

COVID-19

Checklist for Restaurants, pubs and bars – trading outdoors from 12th April

Business Name & Address:	Date:
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Please complete the table below to assist you in the development and implementation of your risk assessment.

Template risk assessments and other trading safely guidance can be found at: <https://www.hertfordshirelep.com/what-we-do/priorities/business-support/better-business-for-all/covid-19-advice-and-support/>

Do all of the following things wherever possible	Done	Not Applicable	Give further details of how you do this	What else needs to be done?
Venue set up arrangements Considered the maximum number of customers that can reasonably follow the 2m social distancing guidelines at the venue. Consider outdoor space, fire safety, specific venue characteristics such as furniture, as well as likely pinch points and busy areas. <i>Note: Groups no more than six people outside</i>				
Decide which member(s) of staff are going to control the entry and how they will do this. Do you need a security guard?				
Control the entry and exit of customers into your premises. Only use of outside areas are permitted.				

<p>Use of outside areas:</p> <p>Ensure marquees/gazebos are Covid compliant (the structure must be at least 50% open to the air and tables & chairs are suitably placed to ensure social distancing)</p> <p>Temporary structures securely set up with sufficient anchor points.</p> <p>Where car parks are used ensure safe separation of customers and vehicles.</p> <p>Where tables and chairs are located on pavement areas ensure no obstruction takes place and prevent 'pinch points'.</p> <p>Ensure maximum number of 2 households or up to 6 people from different households at each table</p>				
<p>Indoor areas can only be used to access/egress the outside spaces and toilets or if absolutely necessary to take payment.</p> <p>Leave the door open whenever you can to reduce contact and to allow fresh air in.</p> <p>Generally ensure adequate ventilation inside enclosed spaces.</p> <p>Face coverings must be worn by staff and customers when passing through indoor areas (unless an exemption applies)</p>				

<p>Avoid queuing but if necessary ensure effective customer distancing inside and outside the venue. Consider one way systems and appropriate demarcation i.e use tape/stickers on the floor to mark out 1 metre plus spacing.* Consider pinch points where customers could congregate.</p>				
<p>Look at configuring customer areas to ensure contact is minimised during transit and that seating is organised in such a way that social distancing requirements are maintained. Consider plans detailing of pedestrian routes/seating/ordering.</p>				
<p>Consider the provision of a cleaning station.</p> <ul style="list-style-type: none"> • Put up a sign at the station to tell people when and how to use the cleaning station (e.g. sanitised hands before entering) • Ensure your hand sanitiser is minimum alcohol content of 70+% or equivalent. <p><i>** please see the section at the end on cleaning for further information</i></p>				
<p>Adjusting service approaches to minimise staff contact with customers. Outdoor table service only should be used. Further measures such as assigning a single staff member per table.</p>				
<p>Consider screening where appropriate to avoid interaction between customers and staff</p>				
<p>When people want to pay</p>				
<p>Maintain a 2 metre plus distance between the customer and staff member where possible.</p>				

Take payment outside unless it's not possible – in which case only 1 individual should go indoors to pay				
Minimise the number of customer items that staff touch				
Ask customers to use contactless payment instead of using cash Every time you take cash payments, you must wash your hands afterwards or use a sanitising hand gel. After cashing up wash your hands.				
Handwashing Staff must wash their hands regularly throughout the day with soap and hot water for at least 20 seconds and dry with a disposable paper towel				
Review key times when staff should wash their hands e.g. before opening up, after handling money, before and after restocking shelves, before and after breaks.				
How will you tell staff to wash their hands? E.g. training, reminders, posters.				
Cleaning Regularly disinfect tables or other furniture in contact with customers. In any case this should be cleaned between sittings. Anti-viral cleaning agents should meet British Standard BS EN 14476:2019				

Disinfect common touch surfaces as door handles, door lockers				
Make sure your premises is tidy and easy to clean e.g. keep counter tops clear, floors clear of stock, unused shelving removed.				
<p>Working safely At the start of every shift ensure that staff are fit and well for work. Check that your staff are not in any vulnerable categories e.g. elderly, no underlying health conditions etc.</p> <p>Ensure that staff keep 2m plus apart from other staff and customers when working, where possible.</p> <ul style="list-style-type: none"> • Consider allocating designated areas where kitchen staff work • Keeping the activity time involved as short as possible. • Using screens or barriers to separate workers from each other and workers from customers at points of service. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). • Install glass windows in doors to allow communication. Avoid using doors at same time, etc <p>Implement/reorganise work in 1 way system/flow</p>				
Organise staff breaks so that social distancing can be maintained in your staff amenity/changing rooms. Consider timings of breaks, using different areas, can staff go home for breaks?				

