

| RISK ASSESSMENT                      |                     |  |                                     |                                     |            | Ref: COVID 19            |          |                          |                          | The Tavern<br>288 Upton Ln,<br>Widnes<br>WA8 9AF |                                     |                                     |                                     |                          |  |
|--------------------------------------|---------------------|--|-------------------------------------|-------------------------------------|------------|--------------------------|----------|--------------------------|--------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--|
| <b>Coronavirus Biohazard Disease</b> |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| Location:                            |                     | The Tavern.  |                                     |                                     |            |                          |          |                          |                          | Assessor:  |                                     | Signature:                          |                                     |                          |  |
| Date:                                |                     | May 2021   |                                     | Review Date:                        |            | October 2021             |          |                          |                          |  |                                     | Lee Rigby                           |                                     | <i>L. Rigby</i>          |  |
| INITIAL RISK RATING                  |                     |  |                                     |                                     |            |                          |          |                          |                          | PEOPLE AT RISK                                   |                                     |                                     |                                     |                          |  |
| PROBABILITY                          | Very Frequent       | <input type="checkbox"/>   | Frequent                            | <input checked="" type="checkbox"/> | Occasional | <input type="checkbox"/> | Rare     | <input type="checkbox"/> | Very Rare                | <input type="checkbox"/>                         | INVOLVED IN<br>ACTIVITY             | CLOSE BY TO<br>ACTIVITY             | EVERYONE ON THE<br>PREMISES         | MEMBERS OF THE<br>PUBLIC |  |
| SEVERITY                             | Fatal               | <input checked="" type="checkbox"/>  | Major                               | <input type="checkbox"/>            | Moderate   | <input type="checkbox"/> | Minor    | <input type="checkbox"/> | Insignificant            | <input type="checkbox"/>                         |                                     |                                     |                                     |                          |  |
| RISK RATING:                         | HIGH RISK           |  | <input checked="" type="checkbox"/> | MEDIUM RISK                         |            | <input type="checkbox"/> | LOW RISK |                          | <input type="checkbox"/> |  |                                     |                                     |                                     |                          |  |
| HAZARDS IDENTIFIED                   |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| 1                                    | Coronavirus Disease |  |                                     |                                     |            |                          |          |                          |                          | <input checked="" type="checkbox"/>              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                          |  |
| STANDARD CONTROL MEASURES            |                     |  |                                     |                                     |            |                          |          |                          |                          | ACTION BY  |                                     |                                     |                                     |                          |  |
| COVID-19 Pre-Prerequisites           |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| 1                                    | 1.1                 | Signage in Place at Entry Points to the Premises instructing persons do not enter the premises if they have a fever or temperature above 38°C, or other symptoms that align with COVID-19.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.2                 | Persons visiting the premises are restricted to group of six.  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.3                 | Staff members wear face coverings at all times and customers must wear face coverings upon entry to the premises until they are seated and when their order is being taken. If customers leave their seating area at any time (toilet break, etc) they must put their face covering back on. This will be the same when they vacate the premises also. |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.4                 | All Visitors to the premises must provide their details for the track and trace system by using the QR code to register their attendance upon arrival.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.5                 | A restriction of a maximum of 6 people per table internally is in place including young persons.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.6                 | Hand sanitisation stations are provided at entry points to the premises, high risk areas such as toilet and kitchens. A station will also be provided at Staff Cloak Rooms/Offices for when staff start/end their shift.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.7                 | Employees are instructed to report to their Line Manager at any point they start to feel unwell and will leave the premises without delay.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.8                 | Employees who have been in direct contact with persons who have suspected COVID-19 or are informed that they have been in contact with another person with COVID-19 through the test and trace system will remain at home for at least 10 days.  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.9                 | Temperature checks of employees will be taken at the start of each shift and then at regular times throughout the shift to identify employees who have a fever or temperature above 38°C with a record kept on the name, date, time and temperature each time a check is undertaken.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 1.1.1               | Employees are instructed to report to their Line Manager where they have concerns in terms of COVID-19 without delay.  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| All persons on the Premises.         |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| Separation Distances                 |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| 2                                    | 2.1                 | Where possible employees have working areas that are separated at least 1m apart. Where this is not possible the times of close contact are kept to a minimum.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 2.2                 | Dining tables are set out to ensure that social distancing is maintained.  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 2.3                 | No persons can order at the bar at any time, it is table service only.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 2.4                 | Tableware and glasses are collected by members of staff and customers are advised to leave glassware on the tables ready for collection.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 2.5                 | Designated smoking area located at the side of carpark with signage in place to maintain a safe distance of 1m.  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| All persons on the Premises.         |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| Personal Hygiene                     |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| 3                                    | 3.1                 | Employees are instructed that they maintain high standards of personal hygiene washing their hands at the start of every shift, each time they have used the welfare facilities and prior to eating or smoking. Observing the 20 second rule thoroughly washing their hands in-line with the NHS guidelines.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 3.2                 | NHS Hand Washing Posters in place in toilets and kitchen areas indicating how operatives should wash their hands properly (Poster attached last page).   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 3.3                 | Where practical, employees should carry their own pen to ensure they can sign documents, etc. to reduce cross contamination.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
|                                      | 3.4                 | Employees must avoid touching their face as much as possible to try to prevent contamination from their hands coming into contact with their mouth and eyes.   |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |
| Tavern Management Team and Employees |                     |  |                                     |                                     |            |                          |          |                          |                          |  |                                     |                                     |                                     |                          |  |

