an individual risk assessment and appropriate controls been put in place to allow the staff member to carry out their on-site duties safely?	x		
		X	
Notes:			
10. Has the business checked whether staff within the business have anyone in their household who is or could be classed as high-risk (e.g. parent/partner/sibling/child who is immunosuppressed)? b) If so, has the business and the staff member put controls in place to reduce the risk to as low as possible?	x		
		X	
Notes:			

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Control Measures	Yes	No	N/A
11. Is signage placed at all entrances to the premises asking staff, customers, contractors, and visitors with symptoms not to enter the premises?	X		
Notes:			
Social Distancing for Workers			
12. Are there measures in place to maintain social distancing throughout the premises wherever possible?	X		
Notes:			
13. Are work areas reviewed and where necessary moved to ensure social distancing can be maintained between staff when they are at their work area?			X
Notes:			
14. Where social distancing cannot be followed in relation to an activity, has the business considered whether that activity needs to continue for the business to operate?	X		
Notes:			
15. If that activity needs to continue, are screens or barriers used to separate: a) Workers from each other? b) Workers from customers at service points?		X	
	X		
Notes:			
16. If that activity needs to continue, do workers work back-to-back or side-by-side (rather than face-to-face) where possible?	X		
Notes:			
17. If that activity needs to continue, are fixed teams or partnering used so each worker only works with a few others?		x	
Notes:			
18. If that activity needs to continue, is the activity time kept to as short as possible?	X		
Notes:			

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Control Measures	Yes	No	N/A
Social Distancing for Workers continued			
19. Is the business staggering the arrival and egress of workers to reduce crowding and ensure social distancing is possible?			X
Notes:			
20. Where possible and if it is safe to do so, is there a separate door used to enter the premises and another door used to exit the premises to reduce congestion? <i>e.g. If you have more than one door, have one door for entering and one door for exiting.</i>	X		
Notes:			
21. Are markings in place to help identify social distancing at work areas and areas where there is a potential for staff to queue? <i>e.g. Entrances, exits, toilets, the pass area etc.</i>			X
Notes:			
22. Are measures in place to reduce the movement of staff throughout the premises by discouraging non-essential trips, such as: a) Restricting access of staff to some areas? b) Using radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted?			X
			X
Notes:			
23. Are staff jobs and location rotation reduced to minimise the movement of people in the business premises? <i>e.g. assigning staff to specific areas, keeping temporary personnel dedicated to one premise location etc.</i>			X
Notes:			
24. Are more one-way flow routes introduced throughout the premises and are these directions of flow clearly identified through signage?		X	
Notes:			
25. Are high traffic areas managed to maintain social distancing? <i>e.g. corridors, lifts, staircases etc.</i>		X	
Notes:			
26. Are posters and signage displayed throughout the premises promoting social distancing?	X		
Notes:			

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Control Measures	Yes	No	N/A
Social Distancing for Workers continued			
27. Are meetings carried out remotely to avoid in-person meetings?	X		
Notes:			
28. Where it is absolutely necessary for face-to-face meetings to take place it is imperative for social distancing to be in place – has the business put suitable controls in place?	X		
Notes:			
29. Are meetings held either outdoors or in well-ventilated rooms?	X		
Notes:			
30. Where regular meetings take place, are floor markings installed to help people maintain social distancing?			X
Notes:			
31. Are staff break times staggered to assist with maintaining social distancing?			X
Notes:			
32. Where possible, has additional space within the premises been created for breaks? <i>e.g. safe outdoor areas, areas that have been freed up by remote working etc.</i>			X
Notes:			
33. Have staff been appropriately trained who are required to keep people safe? <i>e.g. staff who encourage and oversee social distancing & who manage security.</i>	X		
Notes:			
34. Have measures been put in place to ensure the safety of staff who are required to carry out physical searches of people to maintain security standards? <i>i.e. see government guidance on managing security risks.</i>			X
Notes:			
35. Has the incident and emergency procedures been reviewed to ensure they reflect social distancing as far as possible?		X	
Notes:			
36. Does the business prevent entertainment that is likely to encourage audience behaviours increasing the transmission risk? <i>e.g. loud background music, communal dancing, group singing or chanting etc.</i>	X		
Notes:			

