



The Wheeltapper

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Loughborough

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Covid-19 Risk Assessment

John Davis 1/7/2020

Covid-19 sickness:

- A list of covid-19 symptoms is available to employees and customers, taken from <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

- Employees will be asked to self isolate and get a test if they or any member of their household have had any symptoms of covid-19 in the past 7 days.
- Employees will be required to confirm that they or any member of their household have not had any symptoms of covid-19 in the past 7 days when they arrive to start a shift.
- Customers are to be advised upon booking that they should stay at home if they or any of their household have had symptoms of covid-19 in the past 7 days.
- Customers will be reminded when completing a customer information form on arrival that they should not stay if they or any member of their household have had symptoms of covid-19 in the past 7 days.
- Customers will also be asked to provide home address information, customers who live in an area currently under lockdown restrictions will be asked to leave.

Working from home:

- Unfortunately, it is not possible for our bar staff to work from home.
- General Manager John Davis will undertake any office administration where possible from home, a laptop has been made available to do this.
- Director Pete Jones and Company Secretary Hilary Bell will complete any tasks at home where possible.

Maintaining 2m social distancing wherever possible:

- Customers are being advised to use our front entrance on arrival and to queue 2m apart whilst waiting to be seated – floor stickers are in place at 2m intervals.

- A one way system has been implemented with entry only through the front and no entry from the rear.
- Furniture has been arranged to allow 2m between each table.
- Keep to the left signs have been implemented in the double doorway to the gardens
- No customers will be allowed to sit or loiter at the bar.

Where people cannot be 2 metres apart, manage transmission risk

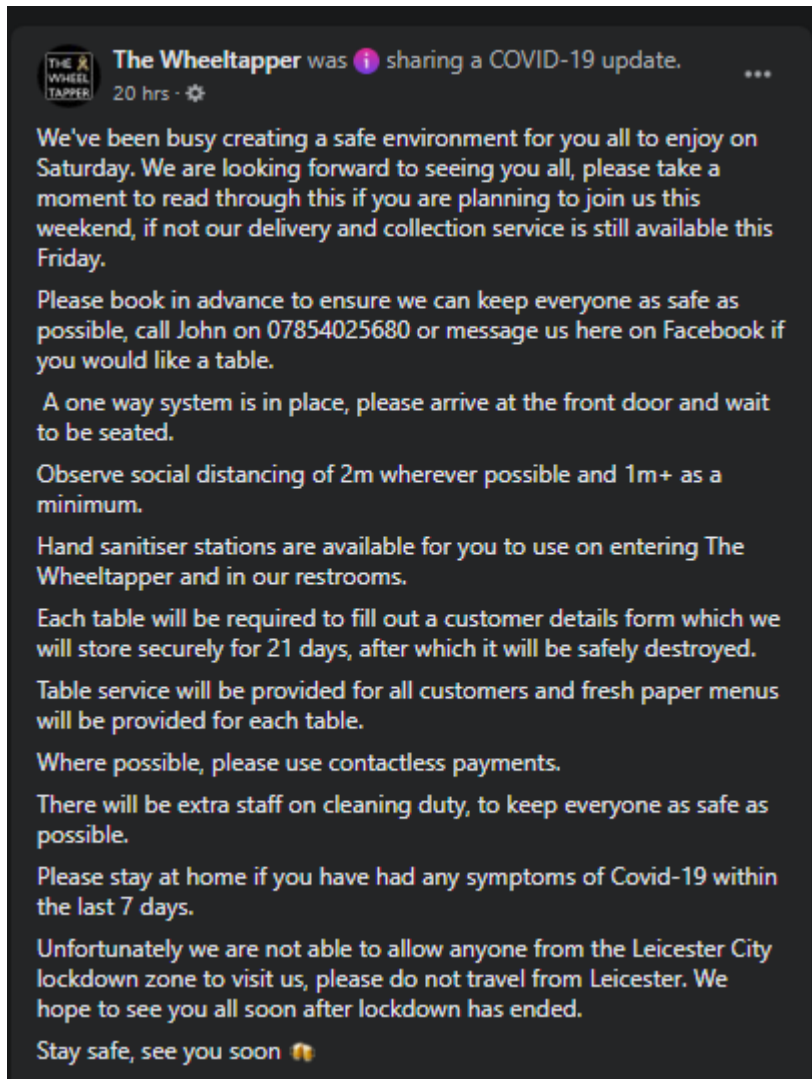
- A 1m+ policy has been implemented in the restrooms.
- Ventilation systems will be set to maximum in restrooms and the bar area.
- Bar area customers and sofa area customers will be faced back to back
- Bar service area is marked with floor tape to help staff maintain 1m+ social distancing
- Visors, face masks and gloves are available for employees
- A Perspex screen has been erected in front of till.

Reinforcing cleaning processes

- Hand sanitiser is available upon entering The Wheeltapper and is also available in our restrooms.
- Virucidal surface sanitiser according to EN 14476 will be used frequently on all hard surfaces and touchpoints, including tills, card machine and restrooms.
- Tables and chairs will be cleaned between each table booking.

Social media notice and booking policy

- We will ask customer person making a booking to read this notice:



Customer information form

- Every customer will be required to complete this form on entry



DATE	TABLE NO.	NO. GUESTS	ARRIVAL	DEPARTURE

PLEASE:

- FILL OUT THE DETAILS OF EACH PERSON AT YOUR TABLE BELOW
- DO NOT STAY IF YOU HAVE HAD ANY SYMPTOMS OF COVID-19 IN THE PAST 7 DAYS
- CONFIRM THAT YOU DO NOT LIVE IN AN AREA IN LOCKDOWN
- USE OUR HAND SANITISING STATION
- SOCIALLY DISTANCE 2M WHERE POSSIBLE, KEEPING A MINIMUM OF 1M+ ELSEWHERE
- OBSERVE OUR ONE WAY SYSTEM AND KEEP TO THE LEFT THROUGH DOORWAYS
- DO NOT MOVE ANY FURNITURE OR JOIN ANOTHER TABLE
- HAVE FUN, ENJOY YOURSELVES, STAY SAFE AND DRINK RESPONSIBLY

NAME	ADDRESS	TELEPHONE

THIS DOCUMENT WILL BE STORED SECURELY AND DESTROYED AFTER 21 DAYS.

Risk assessment availability

- A copy document will be displayed on our website for customers to access.

Signed

A handwritten signature in black ink, appearing to read 'John Davis', written over a horizontal line. The signature is stylized and cursive.

John Davis