

Risk Assessment ID:	NRTNS01	Assessor	Grant Smith	Event	Covid Risk Assesment		
Assessment Date	03-Jul-20			People possibly at risk			
Review Date	Ongoing review	Venue	Nortons Digbeth	Staff	Public	Contractors	

Identified Hazard	Risk Evaluation	Control Measures	Rating	When/ By who
Considering and managing risk		<p>The venue understand it is their responsibility to maintain a safe environment in regards to Covid 19 for both the staff working within the presmises including sub contractors but also members of the public visiting and using the services of the venue.</p> <p>A risk assessment to cover the increased risks during what is classed as a global pandemic will be produced and adhered to by staff and managment to reduce the risk of spread. This is in line with Health and Safty regulations and government guidance. If this is not in place the venue understand this is a breach of Health and Safety Law.</p> <p>Managment will constantly assess the situation by using information and guidance produced at a national level but also working with local busnesses and the Local Authority. This will include but is not limited to using information regarding the current Covid response level (current level 3) and information regarding the R level.</p> <p>Managment will encourage staff to have a member of staff as a Covid representative so that any issues the staff feel should be put forward or addressed can be communicated correctly to the managing team.</p> <p>The employer will take all actions that are practicable to ensure the safety of the staff and visiting members of the public.</p> <p>The venue will have a strict illness reporting system for staff, any staff showing symptoms must report this before arriving for their shift so as to reduce the risk of spread.</p> <p>Staff will also undergo a survery before returning to work to ascertain any contact or symptoms they have had previously ut also their travel patterns and to collect and store data for track and trace.</p>		<p>GS/PC/Staff</p> <p>Ongoing throughout all times</p>

<p>Considering and managing risk</p>		<p>Customers will be assessed visually before entering the building, any customer showing obvious signs or symptoms will be asked to leave the queue and travel straight home to isolate. Track and trace data will also be obtained and stored for 21 days.</p> <p>The venue will show that they have assessed the risks by displaying the staying secure poster upon entry and around the building with the correct contact for health and safety concerns.</p> <p>The management understand the consequences and powers held under the Coronavirus Act 2020 to close venues should the not comply with requirements and guidance.</p>		<p>GS/PC/Staff</p> <p>Ongoing throughout all times</p>
<p>Capacity of the venue during opening hours</p>		<p>It is a part of the licencing conditions of the venue that it is a 600 capacity venue.</p> <p>Upon assessing the risk of the current situation and guidance around social distancing it has being agreed that a reduced capacity of 250 will be put into place and a review every 10 days will be conducted by management taking into account changes in guidance and legislation.</p> <p>A floor plan will be produced so that clear spacing and positioning of tables can be shown and this will feed in to the total number for capacity.</p> <p>The capacity will be recorded using a clicker counting system and numbers will be recorded every 30 mins up until the venue has reached 10% below the agreed reduced capacity where the recording will increase to every 15 mins.</p> <p>The reduced capacity will be clearly shown on the main entrance using the correct signage explaining that it is a reduced capacity for the venue.</p> <p>Weather reports will be monitored by management, should adverse weather be forecast before the venue opens the management will make a decision whether to reduce the capacity to allow for bad conditions.</p>		<p>Management/ door staff</p>

<p>Entrance/Exit of venue Opening/closing times</p>		<p>The venue will run at reduced working hours and days as laid out in the guidance. The Venue will run the following days and times,  Monday - Closed  Tuesday - Closed  Wednesday - Closed  Thursday - 15:00 - 00:00  Friday - 15:00 - 00:00  Saturday - 12:00 - 00:00  Sunday - 12:00 - 00:00  A one way system will aid with exit and entrance and flow of the building. This will be clearly depicted by floor markings and signage around the building, the flow internally will also follow this system.  Door staff will encourage and support this system and will be fully informed of all systems in place.  Bookings will be taken for tables and there will be a list on the entrance with a member of staff who will then show all customers to an allotted table. This booking will have capture data for track and trace which will be then stored for 21 days.  The venue will accept walk up customers, however this will be at the discretion of the management and door staff as to whether the capacity allows for this. The same data will be captured for track and trace by a member of staff on the door, and customers will not be allowed access to the venue until this is collected.  This will then be kept for 21 days.  Staff that are expected to work using the 1m+ social distancing rules will be expected to wear a face visor to protect that member of staff as the risk cannot be removed but reduced using PPE.</p>		<p>Management/ door staff</p>
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Track and Trace		<p>Data from staff will be collected prior to each member of staff returning to work, this data will include name, address, telephone number.</p> <p>Data from customers will be taken, entry will not be granted to the venue without providing this information. This data will include name, address, telephone number. Bookings will provide this information during the booking process.</p> <p>Personal details will be take daily from customers and recorded on a daily log, this log will be stored using Google Documents which has a full GDPR policy, this can be acquired from Googles T&amp;C's should a customer require it.</p> <p>Data will not be used by the business for nothing other than the use of track and trace recording as required by the UK Government.</p> <p>Data will only be stored for 21 days and there will be signage upon entry to explain this. The data will be collected for every single person. This will also assist in identifying households.</p>		Management
Queue Management Externally		<p>There will be a strict queueing system to enter the building managed by SIA approved door staff.</p> <p>Social distancing will be encouraged and managed within the queue, the venue will have a cut off point for where the queue ends so as not to hinder and obstruct other local businesses, fire exits or pathways.</p>		Door Staff

