

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – MAIN RISK ASSESSMENT

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL MANAGE THE RISK OF COVID-19 WHEN WE RE-OPEN. ALL GOVERNMENT GUIDELINES WILL BE FOLLOWED

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, SUPPLIERS, MEMBERS OF THE PUBLIC

HAZARDS.....



SPREADING COVID-19 AMONGST STAFF

By having no control measures in place then the virus can spread easily amongst staff and into their homes



SPREADING COVID-19 TO THE WIDER PUBLIC

By having no control measures in place this will allow COVID -19 to enter the premises and not be controlled and will spread around the local community and possibly further at a quicker rate.



INCREASED VIOLENCE AND AGGRESSIONThe public are not used to being told what to do in a pub and with restrictions in place and the request to disclose personal information this may cause issues with them displaying violence and aggression towards the operator and their team

CONTROL MEASURES.....

❖ Excellent personal hygiene practices by ALL employees and visitors

All staff will wash their hands at the beginning, during and at the end of a shift. They are actively encouraged to wash their hands within government guidelines after each task completed.

Customers and visitors will be encouraged to use sanitisers provided when entering the premises and signage and posters will give clear instruction and direction.

If anyone is displaying symptoms (a poster will set these out) they will be asked not to enter the premises.

Regular toilet checks and cleaning will take place and will be visibly documented for people to see on each toilet door.

Staff will not arrive to work in the clothes they will work in, neither will they leave in them. Chefs can wash their whites on site and KP's and front of house staff will be issued with a draw-string bag to transport work clothing in and asked to wash them before re-wearing them.

Face coverings will be worn either blue ones supplied or own masks. Visors if used will be sanitised regularly and masks will be washed in between uses or disposed of and replaced on a regular basis. Disposable gloves will be provide for carrying out cleaning processes

❖ Zoning of work environments

To prevent the risk of cross over and not maintaining social distance, work areas will be zoned wherever possible and staff will only be allowed to go into another area after hand washing / sanitising and only if totally required.

Staff will receive refresher training before re-opening as working practices will have to change.

Separate front of house and kitchen training has taken place and regular email updates are sent with changing government guidelines

All training will be documented and signed off to show full understanding

❖ **Social distancing**

Where possible the 2m rule will be re- implemented. All government guidelines will be followed. Tables in the bar, restaurant and outdoor areas are configured to 2m distance with signage, and minimal queuing will be observed.

We will request customers do not move furniture as these will have been placed to maximise social distancing rules.

There will be no orders taken at the bar, so table service will be implemented and a maximum of 6 people per booking will be allowed from up to 6 different households. To maintain safe numbers pre-booking will be recommended, but walk-ins will be allowed if booking capacity allows. Children under 11 and carers will not count in the rule of 6 but if people are from the same household this rule can be waived, allowing more people from the same or multiple families to sit together but our tables will only seat 6 and cannot be joined together.

❖ **Reviewing the back bar and kitchen**

There will be a review of positioning of glassware, condiments, fridges, stock tills etc to eliminate crossing over into other zones, and clear roles and responsibilities will be implemented at each shift change.

Beer mats will not be used. Tables must be cleaned and sanitised in between customers using COVID-19 recognised sanitiser

Single use sauce sachets will be provided and individual wrapped cutlery sets will be delivered to tables, and all drinks will be delivered on trays. Hot drinks will be in disposable cups.

Crockery, cutlery and glassware will be washed in a machine at a temperature of at least 65 degrees

Plastic screens have been installed at the till points to protect staff and customers should the need arise for them to leave their table.

A full assessment of kitchen operational processes will take place and clear roles for specific areas laid out for K P's and chefs, and a review of the menu for ease of service and staff safety. The menu from last season proved to be effective for prep and service so will be maintained, The addition of afternoon tea menu will be pre booked and ordered so will have minimal impact on preparation.

❖ Sanitiser Stations

There is a clearly defined sanitiser station positioned at the entrance into the building and a further one at the restaurant door for customers.