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Control Measures	Yes	No	N/A
Social Distancing for Food Preparation Areas			
37. Are food preparation areas restricted to as few people as possible?	X		
Notes:			
38. Are measures in place to minimise the interaction between kitchen staff and other workers, including when on breaks?	X		
Notes:			
39. Are kitchen teams put into shifts to restrict the number of staff interacting with each other?			X
Notes:			
40. Are kitchen work areas setup to maintain social distancing where possible?	X		
Notes:			
41. Where this is not possible, are cleanable panels installed to separate working areas?			X
Notes:			
42. Are on-way traffic flows used in the kitchen to minimise contact?		X	
Notes:			
43. Is access minimised to walk in pantries, fridges, and freezers? <i>e.g. only one person being able to access these areas at one point in time.</i>	X		
Notes:			
44. Are floor markings installed to help identify social distancing throughout the kitchen area?		X	
Notes:			
45. Are controls in place to minimise the contact at handover points with other staff? <i>e.g. presenting food to serving staff at the pass.</i>	X		
Notes:			
46. Are posters and signage displayed throughout the kitchen promoting social distancing?	X		
Notes:			

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Control Measures	Yes	No	N/A
Customer & Visitor Safety			
47. Does the business keep temporary record of customers and visitors for 21 days? <i>(This is to assist the NHS Test & Trace with requests for data if needed)</i>	X		
Notes:			
48. Has the maximum number of customers been calculated that the business can accommodate at any one time (inside & outside), that will enable social distancing to be followed?	x		
Notes: 38 INTERNAL (MAIN LOUNGE) /28 EXTERNAL			
49. Is indoor & outdoor seating and tables set to maintain social distancing between customers of different households or support bubbles?	X		
Notes:			
50. Does the business have a process in place that reduces the need for customer queues? <i>e.g. online booking systems, set times for customers to turn up etc.</i>			X
Notes:			
51. Where queuing is unavoidable, is outside space used for queuing where available and safe? <i>e.g. existing outdoor service areas, car parks etc.</i>			X
Notes:			
52. Are outside queues managed to ensure they do not cause a risk to individuals, other businesses, or additional security risks? <i>e.g. introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures.</i>			X
Notes:			
53. Is the entry of customers onsite managed:			
a) To ensure there is the appropriate number of customers inside & outside?	X		
b) So that all customers indoors are seated with appropriate distancing?	X		
c) So that all customers outdoors have appropriately distanced seating or standing room?	X		
Notes:			

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Control Measures	Yes	No	N/A
Customer & Visitor Safety continued			
54. Where possible, is payment machines brought to customers?	X		
Notes:			
55. Are customers encouraged when booking or on arrival to comply with the limits on gatherings: a) Indoor gatherings are limited to members of any two households or support bubbles? b) Outdoor gatherings are limited to members of any two households or support bubbles or a group of at most six people from any number of households?			X
			X
Notes:			
56. Are customers encouraged to use hand sanitiser or handwashing facilities when they enter the premise?	X		
Notes:			
57. Are customers who are accompanied by children reminded that they are responsible for supervising them at all times and that they should follow the social distancing guidelines?	X		
Notes:			
58. Do any changes to entrances, exits or queue management consider reasonable adjustments for those who need them including disabled people? <i>e.g. maintaining pedestrian and parking access for disabled customers etc.</i>		X	
Notes:			
59. Where possible, has a one-way flow system been introduced throughout the premises to reduce contact between customers?			X
Notes:			
60. Are customers who are outdoors notified that they cannot seek shelter indoors in the event of adverse weather conditions unless social distancing can be maintained?	X		
Notes:			

