

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                     | Action by when?                          | Done?   |
|--|---|--|------------------------------------|--|---------|
| Calculating the maximum number of customers that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) at the venue. Taking into account total indoor and outdoor space, specific venue characteristics such as furniture as well as likely pinch points and busy areas. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Not opening the inside of the venue to any customers at this time as of 02/07/2020. The venue cannot operate with a safe 1-way system to maintain social distancing guidelines.</p> <p>The main pinch point within the venue is the 1 entrance/exit.</p> <p>The only exceptions will be customers who require the use of baby changing facilities and those with medical needs who need to use the venues toilets.</p> <p>All staff/contractors/delivery personnel/security entering the venue will have to maintain the 1m+ rule.</p> <p>We have sufficient outdoor space to accommodate approximately 210-280 customers over 35 tables with 6-8 people on a table. In line with government guidelines for groups of 6 people from multiple households and 8 people from 2 households.</p> <p>Staff will be constantly reminded to maintain distancing</p> <p>Any customers requiring the use of our toileting facilities inside the venue will not be allowed in until we have witnessed them sanitizing their hands upon entry and exit.</p> <p>The above follows for all staff/contractors/delivery personnel/security.</p> | All staff, management and security | Until further notice from the government | Ongoing |
| Reconfiguring indoor and outdoor seating and tables to maintain social distancing guidelines (2m, or   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Security</li> <li>• Staff &amp; Customers Family</li> </ul>  | <p>All seating inside the venue has been removed for staff to operate at a safe distance.</p> <p>Outdoor seating to be marked out with bright tape for customers on the table to know their safe distance from other tables.</p>   |                                    | 03/07/20                                 |         |

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| 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles. For example, increasing the distance between tables. | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  | <p>Also removing every other table to increase the space between each table</p> <p>Security will be asked to ensure that customers are maintaining social distancing outside the venue. Any customers or members of the public who do not adhere to social distancing will be asked to leave the premises</p>  |                                       |                 |         |
| Working with your local authority or landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks.    | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <p>Queue's to be implemented outside the venue to maintain 1m+ by introducing floor stickers and tape on the floor.</p> <p>Ongoing talks with Sheffield City Council/Sheffield Police Licensing/Environmental Health</p> <p>Uploading this document to our website for all to see and keeping this document updated.</p> <p>We have outside space that will not be blocked by customers so we have no need to apply for a pavement license</p> | Staff, management and security        | 03/07/20        |         |
| Working with neighbouring businesses and local authorities to provide additional parking or facilities such as bike-racks,  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> </ul>   | <p>We are located behind Victoria Quays Car Park which is being improved upon currently.</p> <p>We are also on CaRT land with sufficient capacity for bikes to be locked along railings that already exist</p>   | Neighbouring businesses and landlords | Ongoing         | Ongoing |



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| customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.            | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |  |                                |                 |       |
| Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Signage will be visible on the venue, toilets, portable toilets and urinals, tables and on the outside floors using posters/tape/floor stickers  | Staff, management and security | 03/07/20        |       |
| Managing the entry of customers, and the number of customers at a venue, so that all indoor customers are seated with appropriate   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> </ul>   | <p>No customers to be allowed inside the venue apart from those in need of baby changing facilities and those with a medical need who need to use our toilets.</p> <p>All of our outside tables must be booked 12 hours in advance.</p> <p>All payments for drinks to be made via our ordering app</p> | Staff, management and security | 03/07/20        |       |

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| <p>distancing, and those outdoors have appropriately spaced seating or standing room. This is to ensure that the venue, including areas of congestion does not become overcrowded. Managing entry numbers can be done, for example, through reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible.</p> | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>                              |   |                                       |                                     |       |
| <p>Making customers aware of, and encouraging compliance with, limits on gatherings. For example, on arrival or at booking. Indoor</p>  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul> | <p>Our re-opening policy is on our front page of our website and customers are being directed there from social media to book a table. This includes our limits on table capacity.</p> <p>Customers will also be reminded over social media and told upon arrival.</p> <p>Security will always also be reminding customers of this policy .</p> | <p>Staff, management and security</p> | <p>Ongoing</p> <p>From 04/07/20</p> |       |

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| gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households. | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                                |                 |       |
| Encouraging customers to use hand sanitiser or handwashing facilities as they enter the venue.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>All tables will have hand sanitizer as well as more available via security staff and at the entrance to the venue.</p> <p>All toilets will also be fully stocked with soap and hand sanitizer.</p> | Staff, management and security | 04/07/20        |       |
| Ensuring any changes to entrances, exits and  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> </ul>  | All disabled badge holders can park on Victoria quays whereas members of the public are not. Disabled toileting is available upon request.  | Land owner                     | Ongoing         |       |

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| queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers. | <ul style="list-style-type: none"> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul>                                   |  |                                |                 |       |
| Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.                                 | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Security and staff upon arrival will be reminding customers to supervise their children. | Staff, management and security | 04/07/20        |       |
| Keeping indoor and soft play areas closed. For guidance on opening outdoor playgrounds safely,  | N/A   | N/A  | N/A                            | N/A             | N/A   |