A sanitiser unit has been wall-mounted to the exterior entrance of the building for use by staff entering the workplace, and for any contractors. A unit at either end of the kitchen has been installed for use by chefs in their own zones.

Sanitiser units will be positioned at the entrance to the toilets in the bar and restaurant, and these will be contactless.

Re-fillable sanitisation pumps will be positioned around the business for use by staff and customers. Hand sanitisers will be available in both B and B rooms and they will be fully sanitised after departure.

❖ Ordering and payments

We will be operating on a table-service, pre-booked basis wherever possible and menus are disposable. Clear instructions will be given. Card payments and contactless will be encouraged but we will take cash and ensure hands are sanitised between transactions. This will be promoted via our website, social-media and internal notifications to make customers aware.

❖ Staff and customer monitoring

Upon return to work, staff will complete a health questionnaire and have a temperature check carried out. Regular LFT's will be taken by all staff.

Anyone displaying any symptoms will be asked to leave the workplace and seek medical advice. Anyone in contact will be informed and asked to self-isolate in line with government guidelines

If a member of the public is suspected of having COVID-19 staff should refer to the policy for dealing with a suspected case and deal with the matter in a customer friendly way. The name and telephone number of each customer will be taken via the NHS QR code and kept for 21 days for track and trace purposes. The QR code will be displayed around the building and customers encouraged to download the NHS COVID app. Manual information will still be taken for those not having access to the app.

❖ **PPE**

If the workplace usually uses PPE to carry out a task then this should be continued, for example using disposable gloves to clean toilet areas or for certain kinds of food prep and cleaning.

Gloves **ARE NOT** a substitute for good personal hand hygiene, which is the most effective way to control COVID – 19. Gloves may give a false security. If they are used, then hand washing after removal is essential

Face coverings are now mandatory. We have a supply of disposable ones for staff to use if required. Any cotton face masks used by staff should be washed at a high temperature before re-use. We also have facial visors.

❖ **Adequate supply of all chemicals**

We continue to perform regular stock checks of all cleaning and sanitising chemicals to ensure we have a continuous supply of soap and all cleaning products. Bactivir spray specifically designed to eradicate up to 99% of COVID germs will be used

❖ **Paper towels in toilets**

In the restaurant toilets the hand-dryers will remain in use as the key to controlling COVID-19 and other diseases is effective handwashing procedures. The risk of cross contamination after hand washing is low but we will ensure that paper towels are in situ as a preferred option for staff and customers.

Paper towels are in situ in bar toilets, staff areas and disabled facilities as well as at sanitiser stations outside the toilet areas.

❖ **Over hand washing**

As hand washing will be encouraged more frequently this might result in sore chapped hands and staff will be encouraged to use a barrier cream.

❖ **Violence and aggression**

Social distancing rules could see customers who are not used to queuing or being told what to do becoming verbally or physically aggressive or abusive. The availability of alcohol may escalate this behaviour and individuals react in differing ways.

The request to provide personal data for track and trace purposes may result in refusal by the customer, and then service will not be allowed to take place and this may lead to aggressive behaviour

Staff should familiarise themselves with the conflict management policy by diffusing the situation politely. Politely asking customers to leave the premises. Walking away if the perpetrator continues with verbal abuse. As a last resort call the police. Staff should not put themselves at risk

❖ **Outside service**

It is known that good ventilation, and particularly occupying outside space reduces the spread of the coronavirus so Welsh Government guidelines recommend using outside space where we have 3 covered pods seating a maximum of six people and these will be put into use.

Sanitiser units will be placed in external areas and tables will be placed 2M apart. This will be reiterated via social media and our website.

Pre-booking will be recommended and walk-ins only accepted if capacity allows and controlled by staff at the entry point.

There will still be table service in outside areas and a contactless pay system will be in operation. Menus will be wiped between use. This will be reviewed on a daily basis.

