



McManus
Pubs



McManus Pubs

Covid-19 Risk Assessment

Name of Pub	Mariners Court
Name of Manager	Chris Huggett
Date of Initial Assessment	06/04/2021

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is copy of the McManus **Risk Assessment** for dealing with the current Covid-19 situation in the pub estate.

The first step is to look at the Operational Flow instruction and create a plan of the site including pinch points, this will be used to support the social distancing specific controls.

Upon receipt of this document, Management will review the controls required (Column A) and add additional controls to enable the hazard identified to be controlled on an ongoing basis (Column B). There may be some controls in Column B already, if these are not relevant then please delete them. DO NOT delete any controls in Column A as they represented controls which must be addressed. You can enter how this will be done in Column B

The risk assessment will be signed and dated by the Manager and will be reviewed by EPP and the manager when guidance changes, when the manager changes or after any incident which indicates the necessity to review this document.

All staff will be trained in the contents of this risk assessment and attend online COVID course

Details of training and signatures of trainees will be recorded.

Details of review of the risk assessment will be recorded.

Training will take place prior to the pub reopening and any subsequent new starters will be fully trained in this information prior to commencing work at McManus It is recognized that as the understanding of COVID-19 develops revision of this document will be necessary to incorporate appropriate controls.

All staff in all roles must have a telephone interview before returning to work to determine they are fit to return to work. Use the Employee Daily Return to Work Questionnaire and record and retain the information.

Any questions regarding this document can be directed to :

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What is the Hazard: Spread of Covid-19 Coronavirus

Who might be harmed: Staff, Customers, Visitors to the premises, Cleaners, Contractors, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with us in relation to our business

General Controls Required (A)	Additional Controls which you can add to based on specific site (B) Delete comments in this column as required and add comments as to how you will manage the controls in column A	Action by who?	Action when? by	Date Completed
<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff will be required to wash their hands</p> <ul style="list-style-type: none"> • On arrival at work • Before starting work • Between serving customers • Whenever they enter the kitchen • Whenever they re-enter the workplace • If hand washing facilities are not in place to allow this then appropriate hand sanitiser will be used instead. 	<p>Sanitiser stations to be installed in strategic positions where customers and staff can sanitise their hands</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.gov.uk/coronavirus?qclid=EAlaIQobChMl0df2mt2w6QIVQbTtCh3RAwzkEAAYASAAEgK2i_D_BwE</p> <p>Posters, leaflets and other materials are available for display. (Front & Back of house + customer facing) https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>CH – on covid floor plan</p> <p>CH – Training Day</p> <p>CH –Training day staff +public notices</p> <p>CH</p>	<p>06/04/2021</p> <p>09/04/2021</p> <p>09/04/2021</p> <p>3rdth July</p>	<p>06/04/2021</p> <p>09/04/2021</p> <p>09/04/2021</p> <p>3rd July</p>

<p>This is in addition to normal food safety hand washing practices as per food safety management system</p>	<p>Staff encouraged to protect the skin by applying emollient cream regularly</p>	<p>CH – to supply</p>	<p>06/04/2021</p>	<p>06/04/2021</p>
<p>Stringent hand washing taking place and supervision by management.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>CH – training day</p>	<p>09/04/2021</p>	<p>09/04/2021</p>
<p>See hand washing guidance.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<p>Sanitiser is available throughout the building for staff use</p>	<p>CH – covid floor plan</p>	<p>06/04/2021</p>	<p>06/04/2021</p>
<p>Drying of hands with disposable paper towels.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>https://www.gov.uk/coronavirus?gclid=EAlaIQobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAAYASAAEgK2i_D_BwE</p>	<p>Paper towels to be provided by all hand wash facilities Updated 30/06/2020 hand dryers are now suitable all toilets have them</p>	<p>CH</p>	<p>06/04/2021</p>	<p>All dryers all working Paper towels / BLUE ROLL available for staff back of house 06/04/2021</p>
<p>Gel sanitisers (minimum 60% alcohol) in any areas where washing facilities not readily available e.g. entrance of pub, service area, til area.</p>	<p>Stations to be positioned and checked regularly during shift,</p>	<p>CH – Covid floor plan</p>	<p>06/04/2021</p>	<p>06/04/2021</p>
<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Add this to shift team brief</p>	<p>CH – add to team brief</p>	<p>06/04/2021</p>	<p>09/04/2021 included in meeting</p>
<p>Should staff member make any physical contact with customers, they should wash their hands immediately</p>	<p>Add to shift team brief / part of staff training</p>	<p>CH – staff training</p>	<p>09/06/2021</p>	<p>09/04/2021</p>

