



COVID-19 RISK ASSESSMENT

Prince of Wales Inn, Kenfig

Risk assessment completed by: David Stone

Position in business: Licensee

Name of site: Prince of Wales

Address of site: Ton Kenfig, Bridgend, CF33 4PR

Date of Assessment: 24th April 2021

Next Review Date: 03rd May 2021

What are the hazards?	Who might be harmed?	How to control the risk	What further action do you need to consider to control the risks?
Employees infected with Covid-19	Employees Customers Visitors/ Contractors	<p>Staff members briefed on identifying the symptoms of COVID-19 and the requirement to not come into work if they or any household members show any symptoms. Staff to immediately call the manager. They should then self-isolate/test in line with the latest government guidance.</p> <p>Staff members immediately sent home if they show any signs of infection.</p> <p>Use of hand sanitiser/hand washing on entering the site and regular hand washing (or sanitising) during each shift for minimum of twenty seconds with warm water and soap. Extra sanitising stations with signs. Posters on correct hand washing and hand rubbing on site.</p> <p>Washing hands/sanitising after handling customers' items and before moving onto another task. For example, after collecting dirty plates for cleaning and before serving food to another table.</p> <p>Staff members instructed to wash uniforms at min. 60 degrees C or add laundry sanitiser. Disposable aprons and gloves available for staff when required.</p> <p>Face covering should be worn by all members of staff to minimise the risk of Covid-19 transmission, both indoors and outdoors as a mitigating measure. All staff trained on the correct use of face coverings. Visors are not a replacement for a face covering. Staff that</p>	



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		<p>use a visor must also wear a face covering in the areas of the premises where they are required.</p> <p>Table service will be offered and all employees should social distance 2m as much as possible with customers and with other members of staff .</p> <p>All touchpoints and surfaces in the pub/beer garden will be disinfected regularly.</p> <p>Contact between kitchen workers and front of house workers will be minimised.</p> <p>Any start, finish and break times will be staggered so as to avoid overcrowding. Minimal number of staff will be working during every shift and all non essential activities will be stopped.</p> <p>Cleaning wipes will be available in the office, by tills, credit card machines, coffee machine and phone at the bar.</p> <p>Staff members will be assigned sections/roles at the start of their shift.</p> <p>Trays and tubs will be used by staff when handling dirty crockery to minimise contact with possibly contaminated items.</p> <p>Handling of personal mobile phones on duty is prohibited.</p> <p>Staff is encouraged to remain on-site and, when not possible, maintain social distancing while off-site during breaks.</p> <p>Number of staff allowed using designated staff smoking areas at one time is: 1.</p> <p>Good respiratory hygiene must be observed by employees when coughing or sneezing, disposing of the tissue immediately and then washing their hands. If tissues are not available always cough/sneeze into the crook of the arm rather than the hands. Remember: catch it, bin it, kill it, wash your hands.</p> <p>Handheld devices will be used outdoors (by a designated person) for taking payment to reduce the need of staff queueing/congregating to use the indoor tills.</p>	
<p>Customers infected with Covid-19</p>	<p>Employees Customers Visitors/Contractors</p>	<p>Guidance is provided to customers before and while visiting the premises through website, social media and posters and clear signage throughout the venue.</p> <p>Contact details will be taken for all customers and stored for 21 days (ensuring confidentiality and GDPR compliance) to facilitate Test Trace Protect. "Contact information" means the person's name and sufficient information that would enable the person to be contacted (including a telephone number) to inform them that they may have been exposed to COVID-19 whilst on the premises. In</p>	