There will be no access to the interior for queuing at the bar

Customers will be asked not to move around between tables and limit on the number of customers on site will be governed by the amount of seating available. Once the seating is fully occupied no further customers will be allowed access to the site until tables are vacated.

Tables will be thoroughly cleaned as well as seats in between each customer and customers will be asked not to seat themselves so this cleaning regime can be managed.

The restaurant toilets will be available on a one in and one out basis

These will be examined and cleaned at least every hour and during busy times every 30 minutes where possible.

Social distancing measures on approach to the toilets will be in operation with clear signage

The water station for dogs outside will have sanitiser available and will be part of the cleaning regime

Dog bowls to be left at the table and collected by staff when cleaning and returned to the washroom, cleaned, sanitised and returned for use

The dog biscuit container will be temporarily removed along with donation box.

Customers with children and dogs will be politely asked to not let them wander between tables

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – BACK OF HOUSE, AND MANAGING STAFF/VISITORS

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL ENSURE STAFF KNOW WHAT TO DO AND WHAT IS EXPECTED OF THEM.

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, MEMBERS OF THE PUBLIC

HAZARDS.....

SPREADING COVID-19 AMONGST STAFF

By having no control measures in place then the risks of someone bringing in the disease and spreading it further **IS POSSIBLE**

SPREADING COVID-19 TO THE WIDER PUBLIC

By having no control measures in place this will allow COVID -19 to enter the premises and not be controlled and will spread around the families of staff, the local community and possibly further.

SPREADING COVID-19 THROUGH POOR CONTRACTOR CONTROL

As well as staff, contractors and suppliers visiting the premises must be given clear guidelines as the virus could then spread wider to other parts of the country.

CONTROL MEASURES.....

❖ Covid-19 training

Mandatory training for all staff will be given in accordance with up-dated government guidelines and potential issues raised in these risk assessments before opening and to new staff on recruitment.

All training to be relevant to specific areas have been completed, understood and documented before opening the premises. This will be reviewed and staff updated of any government or establishment changes

❖ Enhanced personal hygiene and cleaning

All staff will be reminded and instructed about the importance of hand washing hygiene and they will be expected to wash their hands-on entrance to work, during work in between tasks and upon leaving.

All hard surface will be cleaning with the appropriate sanitiser in between customer visits and all touch points should be cleaned every 30-60 minutes depending on the amount of customer traffic at the premises.

❖ Hand washing facilities

Dedicated hand washing sinks will be available with antibacterial soap and disposable paper towels.

These sinks are located in the restaurant washroom, outside washroom and kitchen and should not be obstructed or have poor access. The restaurant sink is located between the two bars and services both. Sanitising gel is available.

As the hand wash sink is in an area in the kitchen occupied by the KP a request to vacate the area for the chef to wash hands should be made and then the sanitiser should be used.

Contractors/suppliers can use the hand washing facility in the outside washroom and a sanitising station is located on the exterior wall.

❖ Contractor/supplier control

Contractors and suppliers will need to visit the premises, but they must observe social distancing measures and good personal hygiene practice, including the use of facial covering if entering the premises.

Hand washing facilities will be available in the outside washroom and the sanitiser station will be available on the exterior wall for use by all visitors.

Any repairs will be encouraged to be carried out before hours to minimise social contact. If this is not possible the area to be worked on will be closed off

Suppliers have been notified of our social distancing policies and hygiene requirements in advance of opening and we will endeavour to reduce the number of deliveries per week and stagger the delivery times so there is minimal cross over between suppliers.

An external drop off point will be notified to suppliers in advance to eliminate entry to the premises unless necessary

❖ Cellar safety

Only one person at any one time should enter the cellar areas as social distancing may be difficult in this confined space. Make sure someone on shift knows a member of staff is in the cellar. A dedicated person per shift should be allocated to carry out any cellar work and re-stocking to reduce the traffic in this area

Soap and hand washing sink with disposable paper towels will be available and hands should be washed before and after completing a task.