<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tills, payment machines, office equipment, toilet flushers and taps using appropriate cleaning products and methods.</p> <p>Appropriate cleaning products and sanitiser to be used which is based on hydrogen peroxide, peracetic acid or sodium hypochlorite (World Health Organisation - WHO) and are solutions containing greater than 60% alcohol</p> <p>Generic products are: - -Alcohol Based – available as a ready to use solution or a pre-impregnated wipe based on 70% Propyl alcohols. The product should have verified viricidal efficacy under BS EN 14476 -Peracetic Acid Based (foaming) – an OPC Peracetic Acid disinfectant containing at least 250 ppm PAA at 1% v/v -Peracetic Acid – 5 and 15% w/w respectively Peracetic Acid disinfectant concentrates suitable for CIP. The products have verified viricidal efficacy under BS EN 14476 -Sodium Hypochlorite - solutions of Sodium Hypochlorite, typically 14 – 15% delivering 1,000 PPM free Chlorine -Hydrogen Peroxide – Only really useable as a stabilised solution often in a ready to use trigger spray based on Hydrogen Peroxide, stabilised with ionic silver (other methods may leave a residue) and a suitable shelf-life at ambient temperatures. The product should have verified viricidal efficacy under BS EN 14476.</p>	<p>Photocopier and scanner and similar office equipment touch points wiped with sanitizer wipes before and after use</p> <p>Sanitise desk telephones at beginning and end of each working day (SHIFT BRIEF)</p> <p>In the kitchen sanitise the tap handles, fridge/ freezer/ oven/ rational/ blast chiller handle, equipment handles, all hand contact points on an hourly basis and clean as you go</p> <p>During working hours there will be a member of staff dedicated to cleaning touch points in the pub to include, door handles (inside and outside), rails, toilet door handles, flushers, switches, chairs and tables after customers leave, PDQ machines, fruit machines/ similar. (staff training / trail)</p> <p>Entire table top / edges and chairs indoors and outdoors are wiped down with sanitiser after each customer leaves before the table is ready for the next customers</p> <p>In the bar sanitise the all handles, bar fridges, beer taps, wash hand basin, post mix trigger, equipment handles, all hand contact points on an hourly basis and clean as you go</p> <p>Sanitise fruit machines after every use Table set up in a 'clean' condition and balls and queues managed by staff or players bring their own cues (most likely scenario)</p> <p>Only used company approved Chemicals</p>	<p>CH</p> <p>CH</p> <p>JA and MO</p> <p>CH – highlight on rota team / team brief and staff Training</p> <p>CH</p> <p>CH</p> <p>CH Not use until the 17th may as inside</p> <p>CH, chemicals from DCS only</p>	<p>All Part of staff training, and update close down procedure.</p> <p>Staff to be updated on Trail app and how it works</p>	<p>Staff meeting 06/04/201 and on going on Trail App</p> <p>09/04/2021</p>
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<p>The company will purchase appropriate cleaning solutions based on the above WHO recommendation and complaint with BS EN 14476</p> <p>Safety Data sheets and COSHH Risk assessments to be provided for new chemicals</p> <p>Cleaning chemicals will also have EN 1276 to ensure effective for bacteria and preferably EN 1650 for yeasts and molds</p> <p>Toilet taps and flusher to be sanitised before and after use</p> <p>Wipe down payment machine before and after use in front of customer using sanitiser wipes</p> <p>All staff to be trained in safe use of cleaning chemicals especially in relation to COVID-19 . This includes awareness of contact times for sanitiser.</p> <p>Cleaning schedules to be fully reviewed to encompass COVID-19 controls</p> <p>With respect to washing of dishes, crockery, utensils , glasses etc, the rinse cycle or water must exceed 60°C</p> <p>Clothes, sponges etc should be changed daily and any tea towels or oven cloths used must be washed at least daily in temperatures above 60°C</p> <p>Masks to must be worn by all staff members and public, masks to be worn by all members of the public when not seated.</p>	<p>Regular toilet checks – Add to trail</p> <p>Part of training</p> <p>Staff Training Day</p> <p>Trail</p> <p>Test water temp with probe – daily lee / Liz to add to kitchen log book</p> <p>Kitchen team / Bar staff to add to daily check / trail list</p> <p>Masks provided by us to all staff, Guests briefed on arrival about mask policy</p>	<p>CH</p> <p>CH</p> <p>Staff all briefed on this</p> <p>In kitchen log book</p> <p>06/04/2021</p> <p>08/04/2021CH</p>	<p>Waiting for them</p> <p>Yes they do new hand sanitizer is ok</p> <p>09/04/2021</p> <p>On going</p>	<p>06/04/2021</p> <p>Staff meeting 09/04/2021 July and on going on Trail App</p> <p>09/04/2021</p>
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<p>Staff Uniforms Staff uniforms to be washed at temperatures above 60°C Staff to change into work uniforms at work and not travel home wearing them Staff not to share uniforms including hats</p>	<p>Staff do their own washing so encouraged to wash work clothes daily – ample amounts of uniform given to suit shift pattern.</p>	<p>CH – Staff training</p>	<p>09/04/2021</p>	<p>09/04/2021</p>
<p>Visitors e.g. contractors/ enforcement</p> <p>Visitors to site are prioritised on essential services and non essential visits to back of house areas is discouraged.</p> <p>Visitors will include tradespeople, pest control, EHO, auditing, engineers for water, heating , electricity and equipment repairs.</p> <p>Assessment of work required and how tradesperson will work to be carried out prior to entry and shared with the tradesperson.</p> <p>Distancing of 2 metres to be maintained at all times when dealing with visitors</p> <p>Where work is being carried out in the building by a tradesperson, it is done outside working hours or staff are relocated to another part of the building and 2 metre gap maintained.</p> <p>See Deliveries and Post</p>	<p>Staff & contractors only in back areas – Notices to state.</p>	<p>CH – Staff training</p> <p>Signing contractors for</p>	<p>09/04/2021</p> <p>06/04/2021</p>	<p>09/04/2021</p> <p>06/04/2021</p>
<p>Operational Flow</p>	<p>Potential pinch points identified are:</p>			