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Control Measures	Yes	No	N/A
Customer & Visitor Safety continued			
61. Are all customers and visitors provided with clear guidance on expected customer behaviours including social distancing and hygiene and that failure to observe safety measures will result in service not being provided? <i>e.g. website, online booking forms, over the phone booking, on-site posters and signage etc.</i>		X	
Notes:			
62. Is information provided informing customers that police and local authorities have the powers to enforce requirements in relation to social distancing potentially resulting in a fixed penalty notice?	x		
Notes:			
63. Are essential services and contractor visits scheduled in for when the business is quiet? <i>e.g. mornings, nights, during the week etc.</i>	X		
Notes:			
64. Are essential services and contractors provided with site guidance on social distancing and hygiene on or before arrival?		X	
Notes:			



Risk Assessment for COVID-19 Restaurants, Pubs, Bars & Takeaway Services

Control Measures	Yes	No	N/A
Managing Service of Food & Drink			
65. Are staff instructed to maintain social distancing from customers when taking orders?	X		
Notes:			
66. Are customer self-service of food, cutlery and condiments removed to reduce the risk of transmission? <i>e.g. only providing cutlery and condiments when food is served.</i>	X		
Notes:			
67. Are only disposable condiments provided to customer?	X		
b) If no, are non-disposable condiment containers cleaned after each use?			X
Notes:			
68. Are customers asked to remain at their table or area where possible to help reduce the numbers of surfaces touched?	X		
Notes:			
69. Are contactless payments encouraged where possible and done so to maintain social distancing?	X		
Notes:			
70. Do all outdoor areas that are covered have sufficient ventilation?			X
Notes:			
71. Are contactless ordering methods from tables used where available? <i>e.g. through an ordering app.</i>			X
Notes:			

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Control Measures	Yes	No	N/A
Managing Service of Food & Drink continued			
72. Are measure implemented to minimise staff contact with customers such as:	X		
a) Indoor table service used where possible?		x	
b) Assigning a single staff member per table where possible?		x	
c) Assigning staff members zones to work where possible?	x		
d) Outdoor table or area service where possible?	X		
e) Where bar or counter service is unavoidable, are customers prevented from remaining at the bar or counter after ordering?			
Notes:			
73. Are customers instructed that only staff will collect and return empty glasses to the bar to prevent congregating at points of service?	X		
Notes:			
74. Are zones introduced for staff members to work in to reduce contact between workers? <i>e.g. minimise contact between kitchen workers and front of house workers, having zones where front of house staff can collect food.</i>			X
Notes:			
75. Are outdoor areas of service encouraged where possible? <i>e.g. increasing outdoor seating or outdoor points of service such as stalls.</i>	X		
Notes:			
Customer Toilets			
76. Is a queuing system installed at the toilet areas that maintains social distancing between customers?	x		
Notes:			
77. Are the toilets well managed with a limited entry approach of one in, one out allowing physical distancing to be maintained?	x		
Notes:			
78. Are social distancing markings used in areas where queues form?			X
Notes:			



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Control Measures	Yes	No	N/A
Customer & Staff Toilets			
79. Are signs and posters placed in prominent positions throughout the toilet areas? <i>e.g. informing people of good handwashing technique, the need to wash hands more frequently and avoid touching their face, to cough or sneeze into a tissue and bin it or into your arm if a tissue is not available etc.</i>	X		
Notes:			
80. Where it is safe and practical to do so, is hand sanitiser available at the entry to toilets?	X		
Notes:			
81. Are suitable hand washing facilities available including running water, liquid soap and suitable options for drying (either paper towels or hand dryers)?	X		
Notes:			
82. Has the frequency of the cleaning and disinfectant schedule been increased in line with usage paying attention to frequently touched surfaces?	x		
Notes:			
83. Is the cleaning schedule visible in the toilet area and kept up to date?	x		
Notes:			
84. Are disposable cloths or paper roll used to clean all hard surfaces?	X		
Notes:			
85. Are the toilet areas kept well ventilated? <i>e.g. fixing doors open where appropriate, having windows open etc.</i>	X		
Notes:			
86. Are more waste facilities available and are more frequent collections of rubbish implemented?		X	
Notes:			