Sanitiser will also be available.

Touch points like door handles should be cleaned after the jobs are complete as well as any items handled in the cellar such as kegs, casks etc

❖ **Back bar design and function**

As we operate 2 bars careful shift management is important to minimise cross over in zones. The bottom bar should be operated by 1 person only. If hot drinks need to be prepared these should be done by the designated person in the restaurant bar where the coffee machine is located and put at a collection point for delivery to the customer

Only two people at any one time should be behind the restaurant bar for the preparation of hot and cold drinks.

Designated staff will collect drinks from a collection point and deliver to the customer.

If the social distancing is not possible for a specific reason, just ask the staff member to stand back and pass back to back. Do not stand face to face.

❖ **Kitchen design and function**

Careful planning of menus to prevent cross over of areas and to maintain social distance during busy service. Where this distance is not possible, when the staff enter the kitchen, they should ask the chef /staff member to step back and not stand face to face.

Designated cooking, preparation and cleaning areas to be clearly defined for chefs, kitchen porters and the front of house staff taking food out and clearing plates etc., Clearly defined roles for each staff member should be agreed at the start of each shift.

❖ **Sharing Equipment**

This is to be discouraged wherever possible.

All FOH staff should have their own pens and kitchen staff their own knives.

Only designated people should use the office facility for computer use etc and this equipment should be cleaned before and after use

❖ **Staff uniform**

Staff should not arrive at work wearing their uniforms.

An individual gym bag will be given to each staff member to transport their uniform to and from work. These are colour coded and should not be shared. Uniforms should be washed in between shifts.

Chef whites and all aprons can be washed in the machine in the outside washroom on a very hot whitewash with the biological washing powder provided. Clothes to be tumble dried afterwards and stored in clean sanitised crates on the washroom shelf

❖ **Staff rotas and breaks**

Staff rotas will be designed to ensure that staff arrive at different times wherever possible to allow social distancing measures to be enforced.

Staff arriving on the same public transport will maintain a safe social distance on walking from the bus to the work-place and demonstrate good personal hygiene before entering the building.

Staff will be allowed to leave the premises for cigarette breaks with consultation with managers but there will be only 1 person on a break at any one time.

Any break will have to be taken separately and staff will not be allowed to congregate in or around the washroom area. Only 1 person at any one time will be allowed access to this area for seating on a break or performing duties. If a staff member elects to take a break and sit in the washroom, no other staff member will be allowed access.

Hand washing and sanitisation on entering and leaving the building will be compulsory.

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – IN SERVICE

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL SERVE AND DEAL WITH CUSTOMERS TO MANAGE THE RISK OF COVID-19 WHEN WE RE-OPEN.
ALL GOVERNMENT GUIDELINES WILL BE FOLLOWED

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, MEMBERS OF THE PUBLIC

HAZARDS.....



SPREADING COVID-19 AMONGST STAFF

By having no control measures in place then the virus can spread easily amongst staff and into their homes



SPREADING COVID-19 TO THE WIDER PUBLIC

By having no control measures in place this will allow COVID -19 to enter the premises and not be controlled and will spread around the local community and possibly further at a quicker rate.



INCREASED VIOLENCE AND AGGRESSION

The public are not used to being told what to do in a pub and with restrictions in place and the request to disclose personal information this may cause issues with them displaying violence and aggression towards the operator and their team

❖ CONTROL MEASURES.....

❖ Use of disposable cloths

By using disposable cloths or cloths that can be washed on a hot wash after each use will limit the risk of the virus being spread.

❖ Use of disposable napkins

Napkins will be placed on tables with cutlery but any not used will be removed and the table cleaned and re-laid with fresh items. The server can use a napkin to pass a plate to the customer, so no contact is made with the server. This is in preference to the cotton cloths previously in use.

❖ People waiting to be seated

A hostess will be appointed each shift for a meet and greet role and to explain the ordering and service procedure

A booking system will be in operation to minimise the queuing for both food and drinks, as table service only will be on offer.

