



# The Mitre, Buckingham

## Covid-19 Risk Assessment

Updated: 10.04.21

### **Area/Task/Hazard:**

Front of house team members interacting with the customers in the inside bar and garden in accordance with the Hospitality Sector Guidelines for COVID-19. Also the performance of live music in the garden.

### **Groups at Risk:**

- Employees
- Customers
- Contractors and visitors
- Delivery drivers
- Musicians

### **Hazards:**

- Spread of Covid-19.
- The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with Covid-19 coughs or exhales including talking loudly or singing. These droplets land on objects and surfaces around the person which can infect other people by touching them and then them touching their eyes, nose or mouth.

### **Practices Resulting in Hazards:**

- Customers entering the pub.
- Serving at the table.
- Team interacting with each other.
- Use of the toilets.
- Customers moving around the pub and garden, including children and dogs.
- Accepting deliveries.
- Contractors, visitors entering the pub.
- Musicians playing in the garden.

### **Risk Rating: VERY HIGH**

### **Control Measures:**

- Staff required to take a weekly Lateral Flow Covid-19 test, one day prior to their first shift of the week and report the result to Peter Edwards ASAP. This is to prevent the spread of the virus to colleagues and customers whilst in work but is reliant upon UK government supplies.
- The guests are encouraged to pre-book via website or by phone. Walk-ins will be allowed only if we have a suitable table available (as per the Government guidelines).
- Name, phone number and email to be taken for 1 customer per booking/table.

- All other guests on the table will have to either:
  1. Scan the NHS venue QR code and show a member of staff they have checked in.
  2. Scan our own Contact Tracing QR code and enter their details, to be stored for 21 days by SimpleERB who run our booking system.

OR

  3. Write their details down in our contact tracing book which will kept by ourselves for 21 days.
  
- Table service only in the inside bar (after 17<sup>th</sup> May 2021) and in garden - no ordering across the bar or customers standing at the bar.
- Customers to wait at the Entrance, queuing in line with social distancing, and be explained where to sit and the protocol. They will also be checked that they have all signed in.
- Signage on floor by Entrance to map out distancing.
- Entrance through the front door, exit through the garden gate.
- Sanitizer stations on entering and exit points to the pub, near the toilets and in the garden with signage to encourage its use.
- Toilets to have signage on the doors explaining a 'one at a time' policy, or 'maximum of two people from the same table'.
- Toilets will have a slider on the door indicating if the block is occupied. Customers to be asked to use a wrist or elbow to change the slider before entry and after exit.
- Signage in toilets to remind customers and staff of the importance of washing hands and how to do so effectively.
- Signage to request one at a time in the corridor to the garden.
- Tables to be moved in accordance with social distancing guidelines.
- Children to sit at tables with parent/guardian with signage requesting that they bare supervised at all times.
- Dogs to be kept on leads and under control at all times in all parts of the premises.
- Ordering via website in bar and garden - payment to be taken through the website.
- Ordering via team member where use of the website/app is not possible - payment to be taken on a PDQ.
- PDQ's to be wiped down after every use.
- Cash to be used only as an absolute last resort.
- Team members to wash their uniform at 60 degrees every day.
- Handwashing posters to be around the pub with hand sanitiser stations.
- Teams to sanitise hands when entering building.
- Teams to wash hands after eating, smoking, touching faces and clearing glasses - use of hand sanitiser if not possible to wash hands.
- Landlord to send home any staff that are showing symptoms.
- Toilets to be checked and cleaned at 20-30 minute intervals in addition to the normal cleaning schedule.
- Toilets also to be fogged with Purazine as part of this cleaning operation.
- Toilet doors and other doors of entry to be disinfected at 20-30 minute intervals where those doors can't be left open.
- Sanitiser units to be checked at the start and midway through each shift.
- All front of house team members to complete CPL COVID19 training and read risk assessments.
- Social distancing to be maintained, with drinks and food to be placed down on the table, but at the table for the shortest duration possible.

- Where a member of a table has to be warned of their conduct in relation to social distancing, that will be treated as a first warning for the whole table. A second warning for any member of that same table will result in the whole table being asked to leave.
- Face masks to be worn by staff at all times unless seated on a break. These must be disposed of in a sealed bin liner after each use.
- Face masks to be worn by all customers (unless exempt as per the Government guidelines) whilst entering and moving around the pub, including when going to the toilet.
- Social distancing to be maintained back of house - including the cellars, storage areas, offices and smoking areas with breaks being staggered.
- Posters to be on staff noticeboards reminding staff of the rules.
- Restricting number of bookings and extending the table duration on all bookings so that tables can be cleaned fully.
- Maintain social distancing for deliveries and with contractors - to use own pen when signing in deliveries or contractors.
- All glassware to be put through the glasswasher.
- Staff belongings to be store in the storage area out back, not in working areas.
- A maximum of 6 people from up to 6 different households to be allowed on any one table. The number of covers to be allowed on each table (up to 6) to be decided by the Landlord in advance and not adjusted by staff members customers.
- In addition to the above, where live music is to be performed in the garden:
  - This will only be by soloists or groups that can socially distance on stage.
  - Tables will only be sold as a whole so that only groups which can adhere to the government social distancing guidelines can book to sit together.
  - No dancing will be allowed.
  - Customers will be advised that singing is not allowed and could jeopardise the continuation of the gig.
  - Music will be performed at a volume which allows people on their tables to hold a conversation without raising their voices.

**If control measures are implemented and are effective the hazard can be categorised as: MEDIUM**

**Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_**