

PLOUGH INN COVID RISK ASSESSMENTS

Wassai Inns Ltd	covid risk assessment	-	date: 25/6/20	-	-	-
<u>What Are The Hazards?</u>	<u>Who Might Be Harmed?</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>Action By Who?</u>	<u>By When?</u>	<u>Done</u>
<u>spread of covid 19</u>	• <u>Staff</u>	<u>FRONT ENTRANCE</u>	-	-	-	-
-	• <u>Visitors to your premises</u>	<u>NO WAITING IN ENTRANCE AREA; CLEARLY MARKED AREA</u>	<u>MANAGEMENT CHECKS</u>	<u>HA/MA</u>	<u>ONGOING</u>	<u>ONGOING</u>
-	• <u>Cleaners</u>	<u>NOTICES TELLING CUSTOMERS THIS AND OUR POLICY ON COVID AT ENTRANCE</u>	<u>MANAGEMENT CHECKS</u>	<u>HA/MA</u>	<u>ONGOING</u>	<u>ONGOING</u>
-	• <u>Contractors</u>	<u>SOME TAPE TO DISUADE PEOPLE FROM STANDING THERE</u>	<u>CHECK FLOORS WEEKLY</u>	<u>HA/MA</u>	<u>ONGOING</u>	<u>ONGOING</u>
-	• <u>Drivers</u>	-	-	-	-	-
-	• <u>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</u>	-	-	-	-	-
-	• <u>Anyone else who physically comes in contact with us in relation to The Plough Inn</u>	-	-	-	-	-
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			

What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>BAR SERVICE & DRINKS - STAFF & CUSTOMER SAFETY</u>				
	· Visitors to your premises	ALL GLASS THROUGH THE GLASSWASHER, WITH STAFF WASHING HANDS BEFORE REMOVING CLEANED GLASS FROM WASHER	MANAGEMENT CHECKS AND ONGOING TRAINING	HA/MA	DAILY	ONGOING
	· Cleaners	STAFF STAND IN DEMARKED ZONES ON BAR; SOME PRODUCTS DOUBLED UP SO THEY DO NOT HAVE TO CROSS OVER	MANAGEMENT CHECKS	HA/MA	DAILY	ONGOING
	· Contractors	USE OF ORDERING LINE FOR BAR DRINKS, WITH ORDERING POINTS WITH PERSPEX SCREENS; DRINKS DELIVERED TO A SPECIFIC LOCATION ON THE BAR TO BE PICKED UP BY CUSTOMERS	MANAGEMENT AND BAR STAFF TO POLICE IT	HA/MA/ ALL	DAILY	ONGOING

	· Drivers	USE OF CONTACTLESS PAYMENTS; WHERE THE CUSTOMER NEEDS TO USE THE CARD MACHINE; STAFF PASSES IT OVER TO CUSTOMER (OVER 1 METER AWAY AT THIS POINT); THEN BACKS OFF AS CUSTOMER KEYS IN DETAILS; CUSTOMER LEAVES ON BAR; STAFF PICKS UP; PUTS RECEIPT IN TILL; WASHES MACHINE & THEN HANDS	MANAGEMENT CHECKS	HA/MA	DAILY	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	ICE MACHINE WITH SCOOP IN SANITIZER (RINSED BEFORE USE)	MANAGEMENT CHECKS	HA/MA	DAILY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	STAFF TO WEAR VISORS/FACEMASKS	ONGOING TRAINING	JR/HA	DAILY	ONGOING

		USE OF SINGLE USE PACKET SNACKS - CRIPS AND NUTS	ONLY ORDERED BY MANAGEMENT	HA/MA	DAILY	ONGOING
		BINS EMPTIED NIGHTLY; STAFF TO WASH HANDS AFTER	MANAGEMENT CHECKS	HA/MA	DAILY	ONGOING
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>OTHER CROSS CONTAMINATION CONTROL MEASURES</u>				
	· Visitors to your premises	CARD MACHINES WIPED AFTER USE; USE OF CONTACTLESS PAYMENTS; NO CASH; IF CARD MACHINE NEEDS TO BE TOUCHED BY CUSTOMER, MACHINE PASSED TO CUSTOMER FROM BEHIND SCREEN; STAFF MEMBER BACKS OFF; CUSTOMER ENTERS NUMBERS, LEAVES ON BAR AND STAFF MEMBER PICKS IT UP, PUTS RECEIPT IN TILL & THEN WASHES HANDS	MANAGEMENT OVERSIGHT, PLUS PART OF TRAINING PROGRAM	HA/MA	ONGOING	ONGOING
	· Cleaners	BAR PUMPS CLEANED AT END	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING

		OF SHIFT				
	· Contractors	BAR TOWELS PUT IN WASHING BIN AND PUT IN WASHING MACHINE; STAFF WASH HANDS AFTER HANDLING	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Drivers	STAFF ONLY HAVE BREAKS ONE AT A TIME	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>STAFF SOCIAL DISTANCING</u>				

	· Visitors to your premises	TO 1 METER	SIGNAGE, ONGOING TRAINING AND MANAGEMENT CHECKS	HA/JR	DAILY AND WEEKLY	ONGOING
	· Cleaners	STAGGERED BREAKS (ONLY 1 AT A TIME)	MANAGEMENT CHECKS	HA/MA	DAILY AND WEEKLY	ONGOING
	· Contractors	LINES TO SHOW WHERE BAR STAFF STAND	MANAGEMENT CHECKS	HA/MA	DAILY AND WEEKLY	ONGOING
	· Drivers	1 PERSON ONLY IN KITCHEN TO GIVE ORDERS/TAKE PLATES AT A TIME	MANAGEMENT CHECKS	HA/MA	DAILY AND WEEKLY	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	1 PERSON TAKING ORDERS AT 1 METER DISTANCE ONLY IN RESTAURANT/GARDEN	MANAGEMENT CHECKS	HA/MA	DAILY AND WEEKLY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	POSTERS AND SIGNAGE TO REMIND				
		USE OF FACEMASKS				
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done

ds?						
spread of covid 19	· Staff	<u>TABLE SERVICE</u>				
	· Visitors to your premises	AIM TO STOP COVID 19 SPREAD, PROTECT CUSTOMERS & STAFF	MANAGEMENT CONTROLS	HA/MA		
	· Cleaners	TABLE SERVICE ONLY IN GARDEN & BACK RESTAURANT	MANAGEMENT CONTROLS	HA/MA	DAILY	ONGOING
	· Contractors	MENUS ON BLACKBOARDS, AND SINGLE USE PAPER MENUS	PAPER THROWN AWAY IMMEDIATELY AFTER USE	HA/MA	DAILY	ONGOING
	· Drivers	STAFF TO HAVE OWN APRON, PENS & ORDER PADS	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	1 METER AWAY FROM CUSTOMERS TO TAKE ORDERS	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	TAP WATER ONLY ON REQUEST IN JUGS (CLEANED BEFOREHAND)	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		CARD MACHINES CLEANED AFTER USE	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING

		TABLES LEFT CLEAR APART FROM SALT & PEPPER (THESE ARE CLEANED AFTER TABLE USE FOR EACH CUSTOMER)	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		CUTLERY POLISHED BY PERSON WEARING GLOVES; CUTLERY AND NAPKIN (DISPOSABLE) TAKEN TO TABLE AFTER ORDER (USE OF POTS)	DAILY CHECKS BY MANAGEMENT AND TRAINING	HA/MA	DAILY	ONGOING
		TABLE AND CHAIRS CLEANED BY STAFF IMMEDIATELY AFTER USE; STAFF WASH HANDS AFTER CLEANING	DAILY CHECKS BY MANAGEMENT AND TRAINING	HA/MA	DAILY	ONGOING
		USE OF RAMEKINS FOR SAUCES (ONE USE...THEN GO THROUGH DISHWASHER)	DAILY CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		ORDERING SYSTEM TO KITCHEN - ONE PERSON ONLY TAKES ORDERS (1 IN AND 1 OUT TO FRONT OF KITCHEN TO TAKE ORDERS AND COLLECT PLATES)	FOOD ORDERS TO GO THROUGH TILLS AND PRINTED IN KITCHEN	HA/JR/AT	DAILY	ONGOING
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			