A maximum of 6 people will be allowed to sit together unless children under 11 are part of the party or they are from the same household.

Pre-booking makes the seating of customers more efficient and allows for the control of people on the premises

❖ **Collection points**

Once drinks and food have been ordered designated staff will process the order and a clearly designated collection point for drinks for each bar will be made available for the server to deliver drinks to the customer on a tray.

Designated food collection points in the kitchen will be clearly defined.

Wherever possible only one server at any one time should be in the kitchen to collect food to prevent cross over in the doorway. Doors may be allocated as in and out to eliminate this.

❖ **Hand washing**

In between each food service the server and chef must wash their hands in accordance with the government guidelines before serving the next table. Sanitiser also to be used.

❖ **Food and drink ordering and payment**

Food and drink will be ordered with a server at the table. The process will be explained by the host at meet and greet point and confirmed by the server if the customer is unsure of the process.

The meet and greet staff will be responsible for controlling the number of customers on site and will be well trained and confident in the role to instil customer confidence.

The point of ordering will also include the condiments required which will be delivered with cutlery and napkins.

Payment will be by cash or card and contactless payments will be encouraged as opposed to chip and pin.

❖ **Table clearing**

Customers will be discouraged from clearing glasses from their tables to minimise contact and limit customer movement around the premises. Staff will clear all glasses and crockery and return them to the kitchen and glass washing area

Plates will be cleared in the bin located by the door and plates stacked by the bench a safe distance from the pot washing area.

After each table is vacated the surface should be cleaned with a single use cloth and the appropriate approved sanitiser chemical observing the contact time for eradicating germs.

Chairs and surrounding table area should also be sanitised.

Highchairs should be cleaned and sanitised in between use.

❖ **Collecting personal data**

To enable tracking and tracing of the virus we are required to obtain personal details of every customer in a party who enters the premises ie name and phone number. This will be kept for 21 days. The NHS QR code is displayed and customers are to be informed and asked to scan it with the app. Refusal to provide the information will result in refusal of service

This will allow customers to be traced should someone who visits the pub develop COVID-19 symptoms.

Staff on shift each day will also be recorded.

Proof of ID will be required from the lead person in a party in the form of driving licence, credit/debit card, ID card or passport.

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – FIRST AID

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL ENSURE STAFF KNOW HOW TO DEAL WITH A FIRST AID INCIDENT SAFELY

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS, MEMBERS OF THE PUBLIC

HAZARDS.....



FIRST AIDER BEING EXPOSED TO COVID-19

With no measures in place the risk of potential exposure is increased



HELP NOT BEING OFFERED OVER FEARS OF CONTAMINATION

People may be afraid to deal with a first aid incident for fear of being too close to the patient increasing their risk of infection



UNABLE TO MAINTAIN 2M SOCIAL DISTANCE

Depending on the type of incident it may not be possible to apply the 2M social distance rule

CONTROL MEASURES.....

❖ Minor incidents

For minor incidents take a step back and assess the situation.

Talk the individual through the process you will recommend eg you will place a plaster on the table, they will take it out of the packet and apply it to the wound. Similarly, an ice pack can be placed on a table for use by a family member.

For the majority of minor incidents, the 2M rule can be adhered to.

❖ Close Contact

Close contact means being within 2M distance for 20 minutes or more. This increases the risk of contracting COVID-19 but most first aid procedures are short and brief.

❖ Hand washing

Enhanced hand washing is required before and after assisting with any incident and make sure the person needing first aid sees you do this and is aware of the caution you are displaying.

You may also want to use a sanitising gel as an extra precaution and a visual sign of due diligence to the customer/patient

If the customer/patient is remaining on site, politely ask them to wash their hands before returning to their table

❖ PPE

This is always a last resort but on the odd occasion that the 2M rule must be breached the first aider might feel more comfortable being protected.