<p>Plan of pub and outside areas including garden / public area documented to identify potential 'pinch points' and specific controls to cover these areas documented and trained to staff</p> <p>This plan to be reviewed at least fortnightly or when advice regarding COVID-19 changes.</p>	<p>* toilets – prop toilet doors open screen off signage up *People returning to the pub after going outside for a cigarette etc not until 17th may outside only being used *Steps to sections</p> <p>*17th May open up inside, 12th April outside only</p>	<p>CH to manage & review</p>	<p>ON GOING</p>	<p>06/0/2021</p>
<p><u>Social Distancing Generally</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff are staggered to reduce contact.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Tables to be arranged with a 2 metre circumference around the table at all times if not 1 meter</p> <p>Perspex screens to be fitted at the order point at the bar to form a barrier between the customer and the staff</p>	<p>Reservations are encouraged via website</p> <p>Customers are discouraged from standing at bar to drink and order. Signage to indicate bar is not in use and any chairs are removed</p> <p>All consumption of meals and drinks to take place at tables only.</p> <p>Fruit machines and similar to be separated to allow a 2 metre distance (we are getting one taken away)</p> <p>Signage to show the Entrance and the Exit to enable a one way flow in and out of the pub</p> <p>All controls for inside the pub are relevant for outside drinking/ dining areas</p> <p>Take handle of front door so it's exit only 17th May</p>	<p>CH – to train</p> <p>Staffing training carried out on the 9th April, outside only 12th April- 17th May,</p> <p>Only from 17th May only one machine at present</p>	<p>06/04/2021</p>	<p>9th April</p> <p>All completed on the 9th April through staff training and brief on Trial app to stay safe</p>

