

THE WOOLPACK PUB COMPANY LTD

COVID-19 RISK ASSESSMENT

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

Reducing Risk of Contamination / Spread of Infection	Responsibility - All Staff
<ul style="list-style-type: none">- Ensure staff and customers who are unwell do not enter the premise. Anyone reporting a temperature or coughing will be asked to leave.- Lateral flow tests are available to all staff members who can optionally take weekly tests. Where a positive case is confirmed, all staff who worked within 48 hours of the case will be required to have a negative lateral flow test result before returning to work. Where multiple positive tests occur, the local environmental health organisation will be informed and all staff who have worked will be asked to isolate.- Increase handwashing/sanitising through availability and signage.- Clean all touchpoints at regular intervals and between each use (inc. tables, doors, card machines, trays).- Where possible, wedge doors open to reduce touchpoints.- Use air ventilations systems at all times where doors cannot be pinned open.- Toilet windows will be kept open at all times.- The cellar will be limited to one staff member at a time except in emergencies.- Where possible, items touched by customers will be single use and disposed of safely (e.g. beer mats, straws).- All glassware will be washed after every use.- Regular checks of toilets to ensure they are safe, clean and well stocked with soap and hand towels.- Table service orders will be available to avoid crowding at the bar.- Encourage the use of contactless payment, which is available throughout the premise.- Children and pets will be asked to stay with their group at their table at all times.- Congregating around "pinch points" and in walkways will not be permitted.	

Managing Capacity and Social Distancing	Responsibility - Bar Manager / Host
<ul style="list-style-type: none">- Tables and seating will be designed to keep distances between groups.- If the pub feels too busy or unsafe, we will close the door until groups leave.- High demand events will be booking only and safe capacity restrictions will be set. Each event would have it's own risk assessment.- Smokers must smoke in the designated areas and not block entrances or exits.- 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.- 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.- Encouraging the use of sanitiser at entry and exit as well as throughout.- Scheduling deliveries and contractors for times when the business is closed.	

Communicating to, and Supporting Customers	Responsibility - Licensee / Staff
<ul style="list-style-type: none">- Posters will communicate rules and plans throughout the premise.- Social media and text messages will be used to communicate any changes to rules or procedures.- The website will hold further detailed information that will be referred to at all times.- To support test and trace, customer names and one form of contact information will be collected on arrival.- Maintain accessibility for those customer who require disabled access.- Face coverings are optional and nobody will be discriminated against regardless of preference.	

Signed



Dated 15/07/2021