

# The Horseshoe Inn COVID 19 RISK ASSESSMENT

**TO REDUCE THE RISK OF INFECTION BY COVID 19  
BY TAKING PREVENTATIVE MEASURES.**

### How infection occurs?

Carried in droplets of already infected person when coughing or sneezing (about 1m distance).  
Carried in aerosol (microscopic droplets) of already infected person when breathing out (2m distance)

Droplets or aerosol Inhaled by new infected person or absorbed through eyes  
Droplets land and remain on surfaces which are touched by new infected person and transferred to the eyes, nose or mouth by the hands.

WHO IS AT RISK?	All employees. All customers Tradespersons Delivery people	<b>EXTRA ACTIONS, RESOURCES AND FACILITIES TO BE PROVIDED PRIOR TO REOPENING</b>	
<b>HIGH RISK AREAS</b> Click "Back" to return to where you were (where frequent contact with people can occur either by droplets or touching)	<b>TOILETS</b> TAPS DOOR HANDLES TOILET HANDLES GRANITE SURFACES TOILET DOORS FLUSH HANDLES  <b>KITCHEN</b> TAPS METAL PREP SURFACES KITCHEN PREP SURFACES CHOPPING BOARDS KNIVES  <b>CELLAR</b> New Barrels New Gas bottles	<i>Identification of staff at greater risk of exposure to COVID 19. Extra protection measures to be determined according to risk.</i>	Before rota
		Customer sanitization stations	TBI
		Portable sanitization stations (dispenser bottles) for use in mitigation where 2m distancing not possible.	Done
		Contactless ordering app to be set up ready for opening for ordering at outside table	Ongoing
		Protective screens for tables/areas less than 1m distant from each other	Awaiting delivery
		Face masks, Gloves, Disposable aprons	Done
		Staff sanitization stations	TBI
		Portable sanitization (dispenser bottles) stations for use by staff where 2m distancing not possible	Done
		COVID Signage: <ul style="list-style-type: none"> <li>• One way systems</li> <li>• Wash hands / Sanitization stations</li> <li>• Contactless ordering and contact details</li> <li>• Customer care and safety (including customer behaviour)</li> <li>• Contactless ordering app for outside tables</li> </ul>	Not done  Licklist SMH Jake
		Updates to website to inform customers and staff	Ongoing

			of changes to service because of COVID19. Risk assessment shared with staff for consultation.	
	<b>ACTIVITY/FUNCTION</b>	<b>ACTION TAKEN BY</b>	<b>RISK AND PREVENTATIVE MEASURES</b>	
	Coming into work	.ALL EMPLOYEES	<p><b>RISK OF : Employees bringing infection INTO premises. Working from home is only an option for administrative functions where the function is available online.</b></p> <p>Employees who have been diagnosed as high risk should be allocated roles where no contact with the public or other staff is possible.</p> <p>Employees showing symptoms before arrival in work should stay home and follow government guidelines. Telephone work to let them know whats going on. Kitchen staff to change into kitchen uniform on arrival. Uniform to be kept and washed safely at work.</p> <p>All employees to sanitize hands immediately upon arrival.</p>	
	Before and during service	ALL EMPLOYEES	<p><b>RISK OF : Transmission of infection from staff to staff</b></p> <p>Ensure 2meters apart where possible. At least 1m apart where not possible. (Portable sanitizers in place to increase hand sanitization) Front of house roles allocated according to area e.g. 1 person inside service, 1 person outside service, 1 person bar.</p> <p>Front of house staff must only enter the kitchen to collect food for service. No remaining in the kitchen. Sauces from fridges to be supplied by chefs.</p>	
			<p><b>RISK OF : Transmission of infection to/from delivery team to/from staff</b></p>	

			<b>RISK OF : Infection coming into building on delivered items</b>	
		KITCHEN DELIVERY TEAMS	Deliveries to be left on new rack outside kitchen without entry into kitchen area.	
		CELLAR GAS DELIVERY TEAM	Cellar gas to phone in advance of arrival. Cellar to be opened to facilitate delivery. Gas bottles to be disinfected after delivery.	
		MOLSON COORS	Delivery as usual but make sure social distancing. Barrel tops to be sanitized after delivery and before stillaging	
		OTHER DELIVERIES	To be instructed to come to side door and leave in outer cellar.	
		CELLAR ACTIVITIES	Only staff allocated to bar (usually 1) to carry out cellar activities. And only 1 at a time.	
			<b>RISK OF : infection still in the building. Potential of spread where sanitization stations not filled up</b>	
	Preparing for opening and arrival of customers.	HOUSEKEEPERS	Normal cleaning routine PLUS Disposable apron to be worn but removed and discarded prior to finishing deep sanitisation of <u>high risk areas</u> Ensuring sanitization stations and soap dispensers are full.	
	Preparing bar area for opening and arrival of customers.	FRONT OF HOUSE	Normal opening up routine strictly adhered to PLUS Disposable apron to be worn but removed and discarded prior to opening Deep Sanization of all tables & bar surfaces. Ensure service tables in place and sanitized. Ensure all COVID signage correctly in place. ALL MENUS SANITIZED	
	Preparation of kitchen for service.	KITCHEN STAFF	Strict adherence to normal kitchen prep routines PLUS Disposable apron to be worn at all times. extra attention to <u>high risk areas</u>	
			<b>RISK OF :</b>	

			infection of staff by customers infection of customers by staff infection of customers by customers	
Customer Booking and Arrivals	FRONT OF HOUSE	<p>Customers to confirm number of households as well as number of guests. Booking staff and allocation staff to check every table booked complies with regulations:</p> <p>Inside: 1 or 2 households = max.18 (max for this outlet) No more than 2 households</p> <p>Outside: 1 or 2 households = max. 30(max for this outlet) More than 2 households= max. 6</p> <p>No customer service at the bar service area.</p> <p>Customers to be reminded to go straight back to their table</p> <p>No queuing! Inside = No booking no table No queuing! Outside = No available table / come back another time or phone for reservation from car.</p> <p>Customers warned in advance of COVID19 changes to service (signage/website)</p> <p>Booked tables only inside.</p> <p>Tables located 2m apart where possible. (1m apart with mitigation: i.e. separating screens &amp; portable sanitizer on tables).</p> <p>No parking in front of the building except for drop off.</p>		
In service. Customers are present.	FRONT OF HOUSE KITCHEN	<p>Kitchen:- Masks should be worn during the preparation of non-cooked meals.</p> <p><b>Ordering outside</b> Contactless service (app / service tables)</p> <p><b>Sauces condiments and cutlery.</b> Outside: Single use sachets brought out with food to reduce customer self service.</p>		

		<p>Inside: On tables but sanitized at every table change</p> <p><b>Service tables</b> sanitized between every use</p> <p><b>Payment:</b>          Inside preferably by Apple pay or Android. otherwise by card terminal with a disposable temporary cover.          .          Outside by app in advance</p> <p>Staff to sanitize hands AT LEAST between every contact</p> <ul style="list-style-type: none"> <li>• Service table clearance</li> <li>• Taking of food/drinks to table</li> <li>• Order taking</li> </ul> <p><b>All tables cleaned at every changeover (Inside) Menus to be sanitized as soon as order has been taken.</b></p>	
End of Service	FRONT OF HOUSE KITCHEN	<p><b>RISK OF : Infection remaining present on the premises between services or overnight.</b></p> <p>Usual closedown procedures to be strictly adhered to PLUS          Disposable apron to be worn but removed and discarded prior to leaving          deep sanitization of <u>high risk areas</u></p>	