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| see guidance for managing playgrounds published by The Ministry of Housing, Communities and Local Government.   |   |   |                                |                 |       |
| Looking at how people move through the venue and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | No customers to be allowed inside the venue. All paths to tables to be clearly marked out with walk ways via tape.  | Staff, management and security | 03/07/20        |       |
| Planning for maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) in the event of adverse weather conditions, being clear that     | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | <p>It is clearly stated on our policy to plan for any weather conditions including bringing coats and umbrellas.</p> <p>There will be few tables under cover including parasols and large 8m wide arch ways.</p> <p>No customers will be able to seek shelter in the venue and those who try to seek shelter in a way that is not adhering to social distancing will be invited to leave.</p> | Staff, management and security | 04/07/20        |       |



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| customers cannot seek shelter indoors unless social distancing can be maintained.  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |  |   |                 |       |
| Working with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day for example by staggering opening hours; this will help reduce demand on public transport at key times and avoid overcrowding. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <p>Tables can be booked for slots of 2 hours up to 10 hours. Each table will have a 15min period before and after booking so that customers can leave, tables can be fully cleaned, and the next lot of customers can arrive.</p> <p>Opening times will be shorter than usual. Mon-Fri 2-10PM and Sat-Sun Noon-10PM</p> <p>All local authorities are aware of this.</p> <p>Neighbouring businesses that will be operating on the 4<sup>th</sup> July are operating at different times from us and away from our outside seating.</p> | Management and security                     | Ongoing         |       |
| Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> </ul>   | <p>All deliveries will be made before opening.</p> <p>Contractors will be carrying out work when we are not trading.</p>   | Staff, management, contractors and security | 04/07/20        |       |

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| out services at night.   | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                      |                 |       |
| Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders from customers.   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Orders will be made via an app whilst customers are seated at tables. Once an order is ready to collect the customers will get a notification on their phone. Orders will be placed into baskets and sanitized on their return. | Staff and management | 04/07/20        |       |
| Using social distance markings to remind customers to maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Signage will be visible on the venue, toilets, portable toilets and urinals, tables and on the outside floors using posters/tape/floor stickers   | Staff and management | 04/07/20        |       |

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| Minimising customer self service of food, cutlery and condiments to reduce risk of transmission. For example, providing cutlery and condiments only when food is served. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>All drinks will be packaged product (cans/bottles). Disposable bio-degradable paper cups will be available to order through the app if the customer requires them.</p> <p>Customers are invited to bring their own glassware and take it home with them. The Dorothy Pax will not be providing any glassware.</p> | Staff and management           | 04/07/20        |       |
| Providing only disposable condiments or cleaning nondisposable condiment containers after each use.  | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Reducing the number of surfaces touched by both staff and customers. For example, asking customers to remain at a table where possible, or to not lean on                | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | <p>All surfaces where customers either sign in/collect drinks will be wiped every 20 mins.</p> <p>All tables will be bleached/anti-bac'd/anti-viral'd between each booking.</p> <p>All toileting will be checked every hour and cleaned.</p>   | Staff, management and security | 04/07/20        |       |

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| counters when collecting takeaways.   | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                                |                 |       |
| Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | All customers will be ordering through an app seated at their table. Encouraging card payments. Cash payments will be accepted but not encouraged.  | Staff, management and security | 04/07/20        |       |
| Minimising contact between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines (2m, or 1m with risk mitigation where | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Staff picking product to fulfil orders will have no contact with customers. Only Management and security will have contact with customers at the door when showing up for their booking or collecting an order. | Management and security        | 04/07/20        |       |

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| 2m is not viable, is acceptable).   |   |  |                |                 |       |
| Ensuring all outdoor areas, with particular regard to covered areas, have sufficient ventilation. For example, increasing the open sides of a covered area. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | There are no covered areas outside apart from the large arch. This is 8m in width and has 2 open ends. | Management     | 04/07/20        |       |
| See government guidance on food safety for food delivery.   | N/A   | N/A  | N/A            | N/A             | N/A   |
| Encouraging customers to order online, on apps or over the telephone to reduce queues and stagger pick-up times.  | N/A   | N/A  | N/A            | N/A             | N/A   |
| Minimising contact between kitchen workers and front of house workers, delivery drivers or  | N/A   | N/A  | N/A            | N/A             | N/A   |

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| riders, for example, by having zones from which delivery drivers can collect packaged food items.  |                             |                          |                       |                        |              |
| Limiting access to venues for people waiting for or collecting takeaways. Setting out clear demarcation for social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) for delivery drivers, riders or customers queuing. Asking customers to wait outside or in their cars. | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Working with your local authority, landlord and neighbours to ensure designated waiting areas do   | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |

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| not obstruct public spaces.   |   |  |                                |                 |       |
| Encouraging use of contactless ordering from tables where available. For example, through an ordering app.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All customers will be ordering through an app seated at their table.<br>Encouraging card payments. Cash payments will be accepted but not encouraged.  | Staff, management and security | 04/07/20        |       |
| Adjusting service approaches to minimise staff contact with customers. Indoor table service must be used where possible, alongside further measures such as assigning a single staff member per table. Outdoor table service should also be encouraged, although customers are permitted to | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Staff picking product to fulfil orders will have no contact with customers. Only Management and security will have contact with customers at the door when showing up for their booking or collecting an order.</p> <p>No customers will be allowed inside the venue apart from exemptions previously stated.</p> <p>Outdoor tables will be distanced accordingly with customers collecting their order from the door.</p> <p>Customers will be discouraged from standing outside the venue or away from their table in order to maintain social distancing.</p> <p>Customers will be asked to take their order to their table immediately.</p> | Staff, management and security | 04/07/20        |       |