Limit the use of shared equipment e.g. microwaves and kettles.				
Food Safety				
Food Safety requirements checklist can be found https://www.food.gov.uk/sites/default/files/media/document/reopening-checklist-for-food-businesses-during-covid-19-form.pdf				
<ul style="list-style-type: none"> Ensure all food handlers maintain high standards of personal hygiene. 				
All food should be produced in a hygienic premises using safe methods outlined above.				
All equipment and touch points should be disinfected on a regular basis and/or after each use				
Toilets				
Toilets cleaned regularly with appropriate disinfectants i.e household bleach 1:50				
Queue's managed. Look at ways to avoid any close contact in corridors leading to toilets or on stairs				
Install disinfectant dispensers immediately outside the toilet door to be use by customers after leaving the toilets				
As long as toilets don't lead into food prep areas then doors can be left open to reduce the number of touch points				
These facilities should be adequately ventilated at all times.				
Covid-19 Policy				
Have clear policies on how you deal with employees & contacts.				

<ul style="list-style-type: none"> • Ensure employees that have Covid-19 Symptoms or test positive are sent home immediately and asked to isolate. • Identify any contacts and ask them to isolate. <p>Record customer details for Test and Trace manually or using the NHS QR poster</p>				
Additional things that my business does				

How to clean and disinfect:

Cleaning:

- Using a disposable cloth, first clean surfaces with **warm soapy water** or **detergent**.
- Increase routine cleaning and disinfection of **frequently touched surfaces** which include:
 - Fridge and freezer handles
 - Debit card pin pads
 - Door handles
 - Screens on self-service checkouts
 - Light switches
 - Trolley/basket handles. etc.
- Frequently touched surfaces should be cleaned and disinfected regularly.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Disinfection:

- You then need to use a **disinfectant** to clean the surface.
- **Antiviral disinfectants** which have been tested to British Standard **BS EN 14476:2019** effectively kill viruses although other disinfectants/sanitiser may still be ok to use i.e sanitiser for kitchen use that meet BSEN 1276
- **Alcohol solutions with at least 70% alcohol may also be used.**
- If the above products are not available, then disinfect these surfaces with the **products you normally use** in your food business, e.g. sanitiser (evidence shows that similar viruses can be deactivated using commonly used disinfectants in the food industry)
- Diluted household bleach is also known to kill similar viruses if appropriate for the surface:
 - **Follow manufacturer's instructions** for application and use, e.g. gloves/ventilation. .
 - Guidance produced recommend a 1:50 dilution of household bleach products which usually have an initial concentration of 5% sodium hypochlorite.
- Always follow manufacturer's instructions for dilution, application and contact times for detergent and disinfectant products. Contact time is the time that the disinfectant/bleach solution must be in contact with the surface. It's important to follow instructions as wiping them off too soon might clean the surface without properly disinfecting it.

Guidance regarding how to clean effectively can be found via the links below:

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- www.rsph.org.uk/uploads/assets/uploaded/942ce2bb-cdd0-41d4-9a3cdc84adb07aa6.pdf
- www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business

	TASK	PRODUCT	FREQUENCY (at least)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Initial
1	Screens on self-service checkouts.										
2	Debit card PIN pads.										
3	Keypads on tills.										
4	Trolley/basket handles.										
5	Refrigerator/freezer handles on shop floor.										
6	Refrigerator/freezer handles in back of house.										
7	Door handles/light switches.										
8	Handles on cupboards behind counters.										
9	Toilets and changing room, taps, light switch, door handle, etc.										
10	Staff facilities, e.g. microwave handles, kettle, doors of fridge/cabinets, etc.										
11	Tables and work tops										
12	Computer keyboards										
13	Freezers & fridges										
14	On site ATMs										
15	Front door handle										
16	Mobile phones										

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