This needs only to be a simple face covering which we have in stock and they are disposable.

NHS grade masks are not required.

If you need to be within 2M and feel the need to wear a protective face covering and family members cannot assist, it will more than likely be a 999 call., but you might want/need to be close for reassurance.

After completing the assessment/treatment dispose of the face covering.

Gloves may be required to be used as in a normal first aid incident when dealing with body fluids and this should also be disposed of immediately after use.

As always wash hands thoroughly in accordance with government guidelines before resuming normal duties

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – CUSTOMER JOURNEY FLOW

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL MANAGE THE RISK OF COVID-19 WHEN WE RE-OPEN. ALL GOVERNMENT GUIDELINES WILL BE FOLLOWED

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, MEMBERS OF THE PUBLIC

HAZARDS.....



SPREADING COVID-19 AMONGST STAFF

By having no control measures in place then the virus can spread easily amongst staff and into their homes



SPREADING COVID-19 TO THE WIDER PUBLIC

By having no control measures in place this will allow COVID -19 to enter the premises and not be controlled and will spread around the local community and possibly further at a quicker rate.



INCREASED VIOLENCE AND AGRESSION

The public are not used to being told what to do in a pub and with restrictions in place and the request to disclose personal information this may cause issues with them displaying violence and aggression towards the operator and their team as they may not like the changes imposed

CONTROL MEASURES.....

❖ Clear signage

When the public walk towards the pub they will see clear signage directing them to the appropriate entrance point, and further signage for hand sanitising stations, floor markings for social distancing, and hand washing instructions, as well as the NHS QR code for track & trace

❖ Entrance and exit

We will have a clearly marked entrance point which will be through the bar door where the restaurant can be accessed up the stairs. The exit will be through the double doors in the restaurant. This is suitable for disabled guests and will minimise crossover with customers. A hand sanitiser unit will be present on the wall outside the porch and between the double doors in the restaurant.

❖ Hand sanitisers

Hand sanitisers will be available at all entry and exit points They will also be present at the entrance to toilet areas.

Hand pump dispensers will be available inside the toilet areas and throughout the building for staff and customer use.

❖ Cutlery condiments and menus

Menus will be available and will be cleaned between uses. Specialist menus will be laminated.

Condiments will be single serve in sachets delivered after ordering with the customers food and wrapped cutlery. In the event of a sachet being unavailable, bottles and ramekins should be cleaned and sanitised.

❖ **Social distancing**

Tables will be spaced at 2M wherever possible and customers will be seated following a pre booking system in operation.

No queuing at either bar will be allowed.

❖ **Payment**

Payment will be by cash or card and contactless pay will be encouraged.

This information will be shared via social media, on the web site and communicated at the meet and greet service as well as at points around the pub.

❖ **Menu**

A smaller menu will be on offer to allow social distancing in the kitchen to be adhered to and this will be conveyed via social media, website and through staff communication. Afternoon teas will be pre ordered

❖ **Staff training**

Excellent training will be given prior to opening so all staff are confident in our methods of operation and so that they feel safe which will in turn convey safety and confidence to our customers. New staff will receive COVID training as part of their induction

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – MANAGEMENT OF PUBLIC TOILETS

Carried out by Lynda Wyatt – 2/7/2020 -Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL MANAGE THE RISK OF COVID-19 WHEN WE RE-OPEN WITH REGARD TO PUBLIC TOILETS ALL GOVERNMENT GUIDELINES WILL BE FOLLOWED

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, MEMBERS OF THE PUBLIC

HAZARDS.....



SPREADING COVID-19 AMONGST STAFF AND THE PUBLIC

By having no control measures in place then the virus can spread easily amongst staff and customers off site so simple controls can minimise the risk



SLIPS TRIPS AND FALLS

This remains a hazard in this area

CONTROL MEASURES.....

❖ Enhanced cleaning checks

A detailed cleaning schedule for all toilet areas has been developed and depending on how busy the pub is will determine how often this cleaning regime is carried out but at the very least it should be every hour.

