



## COVID-19 reopening risk assessment

Please also refer to the Government's [COVID-19 Secure Guidance](#) and [Maintaining Records Guidance](#)

Area	What are The Hazards?	What are you Already Doing?(Examples listed below)	Further Action is Necessary?(Decide what else you could do)	Action by Who?	Action by when?	Done
Personnel	Risk to returning staff	<ul style="list-style-type: none"> <li>• Assessment of staff and circumstances carried out including:               <ul style="list-style-type: none"> <li>○ Discover pre-existing conditions</li> <li>○ Identified high risk staff</li> <li>○ Identified those living with high risk staff</li> <li>○ Identified staff with or living with someone with symptoms</li> <li>○ Addressed transport to work issues</li> </ul> </li> <li>• Regularly briefing staff on latest guidance</li> <li>• Regularly reminding staff if they have symptoms they must not come to work</li> <li>• Regularly reminding staff that if they are with someone who has symptoms they must self-isolate and not come to work</li> <li>• Providing support for workers around wellbeing and mental health</li> </ul>		JANET BATTERSBY  JANET BATTERSBY  JANET BATTERSBY  JANET BATTERSBY  JANET BATTERSBY		
	Risk to staff at work	<ul style="list-style-type: none"> <li>• For general staff protection:               <ul style="list-style-type: none"> <li>○ Developed a detailed plan for the site and communicated to staff</li> </ul> </li> </ul>		JANET BATTERSBY		

		<ul style="list-style-type: none"> <li>○ Staggered arrival and departure times to reduce crowding</li> <li>○ Ensured all staff wash hands on arrival and re-entering with staff reminders</li> <li>○ Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Trace and Test.</li> <li>● Allowed staff to work further apart. Where not possible, arranged people to work side-by-side/ facing away or used screens</li> <li>● Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken</li> <li>● Introduced more frequent cleaning regimes</li> <li>● Reduced the number of people each staff member has contact with by using fixed teams or partnering</li> <li>● Staggered staff breaks to maintain distancing</li> <li>● Avoided need to share equipment where possible and disinfected before use</li> </ul>		<p>ALL STAFF</p> <p>ALL STAFF JANET ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p>		
Brewery	Risk to staff and customers	<ul style="list-style-type: none"> <li>● Ensured all staff wash hands on arrival and re-entering with staff reminders</li> <li>● Frequent cleaning schedules introduced</li> <li>● Allowed staff to work further apart during brewing tasks (brewing, bottling and packing). Where not possible, arranged people to work side-by-side/ facing away or used screens</li> <li>● Visitors are kept to a minimum</li> </ul>		<p>ALL STAFF</p> <p>JANET JANET</p> <p>ALL STAFF</p>		

		<ul style="list-style-type: none"> <li>Recording visitor details for 21 days to assist NHS Test and Trace (see <a href="#">guidance</a>)</li> <li>Brewery area roped off from taproom/ bar</li> </ul>				
Kitchen	Risk to staff	<ul style="list-style-type: none"> <li>Following <a href="#">guidance</a> on food preparation and food service area</li> <li>Using disinfectants and sanitisers</li> <li>Controlling staff movements to maintain social distancing where possible</li> <li>Restricted kitchen access to as few people as possible</li> <li>Glassware washed separately from plates and cutlery</li> <li>Where washing by hand is necessary, using rubber gloves and suitable products</li> <li>Ensuring temperatures above 60 degrees for rinsing</li> <li>Introduced restricted menu options</li> </ul>		<p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>JANET</p>		
Public Bar/ taproom	Risk to staff	<ul style="list-style-type: none"> <li>Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken</li> <li>Considered if protective clothing and equipment, such as masks, is needed</li> <li>Stalled screens to protect staff where needed</li> </ul>		<p>ALL STAFF</p> <p>JANET</p> <p>PETER ROBERTS</p>		