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| stand outside if distanced appropriately. Where bar or counter service is unavoidable, preventing customers from remaining at the bar or counter after ordering. |   |   |                                |                 |       |
| Adjusting processes to prevent customers from congregating at points of service. For example, having only staff collect and return empty glasses to the bar.     | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | No glassware will need to be collected from the tables outside. Customers will be invited to dispose of their recyclables at label recycling points. Staff will also clear tables when customers have left their booking to reduce contact. | Staff, management and security | 04/07/20        |       |
| Minimising contact between kitchen workers and front of house workers. For example, by having zones from which front of  | N/A   | N/A   | N/A                            | N/A             | N/A   |



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| house staff can collect food.   |   |   |                                |                 |       |
| Encouraging use of outdoor areas for service where possible. For example, increasing outdoor seating or outdoor points of service such as stalls.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Outdoor seating to be increased and spaced out accordingly.   | Staff, management and security | 03/07/20        |       |
| Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Posters to be displayed in toilets/ on the venues windows.</p> <p>Hand sanitizer readily available on each table, toilet, staff member and at the venues door.</p> | Staff, management and security | 03/07/20        |       |

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| Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Queue floor stickers to be placed outside toilets and urinals on the outside areas.</p> <p>Toilets inside to be reserved for staff and those requiring baby changing facilities and those with medical needs. Disabled toilet key available on request. This will be operated on a 1-in-1-out system</p> | Staff, management and security | 04/07/20        |       |
| To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Hand sanitizer readily available on each table, toilet, staff member and at the venues door.</p> <p>All toilets are fully equipped and stocked with hand towels.</p>   | Staff, management and security | 04/07/20        |       |

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| Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>An increased toilet cleaning schedule covering those inside and portable toilets outside to be created and adhered to.</p> <p>Products to be used include bleach, anit-bac, anti-viral, disposable jay cloths and blue roll which are readily available.</p> | Management                     | 04/07/20        |       |
| Keep the facilities well ventilated, for example by fixing doors open where appropriate.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Toilets inside to be kept unlocked and ajar. Portable toilets are unable to be kept ajar but will be kept unlocked. Disabled toilets are well ventilated and to be kept locked at all times for those who need them.  | Staff, management and security | 04/07/20        |       |
| Special care should be taken for cleaning of portable   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> </ul>  | <p>Emptying of potable toilets is to be done by a contractor.</p> <p>Cleaning of toilets to be done on a schedule by staff.</p>   | Staff, management,             | 04/07/20        |       |

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| toilets and larger toilet blocks.  | <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>                                       |   | contractors and security       |                 |       |
| Putting up a visible cleaning schedule can keep it up to date and visible. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Cleaning schedule to be available upon request in the bar.                        | Staff, management and security | 04/07/20        |       |
| Providing more waste facilities and more frequent rubbish collection.      | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | Sufficient waste and recycling facilities are in-place through ourselves and CaRT | Management                     | 03/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?          | Action by when? | Done? |
|---|---|--|-------------------------|-----------------|-------|
|   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                         |                 |       |
| Providing clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival, for example on online booking forms and on-site signage and visual aids. Explaining to customers that failure to observe safety measures will result in service not being provided. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>All policy documents available on the website and customers will be made aware of this on social media and mailing lists.</p> <p>Posters to be placed on tables and on the venues windows explaining where the policy can be found. As well as an up-to-date physical copy to be kept within the venue at all times.</p> <p>Customers will be reminded of this upon arrival and anyone who is not following this policy will be asked to leave via security and management.</p> | Management and security | 04/07/20        |       |
| Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | Staff training to be provided on the latest guidelines and policy. No staff will be allowed to work until training is completed and staff have signed a document to say that they have understood the policy. Management who are not happy with staffs compliance to provide additional guidance and reminders. This signed document is to be displayed at all times.  | Management and security | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?          | Action by when? | Done? |
|--|---|--|-------------------------|-----------------|-------|
| the venue. You should display posters or information setting out how customers should behave at your venue to keep everyone safe. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  | <p>Customers to be always reminded by management and security to adhere to these guidelines .</p> <p>What we expect/what they expect poster on every table and on the venues windows.</p>  |                         |                 |       |
| Where necessary, informing customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further      | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Management and Security to take any issues seriously and inform customers of the consequences of their actions.</p> <p>Any serious breaches will result in the closing of the Dorothy Pax for the day and police will be informed. This is clearly stated on signage throughout</p> | Management and security | 04/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
| enforcement action.   |   |  |                                |                 |       |
| Informing customers that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | At a safe distance to confirm the customer is over the age of 18 if purchasing alcohol in line with the licensing act.   | Staff, management and security | 04/07/20        |       |
| Encouraging workers to remind customers to follow social distancing advice and clean their hands regularly  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Management will be reminding customers on arrival of the need to follow social distancing.</p> <p>Security will be reminding customers throughout their stay with us to social distance. Any customers found to be repeat offenders will be asked to leave and refused service.</p> | Staff, management and security | 04/07/20        |       |
| Where visits to venues are  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> </ul>  | Suppliers and delivery drivers will not be entering the venue and will be leaving the stock outside for staff to move inside the venue for storage.  | Staff, Contractors,            | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                            | Action by when? | Done? |
|--|---|---|---|-----------------|-------|
| required, for example, inbound supplier deliveries or safety critical visitors, providing site guidance on social distancing and hygiene on or before arrival. | <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>                                       | Suppliers and delivery drivers will also be arriving in the morning on weekdays when there will be no customers and limited staff.                                    | Delivery drivers, management and security |                 |       |
| Ensuring information provided to customers and visitors, such as advice on the location or size of queues, does not compromise their safety.                   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Clear signage and floor stickers in place.  | Staff, management and security            | 04/07/20        |       |
| Considering who is essential to be on site; for example, those not in customer-facing roles such as  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | <p>Social media management to be done from home.</p> <p>Admin and book keeping will be done on site but in another area of the venue where staff are not working.</p> | Staff, management and security            | 04/07/20        |       |



| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done?   |
|--|---|--|--------------------------------|-----------------|---------|
| administrative staff should work from home if at all possible.   | <ul style="list-style-type: none"> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul>  |  |                                |                 |         |
| Planning for the minimum number of people needed at the venue to operate safely and effectively  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <p>There will be 2 Staff inside the venue picking orders and another on hand to clean tables and toilets throughout the day.</p> <p>1-2 Managers will be on-site at all times, apart from security these will be the only people interacting with customers, (showing to tables, giving orders to customers when they are ready to collect)</p> <p>2-3 Security on Fri-Sun in order to patrol and police.<br/>Any contractors will be asked to come in and leave before staff arrive for work.</p> | Management                     | 03/07/20        |         |
| Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> </ul>   | <p>We already have an active facebook group chat between our staff in order to raise concerns.</p> <p>All staff have been ensured that they can contact management with any issues relating to well-being and mental health.</p>   | Staff, management and security | Ongoing         | Ongoing |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|---|---|---|--------------------------------|-----------------|---------|
| colleagues are on-site.   | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                                |                 |         |
| Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Off-site workers are contacted regularly through the week either by phone, email, sms, or facebook messenger.   | Staff, management and security | Ongoing         | Ongoing |
| Providing administrative staff with equipment to work from home safely and effectively, for example, remote access to work systems.             | N/A   | N/A   | N/A                            | N/A             | N/A     |
| Providing support for workers around mental health and wellbeing. This could include advice   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> </ul>   | We have already invited our staff to an externally hosted webinar on mental health and well-being. As we understand that the mental health of our staff is paramount. | Management                     | Ongoing         | Ongoing |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who? | Action by when? | Done? |
|--|---|---|----------------|-----------------|-------|
| or telephone support.  | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                |                 |       |
| See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Guidance has been read on the gov.uk website and NHS  | Management     | 03/07/20        |       |
| Enabling workers to work from home while self-isolating if appropriate.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | <p>Unfortunately workers cannot work from home. However if the need to self isolate arises we are following government advise on SSP:</p> <ul style="list-style-type: none"> <li>• Self-isolating because you or someone you live with has coronavirus symptoms</li> <li>• Self-isolating because you've been notified by the NHS or public health authorities that you've come into contact with someone with coronavirus</li> </ul> | Management     | 03/07/20        |       |

| What are the Hazards?   | Who might be harmed?   | Controls Required   | Action by who? | Action by when? | Done?      |
|---|--|---|----------------|-----------------|------------|
|   | <ul style="list-style-type: none"> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <ul style="list-style-type: none"> <li>Staying at home because you're at high risk of severe illness from coronavirus - this is called 'shielding'</li> </ul> |                |                 |            |
| See current guidance for employees and employers relating to statutory sick pay due to COVID-19.                      | See above.   | See above.  | See above.     | See above.      | See above. |
| See current guidance for people who have symptoms and those who live with others who have symptoms.                   | See above.   | See above.  | See above.     | See above.      | See above. |
| Understanding and taking into account the particular circumstances of those with different protected characteristics. | N/A  | N/A   | N/A            | N/A             | N/A        |
| Involving and communicating appropriately with workers whose  | N/A  | N/A   | N/A            | N/A             | N/A        |

| <b>What are the Hazards?</b>  | <b>Who might be harmed?</b> | <b>Controls Required</b> | <b>Action by who?</b> | <b>Action by when?</b> | <b>Done?</b> |
|---|-----------------------------|--------------------------|-----------------------|------------------------|--------------|
| protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. |                             |                          |                       |                        |              |
| Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.                    | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.            | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Making sure that the steps you take   | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |

| What are the Hazards?  | Who might be harmed?  | Controls Required | Action by who? | Action by when? | Done?   |
|--|---|-------------------|----------------|-----------------|---------|
| do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. |   |                   |                |                 |         |
| Staggering arrival and departure times at work to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics.   | N/A   | N/A               | N/A            | N/A             | N/A     |
| Providing additional parking or facilities such as bikeracks to help people walk, run, or cycle to work where possible.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul> | Already in place. | Landlord       | Ongoing         | Ongoing |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who? | Action by when? | Done? |
|--|---|--|----------------|-----------------|-------|
|  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |  |                |                 |       |
| Reducing congestion, for example, by having more entry points to the venue. If you have more than one door, consider having one for entering the building and one for exiting. | N/A   | N/A  | N/A            | N/A             | N/A   |
| Using markings to guide staff coming into or leaving the building.   | N/A   | N/A  | N/A            | N/A             | N/A   |
| Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Hand sanitizer is in place on the only entrance/exit of the venue. | See above.     | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required | Action by who? | Action by when? | Done?   |
|--|---|-------------------|----------------|-----------------|---------|
| Providing storage for staff clothes and bags.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Already in place  | Management     | Ongoing         | Ongoing |
| Requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met. | N/A   | N/A               | N/A            | N/A             | N/A     |
| Washing uniforms on site, where appropriate, or requesting workers to regularly wash uniforms at home.   | N/A   | N/A               | N/A            | N/A             | N/A     |
| See government guidance on   | N/A   | Read              | Management     | 03/07/20        |         |



| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                       | Action by when? | Done? |
|---|---|--|--------------------------------------|-----------------|-------|
| travelling to and from work.  |   |  |                                      |                 |       |
| Reducing movement by discouraging non-essential trips within venues, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Walkie talkies in place for use between all staff and security.  | Management                           | 03/07/20        |       |
| Reducing job and location rotation, for example, assigning workers to specific areas or keeping temporary personnel dedicated to one venue.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Management on the door to be the only people customer facing. Staff to only be picking product and cleaning outside tables and toileting.<br>Security to only manage each table. | Staff,<br>Management<br>and Security | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|--|---|---|--------------------------------|-----------------|-------|
| Introducing more one-way flow routes through buildings through signage that clearly indicate the direction of flow.                        | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staircases to be taped allowing people to flow one way through the venue. | Staff, Management and Security | 03/07/20        |       |
| Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. | N/A   | N/A   | N/A                            | N/A             | N/A   |
| Making sure that people with disabilities are able to access lifts.  | N/A   | N/A   | N/A                            | N/A             | N/A   |
| Managing use of high traffic areas including, corridors, lifts and staircases  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | Staircases to be taped allowing people to flow one way through the venue. | Staff, Management and Security | 03/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?       | Action by when? | Done? |
|--|---|--|----------------------|-----------------|-------|
| to maintain social distancing.   | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                      |                 |       |
| Reviewing layouts and processes to allow staff to work further apart from each other.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | No staff to be in close contact behind the bar as it isn't going to be used.<br>All furniture has been removed from the venue to allow staff to socially distance. | Staff and Management | 04/07/20        |       |
| Only where it is not possible to move working areas further apart, arranging people to work side-by-side or facing away from | N/A   | N/A  | N/A                  | N/A             | N/A   |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
| each other rather than face-to-face. Where this is not possible, using screens to separate people from each other.  |   |  |                                |                 |       |
| Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Floor tape and signage in place both inside and outside the venue to maintain 1m+ of distancing. | Staff, Management and Security | 03/07/20        |       |
| Following government guidance on managing food preparation and food service areas.  | N/A   | N/A  | N/A                            | N/A             |       |
| Allowing kitchen access to as few people as possible.   | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Minimising interaction  | N/A   | N/A  | N/A                            | N/A             | N/A   |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who? | Action by when? | Done? |
|---|---|--|----------------|-----------------|-------|
| between kitchen staff and other workers, including when on breaks.  |   |  |                |                 |       |
| Putting teams into shifts to restrict the number of workers interacting with each other.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | We have 2 teams of staff. Team A and Team B who will only work with members of their corresponding team. | Management     | 03/07/20        |       |
| Spacing working areas to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider | N/A   | N/A  | N/A            | N/A             | N/A   |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
| cleanable panels to separate working areas in larger kitchens.  |   |  |                                |                 |       |
| Providing floor marking to signal social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).                           | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Floor tape and signage in place both inside and outside the venue to maintain 1m+ of distancing. | Staff, Management and Security | 03/07/20        |       |
| Using 'one way' traffic flows to minimise contact.  | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time. | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Minimising contact at 'handover' points   | N/A   | N/A  | N/A                            | N/A             | N/A   |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who? | Action by when? | Done? |
|--|---|--|----------------|-----------------|-------|
| with other staff, such as when presenting food to serving staff and delivery drivers.  |   |  |                |                 |       |
| Determining the viability of entertainment and maximum audience numbers consistent with social distancing outside and within venues and other safety considerations.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Currently there will be no entertainment ie. Live music, recorded amplified music or other loud noises in order to comply with advise from environmental health.</p> <p>All other pax entertainment, such as redtooth poker evenings, quiz nights etc to be suspended immediately until it is safe to open the inside of the venue.</p> | Management     | 21/03/20        |       |
| Preventing entertainment, such as broadcasts, that is likely to encourage audience behaviours increasing transmission risk. For example, loud background music, communal dancing, group singing or chanting. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Currently there will be no entertainment ie. Live music, recorded amplified music or other loud noises in order to comply with advise from environmental health.</p>  | Management     | 21/03/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
| Reconfiguring indoor entertainment spaces to ensure customers are seated rather than standing. For example, repurposing dance floors for customer seating. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | No customers will be allowed inside the venue at this time.  | Staff, Management and Security | 21/03/20        |       |
| Encouraging use of online ticketing and online or contactless payments for entertainment where possible.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>Currently there will be no entertainment ie. Live music, recorded amplified music or other loud noises in order to comply with advise from environmental health.</p> <p>All other pax entertainment, such as redtooth poker evenings, quiz nights etc to be suspended immediately until it is safe to open the inside of the venue.</p> | Management                     | 21/03/20        |       |
| Communicating clearly to customers the arrangements  | N/A   | N/A  | N/A                            | N/A             | N/A   |



| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|---|---|---|--------------------------------|-----------------|---------|
| for entertainment and clearly supervising with additional staff if appropriate.   |   |   |                                |                 |         |
| Using remote working tools to avoid in-person meetings.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | We have always had an active facebook group chat between all staff in order to let them know of any changes that are happening. | Staff, Management and Security | Ongoing         | Ongoing |
| Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Meetings are being conducted within their teams. All meetings will be outside following social distancing guidelines.           | Staff, Management and Security | 21/03/20        |         |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done?   |
|---|---|--|--------------------------------|-----------------|---------|
| Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | No pens, documents to be shared.                                     | Staff, Management and Security | 21/03/20        |         |
| Providing hand sanitiser in meeting rooms   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Hand sanitizer is provided   | Staff, Management and Security | Ongoing         | Ongoing |
| Holding meetings outdoors or in well-   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | All meetings will be outside following social distancing guidelines. | Staff, Management and Security | Ongoing         | Ongoing |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|---|---|---|--------------------------------|-----------------|---------|
| ventilated rooms whenever possible.   | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                                |                 |         |
| For areas where regular meetings take place, use floor signage to help people maintain social distancing.             | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All meetings will be outside following social distancing guidelines.  | Staff, Management and Security | Ongoing         | Ongoing |
| Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | All shifts are at or below the 6-hour threshold for statutory breaks, If required however, breaks will be staggered anyway. | Management                     | 03/07/20        |         |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|--|---|---|--------------------------------|-----------------|-------|
| maintained in staff break rooms.   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                                |                 |       |
| Using safe outside areas for breaks.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All breaks will be taken outside the venue on a dedicated staff table.                  | Staff, Management and Security | 04/07/20        |       |
| Creating additional space by using other parts of the venue or building that have been freed up by remote working. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | All furniture has been removed. Each work-zone is further than 2m away from each other. | Staff, Management and Security | 21/03/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|---|---|---|--------------------------------|-----------------|-------|
|   | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                                |                 |       |
| Installing screens to protect staff in front of house areas or serving customers at till points.  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | We have been unable to do this, however all customers must wait behind a line, management on the door will instruct customers when it is safe to approach to collect drinks and stand back themselves to maintain a 2m distance at all times. | Staff, Management and Security | 04/07/20        |       |
| Using social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Because of the size of our venue and how few staff we will have working this isn't really applicable. We only have 2 separate toilets, each with a door directly into the main space of the venue.  | Staff, Management and Security | 04/07/20        |       |

| <b>What are the Hazards?</b>   | <b>Who might be harmed?</b>   | <b>Controls Required</b>   | <b>Action by who?</b>   | <b>Action by when?</b> | <b>Done?</b> |
|--|---|--|-------------------------|------------------------|--------------|
| Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>PPE and first aid kits available when needed.</p> <p>Police will be contacted in the event of a incident.</p> | Management and Security | 03/07/20               |              |
| Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | SIA trained security will be available on the weekend, enforcing our policy.                                     | Management and Security | 03/07/20               |              |
| Considering the security implications of any changes you intend  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | SIA trained security will be available on the weekend, enforcing our policy.                                     | Management and Security | 03/07/20               |              |

| What are the Hazards?  | Who might be harmed?  | Controls Required                                       | Action by who? | Action by when? | Done? |
|--|---|---|----------------|-----------------|-------|
| to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.       | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>                    |   |                |                 |       |
| For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards. | N/A   | N/A   | N/A            | N/A             |       |
| Following government guidance on managing security risks.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul> | Guidelines have been read and the policy reflects this. | Management     | 03/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|---|---|---|--------------------------------|-----------------|---------|
|   | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                                |                 |         |
| Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <p>All of our tables will be outside in the open.</p> <p>All operations inside will be made with the door open.</p> | Staff, Management and Security | 04/07/20        |         |
| Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | All air-con within the venue is only used by our building and is completely internal.                               | Management                     | Ongoing         | Ongoing |