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Control Measures	Yes	No	N/A
Cleaning the Workplace continued			
87. Are doors kept open, where appropriate, to reduce touch points? <i>Important – this should not include fire doors.</i>	X		
Notes:			
88. Are staff instructed to clean and disinfect all workstations and work areas before starting work and at the end of each shift?			x
Notes:			
89. Are regularly touched objects and surfaces frequently cleaned and disinfected? <i>e.g. counters, tills, door handles, ordering equipment etc.</i>	X		
Notes:			
90. Are objects and surfaces cleaned and disinfected between each customer use? <i>e.g. tables, chairs, card machines, trays, laminated menus etc.</i>	x		
Notes:			
91. Are staff instructed to ensure all work areas and equipment are frequently cleaned and disinfected between uses?	x		
Notes:			
92. Is good ventilation maintained throughout the work environment? <i>e.g. opening windows and doors frequently, where possible.</i>	x		
Notes:			
93. Are there adequate disposal arrangements for cleaning products? <i>e.g. plenty of bins with a lids available, regular emptying of bins etc.</i>	X		
Notes:			
94. Does the responsible person(s) know the cleaning and disinfectant guidelines that they must follow if there is a known or suspected case of COVID-19?	X		
Notes:			
95. Is signage displayed throughout encouraging cleaning and disinfectant of work areas, equipment, regular touch points etc?		X	
Notes:			



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Control Measures	Yes	No	N/A
Deliveries, Handling Goods, Merchandise, Other Materials, and onsite Vehicles			
96. Has the business implemented cleaning procedures for goods or merchandise entering the premises?		X	
Notes:			
97. Is there a cleaning procedure implemented for the parts of shared equipment before each use? <i>e.g. trolleys, cutters etc.</i>			X
Notes:			
98. Has a regular cleaning and disinfectant procedure for work vehicles been implemented?			x
Notes:			
99. Has a regular cleaning and disinfectant procedure been implemented for the inside of shared vehicles that staff may take home?			X
Notes:			
100. Has the business reviewed its pick-up and drop-off points to help maintain social distancing where possible?			X
Notes:			
101. Has the business considered reducing the frequencies of delivery? <i>e.g. ordering larger quantities.</i>			X
Notes:			
102. When making or receiving a delivery are arrangements in place for one person per delivery or work in the same pairs when more than one person is required?			X
Notes:			
103. Does the business allow drivers to access welfare facilities and instruct them that they must follow site rules?	X		
Notes:			
104. Are one-way flow systems implemented in stockrooms where possible?			X
Notes:			
105. Where social distancing cannot be maintained in these areas due to venue design, are sufficient mitigation strategies implemented?			X
Notes:			

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Control Measures	Yes	No	N/A
Hygiene			
106. Have staff been briefed on the importance of maintaining good personal hygiene – i.e. a) Washing hands thoroughly with warm water and soap for at least 20 seconds frequently throughout the day, plus before starting work, before leaving to go home and before eating/smoking/drinking? b) Covering their mouth and nose with their elbow when coughing and sneezing? c) Avoiding touching their face wherever possible and d) Disposing of any used tissues immediately in a lidded bin and then washing hands afterwards?	X		
	X		
	X		
	X		
Notes:			
107. Are there adequate hand-washing facilities with hot water, soap and hand drying facilities (either paper towels or electrical dryers)?	X		
Notes:			
108. Are hand sanitiser stations set in multiple locations throughout the premises in addition to washrooms? <i>e.g. entrances, exits, outside toilet areas, bar areas, near regular touch points etc.</i>	X		
Notes:			
109. Is signage and posters displayed throughout the premises to help build: a) Awareness of good handwashing technique? b) The need to increase handwashing frequency? c) Avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available?	X		
	X		
	X		
Notes:			
110. Are staff instructed to wash their hands: a) Before handling plates and cutlery? b) After handling customer items such as used plates, glasses, cutlery etc? c) Before serving food, drink etc to another table? d) Before and after handling goods and merchandise?	X		
	X		
	X		
	X		
Notes:			