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		<p>regulated premises this must include the date and time when the person was at the premises. In all hospitality premises customers are required to provide verification of their name when filling in contact details. The NHS COVID-19 app complements the above mandatory arrangements on keeping records of staff, customers and visitors, by providing customers with the fastest way to see if they are at risk from coronavirus. However the NHS COVID-19 app is not essential or mandated.</p> <p>Customers informed not to enter the premises if suffering from any symptoms of COVID-19.</p> <p>Hand sanitiser points prominently displayed. Customers reminded via signs and posters to wash/sanitise hands regularly.</p> <p>Customers will be reminded via clear signs/posters and staff members to maintain safe social distancing of 2m whenever possible, in relation to all members of staff and other customers which are not members of their household/bubble (or a carer). Where multiple people from different households are sat together at a table (within the allowed numbers), every effort should still be made to ensure that they maximise distance at the table.</p> <p>Customers are required to wear a face covering when not seated at the table, both indoors and outdoors, unless the person is under 11 or has a reasonable excuse not to wear the face covering. This is in place as the 2m distancing cannot always be achieved. Individuals with exemptions from wearing face coverings will be treated sensitively and all staff is made aware that they may remove their face coverings temporarily whilst maintaining a distance of 2m to assist people who are reliant on lip reading to communicate.</p> <p>Customer table booking system (pre-booking) is in place and encouraged to reduce any queuing or congestion but walk ups allowed.</p> <p>Controlled entry: Staff member will be greeting customers and monitoring customer flow when possible. Staff member to explain the physical distancing measures implemented on the premises and control the number of customers entering the premises.</p> <p>Extra bins are provided outside.</p> <p>A member(s) of staff will be designated during each shift to act as “Covid Secure Monitor” to monitor Covid-19 hygiene and enforcement of social distancing/safety protocols.</p> <p>Smartphone app is available for customers to order food to minimise contact between staff and customers</p>	
<p>Internal public areas contaminated with Covid-19</p>	<p>Employees Customers Visitors/Contractors</p>	<p>Deep clean of premises has been undertaken before reopening.</p> <p>Bar screen in place and line stickers in place to maintain social distancing from at the bar area. Customers are not allowed to order or congregate at the bar. Table service only.</p> <p>Customers are requested to move through enclosed public areas as quickly as possible, and to avoid shouting or singing in such areas.</p>	



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		<p>Windows will be open to ensure good ventilation indoors and internal doors (but not fire doors) propped open where possible.</p> <p>Customers are requested not to queue in the passageway at the toilet entrance or pub entrance. Customers should social distance when queueing.</p> <p>Key touch points e.g. door handles, lift buttons, keypads, and stair/escalator hand rails to be cleaned regularly throughout the day.</p>	
<p>Outdoor facilities contaminated with Covid-19</p>	<p>Employees Customers</p>	<p>Capacity of venue has been reduced to ensure that persons are only admitted to the premises in sufficiently small numbers to make it possible to maintain a 2m distance between them. The maximum capacity for the beer garden is 136.</p> <p>Outdoor cleaning station is provided at the front of the premises including alcohol-based hand sanitiser.</p> <p>Employees should wash/sanitise their hands after collecting dirty glasses and crockery.</p> <p>Tables and surfaces will be sanitised after each use.</p> <p>All customers are to be seated:</p> <ul style="list-style-type: none"> -When ordering food or drink -When being served with food or drink, and -When consuming food or drink <p>All food and drink should be consumed at tables</p> <p>Furniture spaced to allow a minimum of 2 metre social distancing (or 1 metre with risk mitigation).</p> <p>Temporary barriers and floor markings in place to manage the queueing.</p> <p>Maximum number of customers allowed to sit together taken into account (according to most recent guidelines). Tables, chairs etc. cleaned before new customers are sat down.</p> <p>Customers are required to wear a face covering when not seated at the table, both indoors and outdoors, unless the person is under 11 or has a reasonable excuse not to wear the face covering. This is in place as the 2m distancing cannot always be achieved. Individuals with exemptions from wearing face coverings will be treated sensitively and all staff is made aware that they may remove their face coverings temporarily whilst maintaining a distance of 2m to assist people who are reliant on lip reading to communicate.</p>	



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		<p>Customers are requested not to order at the bar. Table service only.</p> <p>To avoid cross contamination, staff members serving food and drink to tables should not be collecting empty glasses, crockery etc.</p> <p>Customers to be asked to move empty glasses and crockery to one end of the table for collection so that staff members can maintain social distancing.</p> <p>Wipe clean menus or disposable menus are used.</p> <p>Cutlery and single use condiments brought to table by staff member. Disposable cutlery available.</p> <p>Contactless payments where possible. Where PIN number is required, PDQ/ card machine to be cleaned after every time a PIN number needs entering by a customer.</p> <p>Extra waste bins will be provided for the outside areas for wipes/paper towels and used single-use face coverings to be disposed of safely.</p> <p>Front door will be wedged open, where appropriate, to reduce touchpoints. This does not apply to fire doors.</p> <p>Marquee will be open-sided (at least 3 sides or more than 51% open) to ensure good ventilation.</p>	
<p>Kitchen areas contaminated with Covid-19</p>	<p>Employees Customers</p>	<p>Additional cleaning and disinfection measures will be taken for all work surfaces and contact points such as cupboard handles and fridge/freezer door handles.</p> <p>Interaction between different teams/staff will be limited. Social distancing maintained when possible.</p> <p>Kitchen staff should remain in the kitchen and other staff within their respective working areas or zones, such as behind the bar or front of house.</p> <p>Kitchen access is limited to as few people as possible. Interaction between kitchen staff and other workers is minimised, including when on breaks.</p> <p>Regular hand washing and hand sanitising in place, also before and after smoking breaks or eating or drinking.</p> <p>Work surfaces to be cleaned frequently.</p> <p>One staff member per item of kitchen equipment <u>or</u> cleaning of controls between uses.</p>	