All contact points should be cleaned including handles, locks, taps etc and the schedule should be signed off and will be hung on the exit door for customers to see.

All dispensers should be checked to make sure they are full and all bins should be emptied at every check. Cloths used to clean should be disposable.

❖ Access doors

To minimise contact points the inner door to the gents and ladies in both the bar and restaurant can be propped open but make sure that customers privacy is not compromised by this action.

❖ Social distancing

To maintain safe social distancing the customer access will be limited to one person in each toilet at any one time. A sliding sign will be placed on each external door to prevent access whilst the toilet is in use. This will need to be switched from vacant to in use in between customer use

The area should be monitored by staff to make sure there are no queues forming or that they are at the 2M social distance marker.

❖ Signage

Social distancing reminders will be in situ on the exterior doors as a reminder along with floor markers, and hand washing signage and sanitiser signs will be in place inside and outside of the toilet cubicles

COVID – 19 RISK ASSESSMENT FOR WE THREE LOGGERHEADS – LEGIONELLA RISK ASSESSMENT

Carried out by Lynda Wyatt – 2/7/2020 – Updated 26/12/2021

THIS DOCUMENT WILL LOOK AT HOW WE THREE LOGGERHEADS WILL MANAGE THE RISK OF COVID-19 WHEN WE RE-OPEN IN RESPECT OF THE RISK OF LEGIONELLA FOR ALL APPLAIBNCES THAT HAVE WATER IN THEM. ALL GOVERNMENT GUIDELINES WILL BE FOLLOWED

PEOPLE EXPOSED.....



COLLEAGUES, VISITORS/GUESTS, CONTRACTORS, SUPPLIERS, MEMBERS OF THE PUBLIC

HAZARDS.....

SPREADING LEGIONAELLA AMONGST STAFF RESULTING IN A COVID-19 RISK

By having no control measures in place then the virus can spread easily amongst staff and into their homes after contracting the lung affected legionnaires disease through contaminated water supply

SPREADING COVID-19 TO THE WIDER PUBLIC THOROUGH LEGIONELLA

By having no control measures in place then the virus can spread easily amongst staff and into their homes after contracting the lung affected legionnaires disease through contaminated water supply

CONTROL MEASURES.....

❖ Coffee machine

This has been switched on and in use since re-opening and now it has been thoroughly cleaned with Puly Caff powder. This will be a weekly job once we are open. A full maintenance from a registered engineer has also been carried out

❖ Britvic Machine

The Britvic machine receives a nightly clean of nozzles and a full clean each week. The machine has also been inspected by an engineer

❖ Beer Lines

Lines are cleaned regularly in accordance with Carlsberg CQDS systems and the cask ale and Guinness lines are also cleaned on a rotational basis every 7-10 days

❖ Taps and water supply

The hot and cold supplies are in regular use so there is no stagnant water in any pipe. These have all been checked and water runs clear in all taps including B and B rooms which have also been in periodic use buy owners to maintain a regular supply. Boiler service has been carried out in December.

❖ **Dishwasher and glasswasher**

These have remained in use throughout so any water has been regularly drained out of the systems and replenishes daily with fresh water

The machines have all been dismantled and sanitised and re-assembled in readiness for service. They are deep cleaned every week

❖ **Ice machine**

A solution of 1.5 litres of water with vinegar is put into the tank and the machine switched on. This is left for 40 minutes then drained. 2 tablespoons of bicarbonate of soda with 1.5 litres of water is put into the tank with the funnel and left for 5 minutes. This is drained and then 1.5 litres of plain water is funnelled in and left for 5 minutes. This is drained and the water process repeated. The water supply is switched on and once a batch of ice had been made this is discarded and the interior of the machine cleaned with a bi-carb solution. The machine is switched on ready for service and the ice checked for clarity. This procedure takes place on a weekly basis now we are open. The machine was serviced during the previous firebreak.