What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>DISABLED ACCESS</u>				
	· Visitors to your premises	DISABLED PEOPLE MAY USE THE FRONT ENTRANCE	MANAGEMENT/ HOST TO ESCORT DISABLED PEOPLE IN AND OUT	HA/MA	DAILY	ONGOING
	· Cleaners	WEBSITE NOTIFICATIONS OF LETTING US KNOW BEFOREHAND SO WE CAN ACCOMMODATE THEM		JR		
	· Contractors	ABOARD NOTICE		JR	MONT HLY	ONGOING
	· Drivers					
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns	covid risk assessment		date: 25/6/20			

Ltd						
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>TAKEAWAYS</u>				
	· Visitors to your premises	PREPAID ON PHONE AND TIME GIVEN	TRAINING	HA/MA	MONTHLY REVIEWS	ONGOING
	· Cleaners	KP DELIVER WHEN ARRIVE (BAR LETS KNOW); DELIVERED TO BACK GARDEN GATE TO KEEP AWAY FROM OTHER CUSTOMERS	SIGN BY BACK GATE FOR TAKEAWAY PICK UP	HA/MA	ONGOING	ONGOING
	· Contractors					
	· Drivers					
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassail Inns	covid risk assessment		date: 25/6/20			

Ltd						
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>ENTRANCE INTO GARDEN & CORRIDOR</u>				
	· Visitors to your premises	NO WAITING IN THIS BUSY THOROUGH FARE	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Cleaners	SIGNS SAYING NO WAITING AND SOCIAL DISTANCE RULES	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Contractors	MANAGEMENT CHECKS				
	· Drivers	FURNITURE MOVED TO ALLOW SOCIAL DISTANCING	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			

What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>FRONT ENTRANCE</u>				
	· Visitors to your premises	NO WAITING IN ENTRANCE AREA; CLEARLY MARKED AREA	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Cleaners	NOTICES TELLING CUSTOMERS THIS AND OUR POLICY ON COVID AT ENTRANCE	MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Contractors	SOME TAPE TO DISUADE PEOPLE FROM STANDING THERE	CHECK FLOORS WEEKLY	HA/MA	ONGOING	ONGOING
	· Drivers					
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			

What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>KITCHEN</u>				
	· Visitors to your premises	DELIVERIES	ALL PRODUCTS CHECKED ON ENTRY; KITCHEN STAFF WASH HANDS BEFORE TOUCHING THEM; SANITIZE IF NECESSARY	ALL CHEFS	ONGOING	ONGOING
	· Cleaners	KP SANITATION	WEARS FACEMASK, WEARS GLOVES; CHANGE GLOVES HOURLY; ALL PRODUCTS THROUGH DISHWASHER; SANITIZES BEFORE PUTTING CLEAN THINGS AWAY	KP/HA	ONGOING	ONGOING
	· Contractors	CHEFS WORKING SAFELY/SANITATION	3 SANITIZER STATIONS FOR CHEFS; SANITIZE EVERY 20 MINS; MARKED OUT POSITIONS FOR CHEFS; ONLY ONE PERSON IN WALK IN FRIDGES AT A TIME	HA	ONGOING	ONGOING
	· Drivers	CHEFS WORKING SAFELY/SOCIAL DISTANCING	MARKED OUT AREAS; NOT TO TAKE BREAKS AT THE SAME TIME	ALL CHEFS	ONGOING	ONGOING

	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	STAFF TAKING AND COLLECTING PLATES	ONE PERSON ONLY IN PLATE PICK UP AREA AT A TIME	FOH STAFF	ONGOING	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	FOOD PRODUCTION	WASHING HANDS AND SANITIZING EVERY 20 MINS; ALL USED UTENSILS THROUGH DISHWASHER	CHEFS, KPS	ONGOING	ONGOING
		CLEANING ROTAS AND CLEANING	USE OF CLEANING ROTA; MAJOR CLEAN AT END OF EACH NIGHT	HA/CHEFS	ONGOING	ONGOING
Wassail Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>MUSIC</u>				
	· Visitors to your premises	NO LIVE MUSIC	NO BOOKING UNTIL GUIDANCE CHANGES			
	· Cleaners	RECORDED MUSIC BACKGROUND ONLY	MANAGEMENT CHECKS & STAFF TRAINING	HA/MA	ONGOING	ONGOING
	· Contractors					
	· Drivers					