### Cross Contamination of COVID-19

|   |     |  |                                      |
|---|-----|--|--------------------------------------|
| 4 | 4.1 | Where possible doors that do not need to be closed for fire safety, restricted access or privacy will be kept open to reduce the risk of contact with door handles, common touch points, etc.  | Tavern Management Team and Employees |
|   | 4.2 | Regular cleaning of surfaces with antibacterial surface cleaner is undertaken to reduce the risk of cross contamination. Disposable cleaning products to be used such as wipes instead of cloths to reduce the risk of spreading COVID-19 from one table to another.               |                                      |
|   | 4.3 | Tables, seating and menus are cleaned at the start of every shift with antibacterial surface cleaner and then before the next customer(s) are seated.  |                                      |
|   | 4.4 | Tableware is brought to the tables on demand as required. Where objects such as condiments are required, these are sanitised prior to provision to the Customer and removed each time the table is vacated. Single use sachets are provided and disposed of with other food waste. |                                      |
|   | 4.5 | Once table and glassware is collected from each table, employees are instructed that they must wash/sanitise their hands each time to reduce the risk of personal infection and cross contamination to other table and glassware.  |                                      |
|   | 4.6 | Staff are encouraged to hand drinking glasses to customers without their fingers or hands touching the area of the glassware where customers drink from.   |                                      |
|   | 4.7 | Face coverings will be provided for use by employees on a mandatory basis. Yellow medical biological waste bin to be purchased for used masks to be disposed of.   |                                      |
|   | 4.8 | Customers will be recommended to pay by contactless payment where possible to reduce the risk of cross contamination from handling cash.   |                                      |
|   | 4.9 | Internal areas of the premises to be well ventilated to allow suspended droplets of the virus to move freely out of the premises to reduce the risk of exposure to persons inside.   |                                      |

### RESIDUAL RISK AFTER SITE SPECIFIC CONTROL MEASURES ARE PUT IN PLACE

|  |                  |                                     |                                     |                          |                    |                                     |                          |                          |                 |                          |  |
|--|------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------|-------------------------------------|--------------------------|--------------------------|-----------------|--------------------------|--|
| <b>PROBABILITY</b>                           | Very Frequent    | <input type="checkbox"/>            | Frequent                            | <input type="checkbox"/> | Occasional         | <input checked="" type="checkbox"/> | Rare                     | <input type="checkbox"/> | Very Rare       | <input type="checkbox"/> |  |
| <b>SEVERITY</b>                              | Fatal            | <input checked="" type="checkbox"/> | Major                               | <input type="checkbox"/> | Moderate           | <input type="checkbox"/>            | Minor                    | <input type="checkbox"/> | Insignificant   | <input type="checkbox"/> |  |
| <b>RISK RATING:</b>                          | <b>HIGH RISK</b> |                                     | <input checked="" type="checkbox"/> |                          | <b>MEDIUM RISK</b> |                                     | <input type="checkbox"/> |                          | <b>LOW RISK</b> |                          |  |
| <b>Risk Assessment review undertaken by:</b> | Name:            |                                     |                                     | Position:                |                    |                                     | Signature:               |                          |                 | Date:                    |  |
|  | Lee Rigby        |                                     |                                     | H&S Practitioner         |                    |                                     | <i>L. Rigby</i>          |                          |                 | 12/05/2021               |  |

Person communicating this information to you: Name: ..... Position: .....

[illegible]



HM Government



## Coronavirus

**Wash your hands  
with soap and water  
more often  
for 20 seconds**

Use a tissue to turn off the tap.  
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

CORONAVIRUS

**PROTECT  
YOURSELF  
& OTHERS**