	Risk to customers	<ul style="list-style-type: none"> <li>• Developed a plan for the specific premises to reflect risk assessment</li> <li>• Cleaning: <ul style="list-style-type: none"> <li>○ Have hand sanitiser dispensers at bar and external doors</li> <li>○ Cleaning bar tops every hour and table surfaces immediately after use</li> <li>○ Cleaning high throughput areas and touchpoints at least every hour</li> <li>○ Emptying glasses collected from table by staff, customers discouraged from returning them to the bar.</li> </ul> </li> <li>• Social distancing: <ul style="list-style-type: none"> <li>○ Limiting capacity to reflect social distancing requirements and control customer access at entrances, in queues and waiting areas</li> <li>○ Taken into account reasonable adjustments for those who need them, such as disabled customers</li> <li>○ Using table service where possible</li> <li>○ For bar orders, customers maintain social distancing, indicated through tape marks on the floor</li> <li>○ Uni-directional movement and separate order and collection points</li> <li>○ Ensuring customers do not remain at bar after ordering</li> </ul> </li> <li>• Communication: <ul style="list-style-type: none"> <li>○ Promoting the measures being taken in the venue through signs and informing people on arrival</li> </ul> </li> </ul>		<p>JANET</p> <p>PETER</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>PETER</p> <p>PETER</p> <p>ALL STAFF</p> <p>PETER</p>		
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Customer Toilets	Risk to staff and customers	<ul style="list-style-type: none"> <li>● Developed a plan for communicating and controlling access to customer toilets</li> <li>● Hand sanitiser available on entry to toilets where possible</li> <li>● Staff monitoring and cleaning of toilets increased</li> <li>● Provided more waste facilities and increased rubbish collection</li> </ul>		<p>JANET</p> <p>PETER</p> <p>ALL STAFF</p> <p>ALL STAFF</p>		
Seating area/ dining	Risk to staff and customers	<ul style="list-style-type: none"> <li>● Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between guests in queues and between tables</li> <li>● Informing customers of access restrictions, social distances and limits on gatherings through sign, on arrival.</li> </ul>		<p>JANET</p> <p>ALL STAFF</p>		

		<ul style="list-style-type: none"> <li>• Identified and resolved/ mitigated potential pinch points</li> <li>• Using electronic reservation and ordering where possible. Maintaining a temporary record of customers for 21 days to assist NHS Test and Trace</li> <li>• Replacing menus with customer display or use single-use, disposable menus</li> <li>• Limiting customer contact with menus, trays, napkins etc, with cleaning and replacement carried out after each use</li> <li>• Cutlery brought to staff with food. Individually wrapped condiments and sauces provided on request</li> <li>• Glasses, cutlery and plates picked up only by staff wearing gloves. If no gloves are available, staff wash hands</li> <li>• Offering cashless payments</li> </ul>		<p>JANET</p> <p>ALL STAFF</p> <p>JANET</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p>		
Takeaway services	Risk to staff, customers and delivery drivers	<ul style="list-style-type: none"> <li>• Following all legal requirements for food safety, including allergen information on request (see <a href="#">guidance</a>)</li> <li>• Encouraging customers to order online/ telephone</li> <li>• Minimising contact between staff and customers/ delivery drivers</li> <li>• Have hand sanitiser dispensers at collection area and external doors</li> <li>• Offering cashless payments</li> </ul>		<p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>PETER</p> <p>PETER</p>		

		<ul style="list-style-type: none"> <li>• Screens between staff and customers where appropriate</li> </ul>		PETER		
Outdoor areas	Risk to staff and customers	<ul style="list-style-type: none"> <li>• Considered impact of queues on the area, such as high streets and car parks</li> <li>• Reconfigured outdoor seating to maintain social distance</li> <li>• Ensured outdoor areas have sufficient ventilation</li> <li>• Considered danger of groups forming</li> <li>• Regular staff patrol of area</li> <li>• Planned for maintaining social distance in the event of adverse weather conditions</li> </ul>		PETER JANET PETER ALL STAFF ALL STAFF ALL STAFF		
Cellar	Risk to staff and deliverers	<ul style="list-style-type: none"> <li>• Undertook stock clearance</li> <li>• More frequent cleaning and hygiene</li> <li>• Have hand sanitiser dispensers at collection area and external doors</li> <li>• Staff wash hands before entering cellar</li> <li>• Considered methods to reduce frequency of deliveries</li> <li>• Where possible and safe, have a single worker load and unload</li> <li>• Normal practices for maintenance followed and where possible by one person</li> <li>• Records of visitors maintained</li> </ul>		JANET ALL STAFF PETER  ALL STAFF  ALL STAFF  ALL STAFF		
Deliveries received	Risk to staff and deliverers	<ul style="list-style-type: none"> <li>• Maintaining distance rules when taking deliveries and where possible verify using digital forms</li> </ul>		ALL STAFF		

		<ul style="list-style-type: none"> <li>• Have cleaning procedures for goods entering the site</li> <li>• Considered methods to reduce frequency of deliveries</li> </ul>		ALL STAFF JANET		
Deliveries to customers	Risk to staff and customers	<ul style="list-style-type: none"> <li>• Deliveries are staggered so arrive and leave the brewery at different times</li> <li>• Drivers leave deliveries on the door steps of customers</li> <li>• Gloves worn at all times and hand sanitiser used</li> <li>• Social distance measures maintained</li> </ul>		JANET  JANET  JANET ALL STAFF		