	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>CONTROL OF GARDEN</u>				
	· Visitors to your premises	SET ONE WAY SYSTEM - NO ENTRY FROM CAR PARK; ENTRY ONLY THROUGH PUB				
	· Cleaners	TABLES WIPED DOWN AFTER EACH USE	ONGOING MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Contractors	BOOK TABLES WHERE POSSIBLE				
	· Drivers	CONTROL OF CHILDREN	ONGOING MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING

	<ul style="list-style-type: none"> Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	CONTROL OF SOCIAL DISTANCING OF CUSTOMERS & NOISE	ONGOING MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	<ul style="list-style-type: none"> Anyone else who physically comes in contact with us in relation to The Plough Inn 					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	<ul style="list-style-type: none"> Staff 	<u>ACCIDENT PROCEDURE</u>				
	<ul style="list-style-type: none"> Visitors to your premises 	MANAGEMENT TO BE NOTIFIED OF AN ACCIDENT/INCIDENT	STAFF TRAINING...INCLUDED IN MANUAL	HA/JR	ONGOING	YES
	<ul style="list-style-type: none"> Cleaners 	ONLY ONE STAFF MEMBER TO DEAL WITH IT				
	<ul style="list-style-type: none"> Contractors 	OTHER CUSTOMERS ASKED TO MOVE AWAY AND RETURN TO TABLES (1M DISTANCING USED)				

	· Drivers	USE OF ACCIDENT BOOK TO RECOORD INCIDENT				
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	INCIDENT REPORTED TO POLICE IF URGENT; OR AMBULANCE CALLED IF NECESSARY				
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	JASON TO BE NOTIFIED TO SEE WHAT ACTIONS NEED TO BE COMPLETED TO MAKE SURE THERE IS NO HAZARD				
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>TOILETS</u>				
	· Visitors to your premises	THOROUGH CLEAN DAILY BY CLEANER, FOCUSING ON FREQUENTLY USED SURFACES ETC - EG ALL HANDLES, TAPS, BASINS, CUBICLE DOORS, HAND DRIERS	MANAGEMENT CHECKS AND USE OF CLEANING ROTA	HA/MA	NOW	ONGOING

	· Cleaners	CHECK SANITARY BINS NOT OVERFLOWING	DAILY BY CLEANER	HA/MA	NOW	ONGOING
	· Contractors	HOURLY WIPE DOWN OF TAPS, BASINS, HANDLES AND PUSH PLATES BY STAFF	USE OF TOILET CLEANING SHEET	HA/MA	NOW	ONGOING
	· Drivers	OPERATION OF STRICT 'ONE IN ONE OUT' SYSTEM	LOCKS ON ENTRANCE TO TOILETS, SIGNAGE AND POSTERS EXPLAINING; REGULAR MANAGEMENT CHECKS	HA/MA	ONGOING	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	VENTILATION (EXTRACTION FANS)				
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassail Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done

spread of covid 19	· Staff	<u>SET NUMBERS IN PUB & RECORDING CUSTOMER DETAILS & CONTROL</u>				
	· Visitors to your premises	MAX INSIDE = 80	CHECKS THROUGHOUT THE NIGHT	JR/HA	NOW	ONGOING
	· Cleaners	USE OF CLIPBOARD SHEETS ON REST AND BAR ENTRANCES; CUSTOMERS SANITIZE AND THEN FILL IN FORM FOR EVERYONE; NAME AND PHONE NUMBER (ONLY ONE NAME FOR BOOKINGS)	MANAGEMENT OVERSIGHT...PART OF SET UP	HA/MA	DAILY	ONGOING
	· Contractors	STORED FOR THREE WEEKS BY MANAGEMENT	STORED IN OFFICE IN FOLDER	HA/MA	DAILY	ONGOING
	· Drivers	ENTRANCE ONLY BY FRONT DOOR; EXIT ONLY OTHER DOORS	MANAGEMENT AND HOST CHECKS; ANY PROBLEMS TO BE REPORTED TO MANAGEMENT	HA/MA	DAILY	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	POLICING BY HOST AND MANAGEMENT	MANAGEMENT CHECKS	HA/MA	DAILY	ONGOING

