



Blackboys Inn

RISK ASSESSMENT (April) 2021

Name of Premises & Location: Blackboys Inn, Lewes Road, Blackboys, TN22 5LG

Activity: Protection against Covid-19

Potential hazards: Infection & illness

- 1. Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness & in some individual's death. Infection is acquired by 2 principle routes:
 - A. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs & sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.
 - B. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) & then touching your own face (mouth, nostrils, eyes) with your contaminated hands.

- 2. Protect yourself from infection in 2 principle ways** - Assume everyone is infected:
 - A. **SAFE SOCIALISING** - Social distancing – as far as possible, keep the minimum distance advocated by government from all other people. This will reduce risk that you inhale airborne virus particles from an infected person.
 - B. **WASH HANDS REGULARLY**. Ensure all team members wash hands frequently & vigorously using soap and water for 20 seconds in which they have been trained. They should avoid touching their face. This should be monitored throughout & take teams to task when not employed. Regular reminders will help employees adopt this safe behaviour.

EFFECTIVE HANDWASHING WITH SOAP & WATER IS YOUR BEST DEFENCE AGAINST INFECTION

3. Looking after your team - Effective precautions must be employed which will significantly reduce transmission of the virus between people

- A. All team members must complete in house Coronavirus Training before returning to work & on recruitment. This will make them aware of the controls within this RA (Risk Assessment). No team members may work unless they have completed the training.
- B. Should a team member develop symptoms whilst at work, they should be sent home immediately to self-isolate. If any members of staff have been in close contact with anyone experiencing symptoms (at home or at work) they must also self-isolate at home following the government guidelines.

4. Keep virus out of the building – The Virus will only enter the building with another human. Either because they are infected or carry the virus on their hands. It is unlikely to be on stock delivered to the pub/restaurant.

- A. Display a conspicuous sign that persons can read before entering the building, instructing persons with Covid-19 symptoms not to enter the building.
- B. Brief team members not to come to work if they have symptoms, or have had symptoms in last 7 days OR someone in their household has had symptoms in previous 14 days.
- C. Before each team member starts a shift, take their temperature. If above 37.8C, that individual must immediately return home & self-isolate.
- D. Erect hand hygiene stations at both customer & team member entrances, together with signage requiring all persons on entering the building sanitise their hands. Team members must wash hands thoroughly & in accordance with their training, on arrival at work.
- E. Unless travelling alone in a private vehicle, team members must not travel to work in their work clothing. They should change on arrival at work washing hands before & after changing. If changing clothes is impractical, e.g. due to lack of facilities, they should wear outer clothing over their workwear which can be removed on arrival.
- F. Team members must not work at more than one pub. Do not loan staff out to other pubs.

5. Contractors – You should instruct contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, you should request they do the following:

- A. Make an appointment with Jay Dunbar, General Manager.
- B. Call from car park/street on arrival so that access can be arranged, maintaining social distancing & coming into contact with minimum number of people.
- C. Wear a face covering mask whilst in the building.
- D. Beer deliveries will require access to cellar & then cellar vacated whilst stock is being delivered. Or alternatively social distance whilst delivery takes place. If possible, leave stock for 24hours or more before handling.
- E. Always wear disposable gloves or wash hands after handling newly delivered stock.

| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
|------------|--|-----|----|---|
| 1.0 | Guests | | | |
| 1.1 | Customer will need to pre book. | ✓ | | |
| 1.2 | Welcome email will be sent to the customer to inform them of our new guidelines and processes | ✓ | | |
| 1.3 | Check in will be completed at the Tap Room through a Perspex screen. Keys will be cleaned and sterilised between each guest. | ✓ | | |
| 1.4 | Payment to be taken before arrival, card details will be taken in advance to secure the booking. | ✓ | | |
| 1.5 | A continental breakfast will be provided and left inside the room before arrival. | ✓ | | |
| 1.6 | Lunch/Dinner/Drinks can be ordered from the Tap Room and can be placed outside the door for collection. | ✓ | | |
| 1.7 | Guests asked to wear masks if in close proximity to staff. | ✓ | | |

| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
|------------|--|-----|----|---|
| 2.0 | Staff | | | |
| 2.1 | Team members can stagger breaks & take them away from customers or at least maintain social distancing. | ✓ | | |
| 2.3 | Team meetings may only be conducted remotely. Any necessary one to one meeting must observe social distancing. | ✓ | | |
| 2.4 | All team members with a specific workstation. e.g. laundry room must be set up so that each station is self-sufficient to avoid unnecessary moving around which may compromise social distancing. Staff may occasionally pass each other, but this should be avoided as much as possible | ✓ | | |

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|------------|--|------------|-----------|--|
| 2.5 | PPE to be provided for cleaning. (Aprons, gloves and face masks provided) | ✓ | | |
| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
| 3.0 | Sanitiser Stations | | | |
| 3.1 | Should be installed in communal areas and before entering the rooms. | ✓ | | |
| 3.2 | At customer & team member entrance. | ✓ | | |
| 3.3 | Adjacent to working till, one for team & another for customers. | ✓ | | |
| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
| 4.0 | Hand Washing | | | |
| 4.1 | Hand washing facilities with soap and water in place and are kept in a clean and hygienic condition. | ✓ | | |
| 4.2 | Stringent handwashing and drying by all staff | ✓ | | |
| 4.3 | Disposable paper towels provided for drying hands | ✓ | | |
| 4.4 | Hand washing posters installed to remind people how to wash hands properly. | ✓ | | |
| 4.5 | Sanitiser provided where hand washing facilities are not readily available. | ✓ | | |
| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
| 5.0 | Cleaning | | | |
| 5.1 | Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface. All areas to be sanitized frequently. | ✓ | | |

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|-----|---|---|--|---|
| 5.2 | Use of cleaning chemicals [including hospital grade disinfectant] that are effective against Coronavirus | ✓ | | |
| 5.3 | Increase frequency of cleaning of all surfaces that are frequently touched. These include door handles, banisters, light switches, toilet handles, all taps, tables & chairs. | ✓ | | |
| 5.4 | Brochures and leaflets to be removed from rooms to prevent cross contamination. | ✓ | | |
| 5.5 | All towels, toiletries, refreshments and crockery will be sterilized/replaced between guests. | ✓ | | |
| 5.6 | Linens, towels and laundry washed in accordance with local authority guidelines | ✓ | | All towels will be washed on a hot wash over 60 degrees |
| 5.7 | Guest accommodation sealed after cleaning | ✓ | | Once a room has been cleaned it will be locked and no one will enter until the guests arrive. |

| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
|-----|--|-----|----|---|
| 6.0 | Social Distancing | | | |
| 6.1 | Social distancing of 2m or 1m plus mitigation will be adhered to by all guests. | ✓ | | |
| 6.2 | Guests may be together if from the same household or in a two household bubble in line with government guidelines. | ✓ | | |
| | Control implemented (please tick Y/N) | Yes | No | If a control has not been employed, what alternative control / actions taken to resolve |
| 7.0 | Room Refreshes | | | |
| 7.1 | Guests can opt out of accommodation cleaning service | ✓ | | |
| 7.2 | Guests will be asked to leave the room whilst the refresh is carried out | ✓ | | |
| 7.3 | Staff will wear full PPE when entering the room | ✓ | | |