<p>Customer Safety Communication of information</p>		<p>The venue aim to communicate to all members of the public its systems, policies and restrictions in a clear and concise manner. The venue plan to have an ongoing social media campaign using graphics, information and direct links to enforce and instill its policies within the venue so that customers become used to expectations before attending the venue.</p> <p>The venue will use the internal screens around the venue to display the same information used during the social media campaign so that it has a consistency to the information that customers are receiving.</p> <p>This information will encourage, educate and inform for key points such as, hand washing, social distancing, responsible drinking, systems within the pub such as the one way system. The venue will also use printed literature placed at key points around the venue for things such as hand sanitizing stations, ordering methods, government messages such as stay alert, control the virus, save lives.</p> <p>Staff will encourage and instill these messages and policies as well without increasing any risk factor to their personal safety. Management will make sure that systems and messages are getting across to everybody and being adhered to.</p> <p>Staff will receive regular training around the procedures, policies and systems related to Covid within the venue as well as undergoing a team briefing before every shift to fully communicate any changes that may have occurred.</p>		<p>Management/ Staff/Door Staff</p>
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Food and Drink Service		<p>The service of food and drink will not encourage any movement throughout the building, this will be conducted through table service of the staff</p> <p>All staff serving food and drink to customers will be exposed to a 1m+ social distance and to ensure theyre safety will be provided with face visors and hand sanitizer</p> <p>All condiments and utensils will be served with food and will be a single use item as will any menus provided for customers</p> <p>All drinks served will be prepared at the bar and delivered to the table by a member of staff on a tray</p> <p>All food will be served in single use containers</p> <p>Staff will be made aware to complete regular rubbish collections, not allowing rubbish to stay on tables to long as this could encourage the surface transfer of the virus</p> <p>ALI drinks will be served in glasses, regualr glass collections will be made and all glasses will be washed straight away using a high temperature glass washer, no glass will be washed by hand</p> <p>Food will be collected by a specfic member of staff from a designated collection point outside the kitchen to reduce the traffic and personnel in the kitchen</p> <p>All payments should be made using contactless payment with a card so as not to encourage cross spread of the disease</p> <p>The venue managment understand this isnt always practicable in all circumstances so cash payments can be made, the customer will place the money on a tray and it will be handled by the bar staff who will then place any change on the tray, they will then wash their hands after handling the money.</p> <p>No orders will be taken at the bar to reduce the amount of traffic and lingering, this will reduce the amount of contact staff have with customers.</p> <p>All staff involved in the food and drink service will follow a strict hand washing schedule and regualry sanitize their hands.</p>		Management/ Staff/Head Chef
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Customer Toilets		<p>Clear signage will be up both inside and around the toilets encouraging and depicting good hand washing techniques.</p> <p>A queue system will be marked out to adhere to social distancing so that customers can queue at safe distances.</p> <p>The toilets are made up of:  Female: 7 high side cubicles  Male: 3 high side cubicles and 4 Urinals  2 out of the 4 urinals will be placed out of use and coverings will be created to encourage a safe distance.</p> <p>It is not practicable to have a member of staff managing the toilets on a one in one out so signage will be placed explaining that toilets should be single occupancy and should follow a one in one out process.</p> <p>The specific cleaning team will do a general clean every 15 minutes and a thorough clean every 30 mins where the toilets will be shut to the public. This team will consist of 1 male and 1 female.</p> <p>All staff cleaning will be provided with the correct PPE and cleaning tools to complete this job thoroughly.</p> <p>There will be a cleaning record placed on the door and staff will record cleaning times and sign to say they have completed this.</p> <p>Bins will be increased in the toilet areas and regular bin collections will be done during cleaning times. All waste will be stored away from the public.</p>		Cleaning Staff/ Management
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<p>Staff Scheduling and safety</p>		<p>All staff will be retained in shift patterns that will allow them to only be in contact with the same staff while at work.</p> <p>All staff will be allotted one role each week so that they can thoroughly focus on completing those specific processes.</p> <p>Staff will be given a uniform, they will change when arriving to work into this uniform and change again before leaving.</p> <p>If staff require PPE this will be available to them should they feel more comfortable wearing it or be carrying out a specific role where it has being deemed a risk for them to carry it out without the correct PPE.</p> <p>Any staff showing signs of illness before their shift should report in and isolate for the period of 14 days. They will be told to engage with the track and trace system ran by the Government.</p> <p>Any staff that show symptoms on shift will be sent home to isolate and will be discounted from any work during their isoation. It may be required that staff that have come into close proximity are also sent home to isolate.</p> <p>If more than one member of the staff show symptoms during a single shift then the venue management will look at closing the venue and will engage with track and trace using the data collected upon entry to the venue.</p> <p>If there are any queries or concerns during a shift staff or customers will be encouraged to use the NHS 119 Covid helpline.</p> <p>Staff will be contact while off by managment to enquire about their well being and health to ensure that member of staff is well</p>		<p>Management</p>
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<p>Staff Welfare and hand washing</p>		<p>Staff will have changing facilities, due to space and facilities the changing facilities will be shared, there will be separate times for changing</p> <p>Staff will stick to a strict every 15 minutes hand washing regime, and sanitize hands in between as and when it is required</p> <p>All staff will wash their hands upon entry to any working area and leaving any working area</p> <p>Kitchen staff will follow a stricter hand washing regime</p> <p>Staff will have an area to store personal items, no personal items must be taken into the working area unless agreed with a manager</p> <p>Staff will work in shift patterns to reduce contact and create bubbles with the same members of staff</p> <p>Staff will adhere to the one way system within the building so that the flow is continuous</p> <p>Staff will have a Covid rep on shift at all times so that any concerns, worries or issues can be raised in a correct communication chain. This will be the shift supervisor/ assistant manager on shift.</p> <p>Staff will have access to a separate area for breaks.</p> <p>Perspex at tills is not required as there will be no service at the bar.</p>		<p>Management/ staff</p>
<p>Kitchen Personnel and Hand washing</p>		<p>The kitchen will follow the already strict food hygiene rules that exist prior to Covid 19 as these are deemed more than adequate</p> <p>This will include following strict cleaning and hand washing regimes, avoiding cross contamination</p> <p>Access to the kitchen and stores will be limited but not exclusive to the head chef and any kitchen assistant that is on shift.</p> <p>General staff will not have access to the kitchen or stores and food will be collected from a designated pick up position outside of the kitchen</p>		<p>Head Chef/ Management</p>