	<ul style="list-style-type: none"> Anyone else who physically comes in contact with us in relation to The Plough Inn 	NORMAL PUB CONTROL PROCEDURES IN PLACE; CUSTOMERS TO BE WARNED IF NOT COMPLYING WILL BE EXCLUDED AND POLICE POSSIBLY CALLED	MANAGEMENT CHECKS & TRAINING	HA/MA	DAILY	ONGOING
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	<ul style="list-style-type: none"> Staff 	<u>SOCIAL DISTANCING</u>				
	<ul style="list-style-type: none"> Visitors to your premises 	ALL STAFF AND CUSTOMERS MUST KEEP 1M APART; APART FROM 6 AND TWO HOUSEHOLDS OUTSIDE (INSIDE TWO SOCIAL GROUPS ONLY)	MANAGEMENT CHECKS, POSTERS & SIGNAGE	HA/MA	DAILY & HOURLY	ONGOING
	<ul style="list-style-type: none"> Cleaners 	ONE WAY SYSTEM IN PUB		HA/MA	DAILY & HOURLY	ONGOING
	<ul style="list-style-type: none"> Contractors 	FLOOR AND WALL SIGNAGE		HA/MA	WEEKLY	ONGOING
	<ul style="list-style-type: none"> Drivers 	BLACKBOARDS INFORMING PEOPLE, PLUS FACT THAT IF POLICE ARE CALLED MAY ASK THEM TO REMOVE	MANAGEMENT CHECKS, POSTERS & SIGNAGE	HA/MA	WEEKLY	ONGOING

		FACEMASKS; AND THAT POLICE MAY BE CALLED IF FLOUTING MEASURES				
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	CHILDREN KEPT CLOSE TO AND SUPERVISED BY PARENTS	MANAGEMENT CHECKS, POSTERS & SIGNAGE	HA/MA	DAILY & HOURLY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	TABLES KEPT 1M+ APART	CHECKS BEFORE SHIFT THAT IN PLACE	HA/MA	DAILY & HOURLY	ONGOING
		ENTRANCES TAPED OFF - SIGNS TO SAY NO WAITING IN ENTRANCE AREAS		HA/MA	DAILY & HOURLY	ONGOING
		NO SMOKING AREAS BY ENTRANCES AND EXITS; SMOKING AREA WITH SIGNAGE FOR SOCIAL DISTANCING		HA/MA	DAILY & HOURLY	ONGOING
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done

Hazards?						
spread of covid 19	· Staff	<u>FLOW OF CUSTOMERS THROUGH PUB TO AVOID INFECTION</u>				
	· Visitors to your premises	ONE WAY SYSTEM WITH ENTRANCE AT FRONT DOOR; EXIT ON SIDE DOOR; EXIT ONLY FROM GARDEN	REVIEW OF HOW WORKING WEEKLY	JR/HA	WEEKLY	ONGOING
	· Cleaners	ONE WAY SYSTEM IN BAR TO ORDER DRINKS USING 1 METER APART SIGNS AND POSTERS; PERSPEX SCREENS FOR STAFF	REVIEW OF HOW WORKING WEEKLY	JR/HA	WEEKLY	ONGOING
	· Contractors	TAPE ON FLOORS AS PER PLAN TO CONTROL MOVEMENT - QUEUE LINE INTO BAR TO BAR SERVICE POINTS	REVIEW OF HOW WORKING WEEKLY	JR/HA	WEEKLY	ONGOING
	· Drivers	TAPED AREA AT ENTRANCE TO STOP CUSTOMERS CONGREGATING THERE; HOST TO SIT DOWN TABLES AND CONTROL ENTRANCE; CUSTOMERS HAVE CHOICE TO GO TO BAR, OR	REVIEW OF HOW WORKING WEEKLY	JR/HA	WEEKLY	ONGOING

		GO TO TABLE				
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	TAPED AREA OUTSIDE TOILETS TO PREVENT CUSTOMERS CONGREGATING AND SIGNAGE TO KEEP ONE METER APART	REVIEW OF HOW WORKING WEEKLY	JR/HA	WEEKLY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	CLEAR SIGNAGE AND POSTERS THROUGHOUT PUB SO THAT THEY CAN MOVE EASILY AND SAFELY	REVIEW MONTHLY	JR/HA	MONTHLY	ONGOING
		TABLE SERVICE ONLY IN GARDEN AND BACK RESTAURANT				
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>KEEPING SURFACES & EQUIPMENT COVID FREE BY INCREASED SANITATION & CLEANING</u>	REGULAR TRAINING OF ALL STAFF	HA/MA	WEEKLY	ONGOING

