



COVID-19 Risk Assessment

THE CROWN INN, ELTON	
COVID-19 RISK ASSESSMENT – PUBLIC HOUSE AND ACCOMMODATION	Document Ref: COVID-19
Hazards: Coronavirus (COVID-19)	
Who could be affected: Employees, contractors, customers, and visitors may be infected with the virus. Additional consideration needs to be given to vulnerable groups as defined by the Public Health England (PHE).	
CONTROL MEASURES	IN PLACE AT PREMISES YES OR N/A
Enhanced hand washing and sanitising routines implemented with written reminders in visible and considered locations.	YES
Control measures to manage queues in place internally and externally to provide social distancing.	YES
Staff members to monitor queuing and capacity levels.	YES
Separate entrance and exit doors in place with appropriate signage.	YES
Where security can be maintained, doors to be pinned open to increase air flow and reduce hand contact points (non-fire doors).	YES
Hand sanitiser to be made available at key locations including the customer entrance, customer toilets, behind the bar, and in staff areas. Hand sanitiser conforms to BS EN 1500 and BS EN 12054.	YES
Hand sanitiser to be provided to the housekeepers for use in between tasks and rooms.	YES
Hygiene, directional signage, and social distancing notices prominently displayed for customers and staff.	YES
Regular sanitising of contact/touch points, front and back of house to reduce the risk of viral transmission via surface contact.	YES
Tables to be spaced out to maintain social distancing. In line with guidelines.	YES
Single use information sheets available in accommodation.	YES
Maximum occupancy number for premises clearly displayed.	YES

Plexiglass screen installed at order and payment point.	YES
Contactless payment only to be accepted to avoid viral transmission and card machine sanitised after each transaction.	YES
Staff numbers using a single till to be kept to a minimum to reduce risk of contamination.	YES
Return to work assessments completed with all staff to determine their fitness for work and any risk to those who they live with.	YES
Temperature checks to be completed with all staff prior to starting work each day.	YES
Staff will be excluded from work based on government guidelines, if they are displaying any symptoms or illness or if they are required to self-isolate.	YES
Shifts start and finish times to staggered to avoid staff crowding.	YES
Staff will be instructed to launder work clothes at least 60°C or to use a laundry sanitising agent if the fabrics cannot be washed at such a temperature.	YES
All staff will be trained on social distancing, known routes of transmission and additional controls introduced to maintain their health as well as those they meet.	YES
Pre-shift briefings to be completed with all staff to remind them of their responsibilities and actions needed to maintain both theirs and the customers health.	YES
Opportunities for staff to ask questions and raise concerns in order to support their physical and mental health.	YES
Face masks and nitrile gloves available for staff to use if they wish.	YES
Date Risk Assessment produced: 30 June 2020 Marcus Lamb	



COVID-19 Risk Assessment

THE CROWN INN, ELTON	
COVID-19 RISK ASSESSMENT – KITCHEN	Document Ref:
Hazards: Coronavirus (COVID-19)	
Who could be affected: Employees, contractors, customers, and visitors may be infected with the virus. Additional consideration needs to be given to vulnerable groups as defined by the Public Health England (PHE)	
CONTROL MEASURES	IN PLACE AT PREMISES YES OR N/A
Enhanced hand washing and sanitising routines implemented with written reminders in visible and considered locations.	YES
Adequate number of fully stocked (soap, blue roll, and warm running water) hand wash basin available in kitchen to ensure access to good personal hygiene.	YES
Good workstation design to enable single occupant use, to minimise movement around the kitchen and reduce cross overs.	YES
Distance demarcation on the floor in the kitchen to enable staff to recognise safe distancing where achievable.	YES
Back to back or side to side working encouraged to minimise exposure, which is greater when working face to face,	YES
Effective kitchen extraction and ventilation to maintain good air quality and fresh air change rates to reduce airborne exposure.	YES
Surface sanitiser to be used compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped viruses).	YES
Hand sanitiser to be made available at key locations back of house for use by kitchen staff before and after work, whilst on their breaks or when completing tasks outside of kitchen, hand sanitiser to conform to BS EN 1500 and BS EN12054.	YES
Sanitising of contact/touch points regularly throughout the day in line with food hygiene requirements. This will also reduce the risk of viral transmissions via surface contact.	YES
Sufficient multiple use utensils provided to eliminate sharing whilst on shift.	YES

Doors to be pinned open to increase air flow and reduce hand contact points (non-fire doors).	YES
Kitchen staff provided with sufficient uniform too be worn on every shift. Staff will be instructed to launder kitchen uniforms at a temperature of at least 60°C	YES
Dependent on the occupancy of the kitchen at certain times, face masks may be required.	YES
Return to work assessments completed with all staff to determine their fitness for work and any risk to those who they live with.	YES
Temperature checks to be completed with all staff prior to starting work each day.	YES
Staff will be excluded from work based on government guidelines, if they are displaying any symptoms or illness or if they are required to self-isolate.	YES
Shifts start and finish times to staggered to avoid staff crowding.	YES
Staff will be instructed to launder work clothes at least 60°C or to use a laundry sanitising agent if the fabrics cannot be washed at such a temperature.	YES
All staff will be trained on social distancing, known routes of transmission and additional controls introduced to maintain their health as well as those they meet.	YES
Pre-shift briefings to be completed with all staff to remind them of their responsibilities and actions needed to maintain both theirs and the customers health.	YES
Opportunities for staff to ask questions and raise concerns in order to support their physical and mental health.	YES
Face masks and nitrile gloves available for staff to use if they wish.	YES
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