<p>Entertainment, Broadcasting and music levels</p>		<p>The venue accepts that live music as a form of entertainment is not permitted under the government guidance produced. Background music and pre recorded live folk performances will be shown on the screens to keep a sense of the live music aspect that has become a part of the venues ethos. This will mean live performers will not be performing. Music levels of pre recorded live performances or back ground music will be kept at a low level so as not to insight the need to raise voices, shout or chant. Broadcasting of live sport will continue but only displayed on the screens, no commentry will be played over the full controllable PA system that has being installed in the pub. The dancefloor will be redesignated as a seating area to increase the capacity but to avoid any encouragement to break social distancing rules. Any background music played will be chosen by specific genre and nothing that may insight excitement or high spirits will be played.</p>		<p>Management/ Staff</p>
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<p>Emergency Procedures, first aid, evcuation</p>		<p>It is clear in the guidance that in cases of emergency it is acceptable for the social distancing measures to be eased to assist with the arisen situation.</p> <p>The evacuation of the building will mean that the one way system no longer is adhered to and that any customer/staff member will exit via the nearest exit to the agreed muster points.</p> <p>Management will assume the role of Fire Marshals and will lead the evacutaion.</p> <p>There are no named first aiders onsite as staff are awaiting up skilling, however any situation that may arise will be assesed as to the severity of the case. This will then lead to advice of self travel to medical assistance, advice from 111 or 119 or calling an ambulance. Any situation that arises will be logged in a accident book.</p> <p>There will be dedicated licenced SIA door staff that will assist with the management of capacity, social distancing and this will be over seen by any of the venue managment team.</p> <p>The venue does not operate a bag search policy unless a event where the venue will be at full capacity as per the agreed licence number is planned.</p>		<p>Management</p>
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<p>Cleaning of bars, general areas before during and after opening hours</p>		<p>The venue will undergo cleaning before all opening of the building to the public, staff will carry out a clean of the building making sure all surfaces, toilets and public areas have undergone cleaning.</p> <p>During the opening of the pub there will be set cleaning teams, these will follow agreed scheduling of cleaning where surfaces, doors, toilets will be cleaned.</p> <p>The team responsible for table service will clean tables as customers leave their positions. All rubbish will be disposed of.</p> <p>The venue will go through an agreed deep clean every Wednesday while closed ready for opening of business hours.</p> <p>The venue will undergo cleaning after every shift, paying particular attention to toilets and rubbish collection/storage.</p>		<p>Management</p>
<p>Hand Sanitizers</p>		<p>The venue aim to allow all customers and staff to have a safe experience whilst in the venue. During this pandemic there will be hand sanitizing stations upon entry to the venue, behind the bar, around the venue and in the toilets.</p> <p>There will be clear signage to highlight these stations and the checking of these stations for refilling will be part of the cleaning rotation.</p> <p>The venue has purchased supplies of alcohol based sanitizer.</p>		<p>Management/ Staff</p>

Overall Rating:

Low

Medium

High

Level	Description
5	As level 4 and there is a material risk of healthcare services being overwhelmed
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially
3	A COVID-19 epidemic is in general circulation
2	COVID-19 is present in the UK, but the number of cases and transmission is low
1	COVID-19 is not known to be present in the UK