

## THE SHIP INN WEST STOUR COVID 19 RISK ASSESSMENT

This risk assessment covers the risk on coronavirus spread in The Ship Inn. This risk assessment was created on 27th June 2020 and reflects guidance issued by HM Government update as of 23rd June 2020. The coronavirus situation is dynamic and hazards and controls will be updated as government advice changes.

### Hazard

The spread of COVID19 from person to person, both from colleagues and other visitors to The Ship Inn

### COVID 19

COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

People exposed to the risk:

Team members

Customers

Delivery people / suppliers

Cleaner / housekeeper

### Control Measures

### Actions

#### Protecting colleagues who are at higher risk

- # Those colleagues who have been identified as clinically extremely vulnerable individuals by their GP are not to work outside of the home and therefore must not work in the pub environment.
- # Clinically vulnerable individuals (for example over 70's and some people with underlying health conditions) and who cannot work from home must be offered the safest on site roles. These roles must mean they can maintain the 1+ metre physical distancing. If the 1+ metre physical distancing cannot be achieved for clinically vulnerable individuals, then an individual risk assessment must be completed for them.

## **Return to work**

- # Staff willing and able to return to work will be required to complete the "Return to work Covid 19 questionnaire"

## **Team health & safety**

- # Staff must not come in to work if they feel unwell or have been in contact with someone that is unwell
- # Staff will be provided with guidance on travelling
- # Staff must travel to work in different clothes and change into clean clothes at work, bagging travelling clothes
- # If a team member becomes unwell at work, they will be isolated until they are collected or ready to leave.
- # Staff are encouraged to adapt cough & sneeze etiquette
- # Staff are instructed to wash their hands at least every 20 minutes for at least 20 seconds with soap & hot water
- # Staff must wash hands:
  - \* Before starting work
  - \* Before handling cooked or ready to eat food
  - \* After handling or preparing raw food
  - \* After handling waste
  - \* After cleaning duties
  - \* After using the toilet
  - \* After blowing their nose, sneezing or coughing
  - \* After eating, drinking or smoking
  - \* After handling cash
- # Hand washing technique posters to be displayed in hand wash areas
- # No mobile phones to be used whilst on shift
- # Pens, bottle openers must be used individually and not shared
- # Levels of hand washing facilities, soap, hot water and paper towels to be maintained
- # Anti-bac gel available to staff in addition to but not replacing basic hand washing
- # Washable facemasks and visors made available. As per PHE guidelines, use of masks is not encouraged but could be used if team so wish or where close proximity to guests or colleagues for a duration can't be avoided
- # Minimise equipment sharing (screens, kitchen equipment, phone etc) sanitise between use
- # Staff toilet to be cleaned with sanitiser after each use
- # Site cleaning schedule in place with hourly cleaning required
- # Shift patterns fixed as much as possible so each person works with only a few others

- Customer trade areas**
- # Cutlery cleaned before use and brought to table in a clean container
  - # Drink straws and bar napkins will be stored away from guests
  - # Salt and pepper pots cleaned before and after use
  - # Ramekins to be used for sauces upon request.
  - # Glasses will be held by the bottom half of the glass when being passed to customers
  - # Doors to be propped open where possible to reduce contact and provide air circulation
  - # Cleaning to be regularly conducted as and displayed in toilets and on internal records
- Ventilation**
- # Where possible, windows and doors should be left open to encourage ventilation throughout the building. This action must not impact other safety considerations.
- Enhanced cleaning**
- # Touch points, such as door handles, keyboards and fridge handles must be disinfected at the beginning of the day and regularly throughout.
  - # Ensure that disinfectant used is effective against viruses such as coronavirus and the contact time is adhered to
- Hand hygiene**
- # Facilities to be provided to ensure that good hand hygiene can be achieved. All wash handbasins to be supplied with liquid soap and an effective means of drying hands. Paper towels are preferred to electric hand dryers.
  - # Bins will be provided for safe disposal of paper towels
  - # Alcoholic hand gel to be provided at the entrance to the building and at suitable locations throughout.
  - # Staff encouraged to carry their own gel
- Maintaining physical distancing**
- # Teams working should maintain physical distancing where possible including reducing time spent in close proximity.
  - # Teams receiving deliveries (from suppliers) should maintain social distancing and reduce time spent in close proximity, ensuring they sign for any deliveries using their own pen

- # Floor markings and signage in place for the control and flow of guests entering and leaving premises where possible or required. Customers will be familiar with social distancing but should be monitored and coached if required
- # Where social distancing is not possible at the recommended 1+m distance (for example in the kitchen within The Ship and passing pinch points) people should avoid facing one another (side by side / back to back working where possible) close proximity duration should be minimised, you may wish to wear a face covering
- # Wherever possible, physical distancing must be maintained. This includes all work areas, entrances, exits & garden

**Moving around The Ship** # Reduce movement around the building by discouraging non-essential movement. Encourage small teams and movement to essential areas

**Workstations** # Workstations assigned to individual on shift basis. Maintain physical distancing through spacing sections of the bar and kitchen. Work side by side or facing away from each other. Floor markings to be used to indicate 1+ meter distancing

**Physical distancing in common areas** # Common areas include entrances, exits, kitchen areas and staff toilets. If possible take a break in a well ventilated area such as the rear yard .Ensure that common areas are included in the enhanced cleaning regime. Ensure they are kept clear of personal items.