<p>12th April-17th May only, outside only, use of toilets permitted, disabled toilet only to used as gents and ladies being renovating. Only 40 covers outside in total so this will be fine. All orders to be taken by server using ipad.</p> <p>Rule of 6. A group of up to 6 from any number of households (children of all ages count towards the limit of 6) can meet outside</p>	<p>We only have a max table of 6 outside, so easy to police.</p>	<p>CH 06/04/2021</p> <p>CH 08/04/2021</p>		
<p><u>Social Distancing – Customer and Staff Numbers</u></p> <p>Usable customer area measured to identify maximum capacity when 2 metre distancing is applied, and tables are laid out accordingly</p> <p>A dedicated staff member in addition to the Greeter will monitor the number of customers to ensure they do not exceed the COVID CAPACITY and ensure that social distancing policies are in place and executed at all times.</p> <p>Review work schedules and rosters including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Review of the number of people who can use the office space and staff facilities/ areas and maintain the 2 metre distancing – due to space limitations only one person in the office at a time</p> <p>Numbers of staff and customers in the building to be reviewed to ensure numbers of staff attending the office does not exceed safe distancing practicalities</p> <p>Adjust layout of tables and chairs to incorporate a 2 metre or two meter radius around tables</p>	<p>The customer area of our pub is ____ m² Allowing for tables and chairs and radius of 1 meter between chairs, our maximum COVID CAPACITY is __40__ people outside until 17th May</p> <p>Screens are used to shield tables as the exception to a 1 metre rule – screens are Perspex or similar and sanitised after each table departs</p> <p>Floor markings in place to show how to queue at the bar to allow appropriate depth of queue for the venue and the space</p> <p>All controls for inside the pub are relevant for outside drinking/ dining areas</p> <p>Only access to the toilets will be granted with rest of the premises shielded.</p> <p>Review everyday to insure safe environment</p>	<p>Staff Training by CH</p> <p>CH</p>	<p>06/04/2021</p>	<p>All staffed briefed n the 9th April in training session.</p> <p>Signs and floor markings in place 9th April</p> <p>06/04/2021</p>

<p><u>Social Distancing – Customer arrival and departure</u></p> <p>OUTSIDE THE ENTRANCE - Customer advice not to enter if they have symptoms of COVID-19 is prominently displayed. Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • Fever • Loss of sense of taste/smell <p>A notice advising customers of the COVID-19 restrictions, distancing and useful information on behalf of McManus will be prominently displayed in the waiting area. This will outline all the items to be aware of during their visit to McManus e.g. 2 metre distancing, hand washing, order process</p> <p>Garden area is also managed by Greeter to ensure that customers do not congregate so as to affect the social distancing arrangements</p> <p>Clear route for customers to follow after they have finished their meal and a separate exit</p>	<p>Online reservation system used to manage bookings and numbers of customers. This will include advice not to book if customer is displaying the COVID-19 symptoms. Door staff and hosts all briefed on this</p> <p>Full size display notice in place to advise customers of the COVID-19 advice for this pub</p> <p>Line marking/ floor stickers and barriers to ensure customers stand 1 meter apart and to identify entrance and exit points</p> <p>Greeting team in place to manage customer arrival and flow and to advise them of the safe system of work regarding, seating, ordering, payment, one way system, social distancing, queuing for toilets, floor marking etc</p> <p>Please wait here sign in place while greeter takes customers to table</p> <p>Customers asked to follow greeter / greeter team members to table</p> <p>Doors clearly marked, posters around pub asking to keep distance</p> <p>Greeter is aware of maximum COVID CAPACITY and monitors numbers of customers. Additional customers are added on a 'one out – one in' basis</p> <p>Where possible doors are open to circulate air and avoid necessity to touch doors. This may not be possible due to design and or weather conditions.</p>	<p>Chris</p> <p>N/A 17th May</p> <p>CH team meeting</p>	<p>06/04/2021</p> <p>09/04/2021</p>	<p>09/06/2021</p> <p>06/04/2021</p> <p>09/04/2021</p>

	<p>If Greeter is not on duty , the bar team member positioned on the floor is the first point of contact and they will welcome the customer and advise them of where they can sit</p> <p>Guests to be informed on arrival that they have to wear masks when not seated. Briefed in staff meeting</p>	Chris H	09/04/2021	09/04/2021
<p>Service Tables clearly numbered to enable ease of ordering and service Orders will be taken personally by a staff member assigned to that specific table</p> <p>No condiment bottles on tables No tables laid in advance Glasses handled by bases Ice scoop handles are sanitised between usage Cutlery is taken to the customer. No cutlery is accessible by the customers Salt , pepper, sauces are in sachets or decanted into single use servings which are not reused Food is delivered to the table on a tray Allergen information is still available and documented for each item Disposable napkins in use</p> <p>Staff to check with table as to how they can be served e.g. lean in or side table used or place at the end of the table if possible.</p> <p>Staff leaning in should use appropriate face coverings Staff will clear all tables, and this should not be done by customers Staff to ensure they thoroughly wash their hands or if not possible, sanitise them with appropriate sanitizer after every table clearance and before running meals to tables</p>	<p>Single use menus in use Screens fitted around bar to enable ordering Orders are placed online using APP, or ipad orders taken</p> <p>Staff training ramekins used for sauces and washed after, vinegar bottles are sanitised after every use</p>	<p>Orders by Tom CH</p> <p>Staff training</p> <p>Staff training</p> <p>Staff training</p>	<p>06/04/2021</p> <p>06/04/2021</p> <p>3rd July</p> <p>3rd July</p>	<p>06/04/2021</p> <p>09/04/2021</p> <p>3rd July</p> <p>3rd July</p>