	· Visitors to your premises	CLEANING ROTA FOR CLEANER TO INCLUDE COVID AREAS OF CONCERN - PUSH PLATES, DOOR HANDLES, BAR TOPS, TABLES, SEATS, SHELVES, TOILETS AND SURFACES IN TOILETS	CLEANING CHECKED DAILY BY MANAGEMENT	HA/MA	DAILY	ONGOING
	· Cleaners	BAR TOPS CLEANED EVERY HOUR	TICK LIST	HA/MA	DAILY	ONGOING
	· Contractors	TILLS CLEANED EVERY 30 MINS	TICK LIST	HA/MA	DAILY	ONGOING
	· Drivers	CARD MACHINES CLEANED AFTER USE	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	GLASSWASHER EMPTIED ONLY AFTER STAFF MEMBER HAS WASHED HANDS	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	ICE MACHINE SCOOP LEFT IN SANITIZER, THEN RINSED BEFORE USE	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		FRONT HOST TABLE CLEANED EVERY HALF AN HOUR	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		COFFEE MACHINE WIPED EVERY HOUR	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING

		DOOR HANDLES OR PUSH PLATES (DISABLED LOO, GENTS, LADIES, CUBICLES HANDLES, KITCHEN DOOR HANDLES (2), GARDEN DOOR HANDLES) CLEANED EVERY HOUR	ONGOING CHECKS BY MANAGEMENT	HA/MA	DAILY	ONGOING
		TOILETS - TAPS, BASINS, LOO HANDLES, SEAT, ENTRANCE HANDLE CLEANED EVERY HOUR	TOILET CLEANING SHEET IN TOILETS	HA/MA	DAILY	ONGOING
		BAR SCREENS WIPED	NOTICE TO CUSTOMERS NOT TO TOUCH BAR OR SCREENS	HA/MA	DAILY	ONGOING
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>SANITATION FOR CUSTOMERS</u>				
	· Visitors to your premises	FOOT PUMP SANITIZER POSITIONED BY FRONT DOOR, NOTICE THAT CUSTOMERS MUST HAND SANITIZE EVERY TIME THEY COME IN THROUGH THE FRONT DOOR	CHECK OF PUMP AND ALL OTHER SANITATION POINTS BEFORE OPENING AND BEFORE START OF NIGHT TIME SHIFT	HA/MA	NOW	ONGOING

	· Cleaners	FURTHER SANITIZER STATIONS ON BAR FRONT, BACK OF BAR, TOILETS ENTRANCE AND ENTRANCE TO GARDEN	SIGNAGE TO REMIND CUSTOMERS THE IMPORTANCE OF SANITATION	HA/MA	NOW	ONGOING
	· Contractors	POSTERS AROUND PUB TO REMIND ON COVID SANITATION	WEEKLY CHECKS	HA/MA	NOW	ONGOING
	· Drivers					
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions					
	· Anyone else who physically comes in contact with us in relation to The Plough Inn					
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>Sanitation & Protection For Cleaners</u>	Weekly reviews on cleaning	HA	WEEKLY	

	· Visitors to your premises	On top of staff sanitation controls, cleaner to:				
	· Cleaners	Wash hands on arrival (20 secs)				
	· Contractors	Use new set of gloves & other recommended PPE				
	· Drivers	Use recommended chemicals				
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Clean cleaning utensils after use				
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	Wash hands at end of shift				
Wassai Inns Ltd	covid risk assessment		date: 25/6/20			
What Are The Hazards?	Who Might Be Harmed?	Controls Required	Additional Controls	Action By Who?	By When?	Done
spread of covid 19	· Staff	<u>staff illness</u>	Employees to be reminded on a regular basis of our rules for if anyone ill	JR/HA	Ongoing	
	· Visitors to your	Temperature checks for all				

	premises	staff on shift arrival				
	· Cleaners	Those ill sent home				
	· Contractors	Training to watch signs of illness				
	· Drivers	Use of government guidelines on self isolating (i.e. 7 days with continuous cough, fever etc)				
	· Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Use of contact tracing for staff				
	· Anyone else who physically comes in contact with us in relation to The Plough Inn	Use of training so staff understand that if ill do not come to work				