**Deliveries to The Ship** # Reduce the number of deliveries to the site, for example by increasing the size of order and reducing frequency. Stop personal deliveries to the workplace. Hands washed thoroughly after handling the delivered items. Own personal pen to be used to sign for any deliveries.

**Accidents, incidents and emergencies** # First aiders trained on revised approach for CPR and administering first aid. If deemed necessary, then face masks provided for administering mouth to mouth.

# In the event of an emergency, people do not have to maintain the 1+ metre distancing if where to do so could hamper the evacuation or present further hazards. Once the emergency is over, then remind team to wash hands

**Managing teams**

# Where possible, fix teams into work groups or shift patterns. This reduces the number of contacts as colleagues are working with the same people routinely. If materials are passed between colleagues, organise drop of points where materials can be left and collected. All shared cutlery, crockery, cups, glasses must be effectively cleaned and disinfected before use by other persons

**PPE & face coverings**

# The implementation of the other control measures should mean that extra PPE is not necessary for the control of coronavirus. PPE and face coverings do not replace the other control measures listed within this risk assessment. If colleagues choose to wear a face covering, they must wash hands thoroughly before putting on and removing, avoid touching the face and change the covering if it becomes damp. Change face covering at least daily, continue to observe enhanced hand washing, cleaning regimes and physical distancing.

**Communication & training**

# All colleagues understand the coronavirus control measures within the workplace and the behaviours expected of them. Employees to complete the COVID-19 Return to Work questionnaire to ensure they are fit to return, understand the symptoms of coronavirus and the action they must take if they or a household member exhibits those symptoms and the new coronavirus controls at The Ship Inn.

**Manual handling tasks**

# Some manual handling tasks may require two persons. If possible, avoid undertaking the task. Consider if the item really needs to be carried, if it does, maintain physical distance, wear a face mask, and wash hands. If multiple lifts or carries are needed, restrict to the same two persons working together.

**Licensing / public order concerns** # In the eventuality of any licensing concerns raised these must be escalated immediately to the owner and incidents logged.

**Hotel accommodation**

- # PPE including gloves, facemask and / or visor to be worn by housekeeping when rooms are cleaned.
- # PPE to be changed between each room clean.
- # No rooms to be entered while guests are there, ensure room is empty before entry.
- # Rooms to be sanitised daily using a thermal sanitising fogging machine.
- # All bathroom fixtures including showers, taps, basins, mirrors, WC's to be fully disinfected & sanitised.
- # All bedrooms to be fully sanitised using high level surface disinfectant, including all touch points such as door handles switches, bins, cupboard handles, remote control, kettles etc.
- # All linen and towels to be put in an individual bag & tied / sealed, then take to sanitising area.
- # Once room has been fully sanitised & dirty linen removed, hands should then be fully washed & gloves / PPE replaced. The room can then be re-entered and clean linen replaced. No clean linen to be taken into a room before cleaning.
- # All bedrooms to be re-stocked with fresh clean linen, towels & toiletries upon changeover
- # Room coffee / tea facilities to have been fully cleaned and sanitised in our dishwasher, there will be individually packaged products and any that are unused will be removed & replaced daily.
- # Once room clean is completed, PPE should be removed and disposed of, hands thoroughly cleaned & completion of the room clean to be logged with the manager

**Large groups /  
gatherings**

- # The Government has stipulated it is illegal for groups of more than 30 people to meet together. It is important that the staff are aware of current Government guidelines on maximum group sizes allowed and the mix of different people from different households or bubbles permitted

**Specific layout risks**

- # The Ship is a narrow building, the layout and flow as such presents restrictions on having a one way system. Staff and customers should be made aware of this difficulty in a 300 year old grade 2 listed building and ask that they move around with caution whilst respecting social distancing from one another as much as possible
- # To use the toilets customers will have to pass through the bar areas whilst respecting social distancing. The toilets will operate a one at a time policy, staff need to make customers aware of the location of the toilets and their restricted access
- # Entrance to the patio and garden via door adjacent to the toilets therefore creating a possible bottleneck. Customers need to be made aware of this possibility and to use caution and social distancing when going to and from the patio and garden.
- # Calculate a maximum occupancy based upon distancing controls to prevent overcrowding and effective queue management in all areas of the bars and restaurants. Bottom restaurant maximum of 20 / Middle restaurant maximum of 4 / Top restaurant maximum of 6 / Lounge bar maximum of 5 / Main bar maximum of 12.