	All to be readdressed in training for reopening	CH	9 th April 2021	9 th April 2021
Payment Payment is at the table using contactless where possible If cash is used it will be placed by the customer in a cash tray and staff will thoroughly wash hands after handling cash	Use of cash is discouraged and contactless or tap and go is encouraged Ordering and Payment App at table Card payment machine is wiped with a sanitiser wipe in front of customer before and after each usage iPad used for outside and ordering by one designated member of staff. One till be used also	CH Training CH Training	3 rd July 9 th April 2021	3 rd July 9 th April 2021
Social Distancing – Toilets/ Rest Rooms and Staff Facilities All staff to ensure that they do not pass in space restricted areas such as stairs, kitchen area, staff rooms and rest rooms/ toilets Signage at toilets for customers to advise them that the toilets operate on a 'one in one out basis'. Markings on floor to denote where to stand	Maintain a 'lone person zone' on stairs, staff room, rest room/ toilet and office Only one person in the toilet area at a time Staff will not go on cigarette breaks with anyone else Staff to be given roles where they will not come into or minimise contact as much as possible through assigning job roles. Consider how you will manage the toilets for customer use . mentioned earlier in flow Clear signage to indicate queuing area for toilets and no tables in this area	CH Training CH & Phoebe Signage already up	09/06/2021 06/04/2021 06//04/2021	09/04/2021 09/04/2021
Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. There is no current requirement to wear gloves in the hospitality sector with respect to COVID-19	Only gloves used will be disposable for kitchen handling raw meat, and if the dish washer requires will be made available	CH Same	3 rd July 06/04/2021	3 rd July 06/04/2021
Face Masks				

<p>Government is advising that people should aim to wear a face covering in enclosed spaces where social distancing is not always possible, and they come into contact with others they do not normally meet. Face coverings are not intended to help the wearer but to protect against inadvertent transmission of the disease to others if you have it asymptotically.</p> <p>Face coverings are to be worn by staff members who come to work on public transport from 15th June 2020</p> <p>https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces</p>	<p>Staff can request a face covering and some will be available from the Manager Staff may wish to bring their own face covering and it can be worn providing it is not an 'offensive' design, clean (washed after previous day)</p> <p>Staff still to wear face masks as of 12th April until further notice</p>	<p>CH staff Training</p> <p>Chris H</p>	<p>3rd July</p> <p>06/04/2021</p> <p>06/04/2021</p>	<p>3rd July</p> <p>06/04/2021</p> <p>06/04/2021</p>
<p><u>Working Arrangements</u></p> <p>Staggered work arrangements</p> <p>Specified areas to be used by one person at a time only</p> <p>Staff to have personal pens so these are not shared Stagger break times so staff are not grouped together in meal areas/ staff areas</p>	<p>Areas where one person at a time are allowed in are : walk in chiller/ walk in freezer/ dry store/ cellar</p> <p>Menu to be reviewed to determine whether changes to items offered can reduce crossovers in the kitchen in terms of preparation.</p> <p>Staff to be issued and pen then label with a sticker</p> <p>April 12 2021 these arrangements still apply</p>	<p>CH Staff training</p> <p>CH</p>	<p>3rd July</p> <p>3rd July training</p> <p>06/04/2021</p>	<p>3rd July</p> <p>3rd July</p>
<p><u>Symptoms of Covid-19</u></p> <p>Customer advice not to enter if they have symptoms of COVID-19 is prominently displayed outside the pub entrance. Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • High Fever • Loss of sense of taste/smell <p>Similar information is displayed on the Company website and on any booking apps.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Reread by chris H staff re trained</p>	<p>CH</p>	<p>On going</p> <p>06/04/2021</p>	<p>Training given on the 3rd July</p> <p>09/04/2021</p>

