

# THE WOOLPACK PUB COMPANY LTD

## COVID-19 RISK ASSESSMENT

<b>This is the statement of policy and arrangements for</b>	The Woolpack Pub, Almondbury
<b>Overall and final responsibility for risk is that of</b>	Daniel Martin (Lease Holder / Licensee)
<b>Day to day responsibility is delegated to</b>	Steven Taylor (DPS / Bar Manager)

<b>Reducing Risk of Contamination / Spread of Infection</b>	<b>Responsibility - All Staff</b>
<ul style="list-style-type: none"><li>- Ensure staff and customers who are unwell do not enter the premise. Anyone reporting a temperature or coughing will be asked to leave.</li><li>- Increase handwashing/sanitising through availability and signage.</li><li>- Clean all touchpoints at regular intervals and between each use (inc. tables, doors, card machines, trays).</li><li>- Where possible, wedge doors open to reduce touchpoints.</li><li>- Do not use air ventilations systems or fans.</li><li>- Where possible, items touched by customers will be single use and disposed of safely (e.g. beer mats, straws).</li><li>- All glassware will be washed after every use.</li><li>- Regular checks of toilets to ensure they are safe, clean and well stocked with soap and hand towels.</li><li>- Keep shift lengths to a minimum where possible.</li><li>- Ordering from the bar will not be permitted, instead table service orders will be available.</li><li>- Encourage the use of contactless payment, which is available throughout the premise.</li><li>- Keep volume of music and live sport to a minimum to avoid people needing to shout or move closer.</li><li>- There will be no live entertainment until further notice.</li><li>- Children and pets will be asked to stay with their group at their table at all times.</li><li>- Congregating around "pinch points" and in walkways will not be permitted and and group of more than 3 people will be asked to return to their seats.</li></ul>	

<b>Managing Capacity and Social Distancing</b>	<b>Responsibility - Bar Manager / Host</b>
<ul style="list-style-type: none"><li>- Rearrange seating and tables to create safe spaces for movement and safe distances between groups.</li><li>- Limit capacity to the number of available tables (i.e. when all tables are occupied, even if under capacity, the premise is full).</li><li>- Where possible, limit capacity within internal rooms to no more than 30 people with the exception of staff.</li><li>- Where sitting indoors, groups should not be permitted entry where they are from more than two households (inc. support bubbles), while outdoor seating can be permitted for up to 6 people from any number of households.</li><li>- Outdoor areas will also be limited to physical seats. Customers will be allowed to stand but not congregate.</li><li>- Smokers must smoke in the designated areas and not block entrances or exits.</li><li>- When the outdoor area is opened and the weather has the potential for rain, adequate space should be kept available indoors should customers need to move inside.</li><li>- Where queueing is required to gain entry, it should occur outdoors and not block any entrance, exit or public space. Signage will be used to comply with social distancing.</li><li>- A new staff role of "host" will be needed at all times to manage capacity and queueing.</li><li>- Encouraging the use of sanitiser at entry and exit as well as throughout.</li><li>- Scheduling deliveries and contractors for times when the business is closed.</li></ul>	

<b>Communicating to, and Supporting Customers</b>	<b>Responsibility - Licensee / Staff</b>
<ul style="list-style-type: none"><li>- Posters will communicate rules and plans throughout the premise and at all entry points.</li><li>- Social media and text messages will be used to communicate rules and updates.</li><li>- The website will hold further detailed information that will be referred to at all times.</li><li>- To support track and trace, customer names and one form of contact information will be collected on arrival.</li><li>- Maintain accessibility for those customer who require disabled access.</li><li>- PPE is not required or recommended, but it can be worn should an individual choose to.</li></ul>	

Signed



Dated 24/06/2020