| <b>What are the Hazards?</b>                     | <b>Who might be harmed?</b>   | <b>Controls Required</b>                                | <b>Action by who?</b> | <b>Action by when?</b> | <b>Done?</b> |
|--|---|---|-----------------------|------------------------|--------------|
| Following guidance on reopening food businesses. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Guidelines have been read and the policy reflects this. | Management            | 03/07/20               |              |
| Following guidance on managing legionella risks. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Guidelines have been read and the policy reflects this. | Management            | 03/07/20               |              |
| Following government guidance on cleaning food   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | Guidelines have been read and the policy reflects this. | Management            | 03/07/20               |              |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
| preparation and food service areas.   | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |       |
| Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.                          | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | The only door in regard to entrance/exit of the venue will be open at all times whilst trading. All toilet doors to remain open. Storage room door to remain open at all times. The only door that remains closed at all times will be the cellar door in order to keep it cool. | Staff, Management and Security | 04/07/20        |       |
| Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | All till system, card payment terminals, hand rails and door knobs will be cleaned at regular intervals.   | Staff, Management and Security | 04/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
| adequate disposal arrangements for cleaning products.   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |       |
| Cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>All till system, card payment terminals, hand rails and door knobs will be cleaned at regular intervals.</p> <p>All tables and benches to be cleaned after each booking.</p> <p>There are no laminated menus as this is available on the app.</p> | Staff, Management and Security | 04/07/20        |       |
| If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | Guidelines have been read and the policy reflects this.  | Manangeent                     | 03/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
|  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |  |                                |                 |       |
| Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.                          | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | <p>All till system, card payment terminals, handrails and door knobs will be cleaned at regular intervals.</p> <p>All tables and benches to be cleaned after each booking.</p> <p>There are no laminated menus as this is available on the app.</p>                              | Staff, Management and Security | 04/07/20        |       |
| Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | The only door in regard to entrance/exit of the venue will be open at all times whilst trading. All toilet doors to remain open. Storage room door to remain open at all times. The only door that remains closed at all times will be the cellar door in order to keep it cool. | Staff, Management and Security | 04/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|---|---|---|--------------------------------|-----------------|-------|
| Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures. | N/A   | N/A   | N/A                            | N/A             | N/A   |
| Having bins for collection of used towels and staff overalls.   | N/A   | N/A   | N/A                            | N/A             | N/A   |
| Washing hands before handling plates and cutlery.   | N/A   | N/A   | N/A                            | N/A             | N/A   |
| Continuing high frequency of hand washing throughout the day.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staff will be reminded and encourage to regularly wash hands. | Staff, Management and Security | 04/07/20        |       |
| Following government  | N/A   | N/A   | N/A                            | N/A             | N/A   |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|--|---|---|--------------------------------|-----------------|-------|
| guidance on hygiene in food preparation and food service areas.  |   |   |                                |                 |       |
| Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Large posters in place throughout the venue. On each table as well. | Staff, Management and Security | 03/07/20        |       |
| Providing regular reminders and signage to maintain hygiene standards.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Large posters in place throughout the venue. On each table as well. | Staff, Management and Security | 03/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
| Providing hand sanitiser in multiple locations in addition to washrooms.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Hand sanitizer will be available on each table, toilet and at the door for customers and staff to use. | Staff, Management and Security | 04/07/20        |       |
| Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staff have received training on how and when to clean toilets inside the venue and outside.            | Staff, Management and Security | 03/07/20        |       |
| Enhancing cleaning for busy areas  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | Staff have received training on how and when to clean busy areas.                                      | Staff, Management and Security | 03/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|--|---|---|--------------------------------|-----------------|---------|
|  | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                                |                 |         |
| Special care should be taken for cleaning of portable toilets.       | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staff have received training on how and when to clean toilets inside the venue and outside. | Staff, Management and Security | 03/07/20        |         |
| Providing more waste facilities and more frequent rubbish collection | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | Recycling and waste facilities are provided.  | Management and Landlord        | Ongoing         | Ongoing |



| What are the Hazards?   | Who might be harmed?  | Controls Required                                  | Action by who?                 | Action by when? | Done? |
|---|---|--|--------------------------------|-----------------|-------|
|   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |       |
| Providing hand drying facilities – either paper towels or electrical dryers.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Paper towels are available in each toilet.         | Staff, Management and Security | 04/07/20        |       |
| Washing hands after handling customer items and before moving onto another task. For example, after collecting used plates for cleaning and before serving food to another table. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | Ample hand washing facilities available for staff. | Staff, Management and Security | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
|  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |  |                                |                 |       |
| Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.  | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Staff have received training on how and when to clean all facilities and property of the Dorothy Pax | Staff, Management and Security | 03/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done?   |
|--|---|--|--------------------------------|-----------------|---------|
| Cleaning procedures for goods and merchandise entering the site.                 | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All goods and merchandise to be cleaned before entering the site.  | Staff, Management and Security | Ongoing         | Ongoing |
| Cleaning procedures for the parts of shared equipment you touch before each use. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staff have received training on how and when to clean all shared facilities. Disposable gloves also available for all staff sharing equipment. | Staff, Management and Security | 03/07/20        |         |
| Encouraging increased handwashing and introducing more                           | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | Hand Sanitisers is provided, with hand washing facilities on site.   | Staff, Management and Security | 04/07/20        |         |

| What are the Hazards?  | Who might be harmed?  | Controls Required                                | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
| handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.                           | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |       |
| Regular cleaning of the inside of shared vehicles that workers may take home.  | N/A   | N/A  | N/A                            | N/A             | N/A   |
| Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Disposable clothes are available where required. | Staff, Management and Security | 04/07/20        |       |
| As far as possible, where staff are split  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> </ul>  | X2 teams are in place.                           | Management                     | 03/07/20        |       |

| What are the Hazards?   | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|---|---|---|--------------------------------|-----------------|---------|
| into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.  | <ul style="list-style-type: none"> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul>                                   |   |                                |                 |         |
| Considering where congestion caused by people flow and pinch points can be improved. Using one-way systems, staggered shifts and assigned staff mealtimes are possible ways to minimise the risk of transmission. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Clear signage and tape to guide all customers and staff.  | Staff, Management and Security | 03/07/20        |         |
| You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days   | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> </ul>   | All table bookings are taken through TIMIFY. Data on name, time, email, phone is available through back office software. Customers should be contacted to provide names of guests on their tables | Management                     | Ongoing         | Ongoing |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done?   |
|---|---|--|--------------------------------|-----------------|---------|
| and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |         |
| Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory.                               | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All staff have been advised not to use public transport and if required wear face coverings as per Govt. requirements. | Staff, Management and Security | Ongoing         | Ongoing |
| Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | All staff advised not to contravene these regulations.   | Staff, Management and Security | Ongoing         | Ongoing |