<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance (see McManus Staff Sickness and Cleaning Guidance)</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If someone with coronavirus comes to work, we follow Government cleaning advice.</p> <p>https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
<p><u>Health of Staff and Visitors</u></p> <p>A return to work interview to be conducted with all staff members prior to returning to the pub. The Employee Daily Return to Work questionnaire is used for this . This form must be signed and retained in accordance with GDPR requirements.</p> <p>Use of health questionnaires for pre-employment, visitors / contractors and return to work from holiday /illness have all been revised to incorporate COVID-19</p> <p>Review fitness to work daily - every employee of McManus every day they work will complete the Employee Daily Return to Work questionnaire regardless of position. This document is filed.</p>	<p>Telephone return to work interview for all staff and record kept on Employee Daily Return to Work questionnaire</p> <p>S4 Labour app explained about logging in when entering building and completing questionnaire</p>	<p>CH</p> <p>Print off in a file behind bar ready for contractors</p>	<p>On training day when all staff are in on the 3rd July</p>	<p>3rd July</p> <p>3rd July</p> <p>3rd July</p>

<p>Review personal hygiene training with all staff focusing on correct hand washing, and regularly remind them not to touch their face, mouth, eyes etc.</p> <p>Shaking of hands not permitted and use other non physical means of contact such as verbal, smiles and waves</p>		<p>Training CH</p> <p>Training CH</p>	<p>3rd July</p> <p>3rd July</p>	<p>3rd July</p> <p>3rd July</p>
<p><u>Deliveries and Post</u></p> <p>Deliveries are managed by the Manager or the Kitchen. Post is managed by the Manager</p> <p>Wipe down all deliveries with sanitiser wipe or spray if the packaging allows this.</p> <p>No contact deliveries. Delivery staff do not enter the kitchen. Location of the delivery to be arranged with the supplier who will leave the delivery in agreed place as per arrangement so there is no contact with McManus Staff</p> <p>Agree arrangement to accept delivery without the need to sign for it, this may be a photograph</p>	<p>Section re read and staff trained.</p> <p>Thoroughly wash hands after handling post and deliveries</p> <p>Outline here your process for receiving deliveries (how you are notified, where they are left ensuring safety of the food, how you 'sign' for delivery)</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p>	<p>CH Staff Training</p> <p>CH Duty managers training</p>	<p>06/04/2021</p> <p>3rd July</p> <p>3rd July</p>	<p>09/04/2021</p> <p>3rd July</p> <p>3rd July</p>
<p><u>Training and Communication</u></p> <p>Staff to complete COVID training All staff to be trained in this risk assessment to ensure they understand all aspects of its application Training to take place before returning to workplace.</p>	<p>Here list how the briefings take place e.g. Yapster, Whats App, Start of shift Staff Briefings.</p> <p>.</p> <p>.team briefing sheets trained to duty managers</p> <p>.</p> <p>.</p>	<p>CH</p> <p>Staff & Managers training 3rd July</p>	<p>3rd July On Going</p>	<p>3rd July On Going</p>

<p>Weekly staff briefing to document any updates or changes to COVID-19 policies and risk assessments. Attendance of the briefing to be documented.</p>	<p>Staff retraining booked in for the 9th April 2021 to remind and update on all regs</p> <p>.</p> <p>.</p> <p>.</p> <p>.</p>			<p>9th April 2021</p>
<p><u>Functions</u></p> <p>Currently functions are on hold until clear guidance is issued from the Government as to required controls</p>	<p>N/A</p>			
<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Staff briefed again on the 9th April 2021</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Mental Health Champion for the site who has received appropriate training and is available for support to the team</p> <p>CPL online training to be completed by all staff</p>	<p>CH</p> <p>CH, Hit training available and everyone to complete training</p> <p>Hit training currently being completed by Phoebe, who will become a mental Health mentor for the site</p>	<p>On Going</p> <p>30th September</p>	<p>9th April</p> <p>3rd July in meeting and on Going</p>

This document has been reviewed and will be reviewed again when :

- Reissued by EPP,
- Any changes take place in the pub (structure/ menu processes/ design)
- New Manager
- Change in Government Advice

<u>Reviewed by (Name)</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
<u>Chris Huggett</u>	<u>General Manager</u>		<u>03/07/2020</u>
<u>Chris Huggett</u>			<u>13/10/2021</u>
<u>Chris Huggett</u>			<u>06/04/2021</u>

STAFF TRAINING SIGN OFF SHEET

I confirm that I have received this information, discussed with with my line manager and I understand my responsibilities in relation to COVID-19

Name	Signature	Date
Robert Shona Mo Darren	<u>Preopening briefing</u>	<u>3rd July 2020</u>

Joao Erin Leah Bret Ronnie Nathan Phoebe Olivia Nadia Hannah Joy		

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