

Task Template

Hazards?	Who might be harmed and how?	Pre-caution in place
<p>COVID 19 SPREAD OF VIRUS – STAGE 4 / STAGE 0 (England 19th July / Wales 7th August)</p> <p>Infection spread by staff or guest.</p>	<p>Customers Staff Visitors Contractors</p>	<p>The following provides a review of the existing measures that were in place in reaction to the Covid 19 outbreak. The measures detailed below shall remain in place in conjunction with the Stage 4 / Stage 0 easing of restrictions to assist with preventing the spread of Covid 19.</p> <ul style="list-style-type: none"> • Venues will operate at a reduced capacity to assist with social distancing. These capacities will be agreed by HO and reviewed fortnightly. Capacities dictated are a maximum and the manager should exercise discretion dependant on the day and may chose to operate at further reduced numbers dependant on the make up of the groups in the venue. • Table reservations will no longer have capacity restrictions. • For table reservations the online ordering system will continue to be used for those customers who wish to access the facility (Dirty Martini only) to reduce contact between staff and customers. However, if customers wish to order via a member of staff, then they are able to do so. • A single Track and Trace poster will remain at the entrance to the venue for those customers who wish to opt to use them. It is not a requirement of entry to scan the QR code on entry. • NHS covid passes presented on entry should be acknowledged and the customer thanked for completing. They are not a requirement of entry but the

guest should be thanked for demonstrating they are attending having ensured they are safe to do so.

- A record of the number of customers that present the NHS covid pass should be recorded on the heads in sheet and the number presented declared on the handover email at the end of each day.
- The requirement to wear a face mask has been placed on the individual to make a sensible judgement as to whether they should wear one in the setting they are in. There is encouragement within the guidance that they should be worn in enclosed spaces. PPE in the form of masks will continue to be readily available to all staff should they wish to wear them. Given the guidance, all kitchen staff BOH when NOT working solo should wear a mask unless they are medically unable. This will be reviewed fortnightly – however if no alternative instruction is received then masks should continue to be worn.
- In line with the guidance customers will now be allowed to approach and order from the bar.
- Customers will be permitted to freely move around the venue and the requirement to stay seated has ceased. Dancing, singing and standing in permitted and the atmosphere in the venue should be delivered as per pre-covid.
- Bar screens will remain in position for the benefit of staff and customers. Dispense areas should be cordoned off and screens are not required as customers should not order from this position.

- Table screens remain available for the separation of larger groups. There is no longer a defined position for these screens and they should be deployed according to booking sizes to assist with their separation.
- Single use menus will be available on the bar and QR stickers which link to the menu displayed on the bar screens.
- Hand Sanitizer stations should remain in all existing positions and staff and customers encouraged to maintain the practise of using frequently.
- All in venue front of house covid signage should be removed save those posters advising on good hand hygiene practises.
- All existing Covid safe materials and equipment should remain onsite should there be a change in guidance that requires the re-introduction of some measures.
- Staff will continue to complete the daily health questionnaire and will continue to be encouraged to complete a minimum of 2 lateral flow tests per week. This will increase should there be specific requirements relating to a confirmed case in a venue.
- Staff are encouraged / reminded by text to complete lateral flow tests on Monday and Friday of each week.
- Enhanced cleaning will continue with touch points sanitised throughout the venue at 30minute intervals.

- Air conditioning and extraction systems should run at optimum levels throughout trading. They are subject to ongoing maintenance and servicing. Any failures of any of this equipment should be reported immediately to the operations director to assist with ensuring they are repaired in a timely manner.
- All staff are sent this risk assessment via our CRM system and will be required to confirm they have read risk assessment on our online training system Flow.

Reviewed – NQ 15072021 – If you have any questions or queries in relation to the content of this risk assessment, then you are advised to please speak to your line manager.