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		<p>Back to back or side to side working in kitchen as a mitigating measure. Face to face working to be avoided.</p> <p>Using safe outside areas for breaks. Social distancing on breaks.</p> <p>All clothes, sponges and towels to be changed daily and washed at min. 60 degrees C when washable.</p>	
Staff areas contaminated with Covid-19	<p>Employees</p> <p>Customers</p> <p>Visitors/Contractors</p>	<p>Additional cleaning and disinfection measures in the staff areas.</p> <p>Staggered start and finish times, also break times where possible to avoid any congestion.</p> <p>Staff work in the same teams on shift and interaction between different teams is limited. Social distancing maintained at all times.</p> <p>Regular hand washing and hand sanitising, also before and after smoking breaks or eating or drinking.</p>	
Toilets contaminated with Covid-19	<p>Employees</p> <p>Customers</p> <p>Visitors/Contractors</p>	<p>Signage is displayed advising customers on controls in place including max. number of customers, social distancing requirement and instruction to wash hands thoroughly.</p> <p>Max. 2 people allowed in ladies and in gents toilets. Posters in gents to manage the use of urinals. Posters outside toilets to manage the queue in the passageway to maintain social distancing.</p> <p>Hand sanitisers available directly outside toilets.</p> <p>Increased cleaning frequency and checks to ensure adequate supplies of soap & sanitiser. Visible cleaning schedule in place.</p> <p>Windows (if any) to be left open during trading hours to keeping the facilities well ventilated.</p> <p>Some urinals and wash basins will be closed off to allow for more social distancing space.</p> <p>Multi-person touch points such as door handles, wash hand basins, flushes, taps, etc. to be cleaned throughout the day.</p>	
Covid-19 infection during an emergency	<p>Employees</p> <p>Customers</p> <p>Emergency services</p>	<p>Ensure any First Aiders are briefed on the latest guidance from St. John Ambulance on providing First Aid during the pandemic:</p> <p>www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders</p> <p>Poster displayed behind the bar.</p> <p>All external doors and fire exits will remain immediately available for use in case of a fire alarm or emergency evacuation (even if they are not being used due to COVID secure controls in place).</p>	



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		<p>Ensure designated fire doors remain closed at all times.</p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay the recommended distance apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	
Transmission of Covid-19 during deliveries	Employees Delivery drivers	<p>Deliveries will be avoided during hours of trading.</p> <p>Staff members will ensure social distancing is maintained with delivery staff and will wash their hands immediately after accepting and putting the delivery away.</p> <p>Delivery staff should wash their hands thoroughly or use hand sanitiser before entering the premises to use any toilet facilities.</p> <p>Where possible and safe, only one worker should load or unload vehicles.</p> <p>Deliveries will be scheduled to avoid crowding in delivery areas.</p>	
Transmission of COVID-19 between employees and contractors/visitors	Employees Visitors/ Contractors	<p>Maintenance work will be avoided during hours of trading</p> <p>Maintenance staff/ contractors/visitors must wash their hands thoroughly as soon as they arrive on site.</p> <p>Staff members to ensure social distancing is maintained with all maintenance staff and contractors/ visitors.</p>	
Water contaminated with legionella if water systems not regularly in use	Employees Customers Visitors/Contractors	<p>Water systems to be flushed weekly when closed to prevent water stagnation.</p> <p>Before reopening the mains water supplies will be ran through to flush away any microbiological or chemical residue that might have built up while it was disconnected.</p>	
Mental health and well-being of staff suffering due to Covid-19	Employees	<p>Open door policy to talk about any problems or concerns, also related to coronavirus</p> <p>NHS "How Are You Doing" campaign posters put up for staff including contact numbers for support.</p>	



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COVID-19 outbreak within workforce/on the premises	Employees Customers Visitors	A single point of contact (SPOC) to lead on contacting local Public Health teams is : David Stone	
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