Risk Assessment for COVID-19 Restaurants, Pubs, Bars & Takeaway Services

Control Measures	Yes	No	N/A
Personal Protective Equipment			
111. Are staff instructed to continue to wear PPE in their work activities that they already wore to protect against non-COVID-19 risks?	X		
Notes:			
112. Does the business support their workers who choose to wear face coverings and train them on how to wear them safely such as:			
a) Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on a face covering, and before and after removing it?	X		
b) Avoid touching your face or face covering?	X		
c) Change the face covering if it becomes damp or if you touch it?	X		
d) Continue to wash your hands regularly?	X		
e) Change and wash your face covering daily?	X		
f) Still continue to practice social distancing wherever possible?	X		
Notes:			
113. Is the business requesting staff change into work clothes onsite using appropriate changing facilities?		X	
Notes:			
114. Is the business providing storage for staff clothes and bags?		X	
Notes:			
115. Does the business wash uniforms on site where appropriate?		X	
b) If not, are staff requested to regularly wash their uniforms at home?	X		
Notes:			

Control Measures	Yes	No	N/A
Post Risk Assessment			
116. Following completion of this risk assessment, and implementation of any controls identified, are you displaying a completed copy of the Staying COVID-19 Secure in 2020 sign in your premises?	X		
https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-covid-19-secure-accessible.pdf			



Control Measure Required:	Date for Completion
<u>Restaurants, Pubs, Bars & Takeaway Services</u>	
<p>Ensure staff are informed and agree to only come into work if they are well and no one in their household is self-isolating?</p>	
<p>Check all staff members to ascertain whether any of them would or could be classed as higher or moderate risk?</p> <p>b) If so, carry out an individual risk assessment and put appropriate controls in place to allow the staff member to carry out their on-site duties safely</p>	
<p>Check whether staff within the business have anyone in their household who is or could be classed as high-risk (e.g. parent/partner/sibling/child who is immunosuppressed)?</p> <p>b) If so, the business and the staff member must put controls in place to reduce the risk to as low as possible?</p>	
<p>Introduce one-way flow routes throughout the premises and clearly identify these through signage</p>	
<p>Manage high traffic areas to maintain social distancing? <i>e.g. corridors, lifts, staircases etc.</i></p>	
<p>Review the incident and emergency procedures to ensure they reflect social distancing as far as possible</p>	
<p>Calculate the maximum number of customers that the business can accommodate at any one time (inside & outside), that will enable social distancing to be followed</p>	
<p>Do any changes to entrances, exits or queue management consider reasonable adjustments for those who need them including disabled people? <i>e.g. maintaining pedestrian and parking access for disabled customers etc.</i></p>	
<p>Ensure objects and surfaces are cleaned and disinfected between each customer use <i>e.g. tables, chairs, card machines, trays, laminated menus etc.</i></p>	
<p>instruct staff to ensure all work areas and equipment are frequently cleaned and disinfected between uses</p>	
<p>Ensure good ventilation is maintained throughout the work environment <i>e.g. opening windows and doors frequently, where possible.</i></p>	
<p>Ensure signage is displayed throughout encouraging cleaning and disinfectant of work areas, equipment, regular touch points etc</p>	
<p>Implement cleaning procedures for goods or merchandise entering the premises</p>	
<p>Increase the frequency of the cleaning and disinfectant schedule in line with usage paying attention to frequently touched surfaces</p>	
<p>Introduce a queuing system at the toilet areas that maintains social distancing between customers</p>	
<p>Ensure toilets are well managed with a limited entry approach of one in, one out allowing physical distancing to be maintained</p>	
<p>Rev 1 2020</p>	<p><i>advice you feel safe with</i></p>

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Restaurants, Pubs, Bars & Takeaway Services