| <b>What are the Hazards?</b>  | <b>Who might be harmed?</b>  | <b>Controls Required</b> | <b>Action by who?</b> | <b>Action by when?</b> | <b>Done?</b> |
|---|--|--------------------------|-----------------------|------------------------|--------------|
| avoiding sitting face-to-face.  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul> |                          |                       |                        |              |
| Cleaning shared vehicles between shifts or on handover.   | N/A  | N/A                      | N/A                   | N/A                    | N/A          |
| Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines. | N/A  | N/A                      | N/A                   | N/A                    | N/A          |
| Ensuring that delivery drivers or riders maintain good hygiene and wash their hands regularly.  | N/A  | N/A                      | N/A                   | N/A                    | N/A          |
| Putting in place procedures to minimise person-to-person contact during deliveries to other customers.  | N/A  | N/A                      | N/A                   | N/A                    | N/A          |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                       | Action by when? | Done?   |
|---|---|--|--------------------------------------|-----------------|---------|
| Maintaining consistent pairing where two-person deliveries are required.  | N/A   | N/A  | N/A                                  | N/A             | N/A     |
| Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | App ordering and paying is in place, cash is not advised or encouraged.<br>Contactless payment systems in place. | Staff,<br>Management<br>and Security | 04/07/20        |         |
| Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Regular briefings and de-briefings will take at the start and end of shifts.                                     | Management                           | Ongoing         | Ongoing |



| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done?   |
|--|---|---|--------------------------------|-----------------|---------|
| Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Use of emails, FB messenger etc.  | Staff, Management and Security | Ongoing         | Ongoing |
| Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.    | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Staff training including a presentation and their own copy of the policy document. Staff will also need to sign a form to say they are aware of all new procedures. | Staff, Management and Security | 03/07/20        |         |
| Ongoing engagement with workers, including through trade   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> </ul>   | Staff are encouraged to speak up, question and highlight any issues, practices or procedures they wish to amend or question.  | Staff, Management and Security | Ongoing         | Ongoing |

| What are the Hazards?   | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done?   |
|---|---|--|--------------------------------|-----------------|---------|
| unions or employee representative groups, to monitor and understand any unforeseen impacts of changes to working environments.  | <ul style="list-style-type: none"> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |  |                                |                 |         |
| Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | <p>All staff have been ensured that they can contact management with any issues relating to well-being and mental health.</p> <p>All guidance has been read.</p>                               | Staff, Management and Security | 03/07/20        |         |
| Communicating approaches and operational procedures with suppliers, customers or trade bodies to help their   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> </ul>   | <p>We have been vocal in contributing to Sheffield's Hospitality community via facebook/email/telephone including our suppliers.</p> <p>All policy documents are available on our website.</p> | Staff, Management and Security | Ongoing         | Ongoing |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|--|---|---|--------------------------------|-----------------|-------|
| adoption and share experience.   | <ul style="list-style-type: none"> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul>  |   |                                |                 |       |
| Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | All signage, instructions and procedures are available in large print upon request.           | Staff, Management and Security | 04/07/20        |       |
| Using visual communications, for example, whiteboards or signage, to explain changes to rotas or stock shortages without the need for face-to-face communications.   | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> </ul>   | Walkie talkies and a lively staff messenger on facebook is used to communicate any shortages. | Staff, Management and Security | 04/07/20        |       |

| What are the Hazards?  | Who might be harmed?  | Controls Required   | Action by who?                 | Action by when? | Done? |
|--|---|---|--------------------------------|-----------------|-------|
|  | <ul style="list-style-type: none"> <li>Members of the wider community</li> </ul>  |   |                                |                 |       |
| Revising pick-up and drop-off collection points, procedures, signage and markings.                           | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | Customers are aware of collection of drinks via facebook, website and clear signage on each table outside.      | Staff, Management and Security | 03/07/20        |       |
| Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. | <ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Contractors</li> <li>Delivery Personnel</li> <li>Security</li> <li>Staff &amp; Customers family</li> <li>Members of the wider community</li> </ul> | All suppliers are to be used once a week, and where possible ordering in bulk pallets direct from manufacturer. | Staff, Management and Security | Ongoing         |       |

| <b>What are the Hazards?</b>  | <b>Who might be harmed?</b> | <b>Controls Required</b> | <b>Action by who?</b> | <b>Action by when?</b> | <b>Done?</b> |
|---|-----------------------------|--------------------------|-----------------------|------------------------|--------------|
| Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Where possible and safe, having single workers load or unload vehicles.   | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Where possible, using the same pairs of people for loads where more than one is needed.   | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Enabling drivers to access welfare facilities when required, consistent with other guidance.  | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |
| Encouraging drivers to stay in their vehicles where this does not   | N/A                         | N/A                      | N/A                   | N/A                    | N/A          |

| What are the Hazards?  | Who might be harmed?  | Controls Required  | Action by who?                 | Action by when? | Done? |
|--|---|--|--------------------------------|-----------------|-------|
| compromise their safety and existing safe working practice, such as preventing drive-aways   |   |  |                                |                 |       |
| Creating one-way flow of traffic in stockrooms.  | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Delivery Personnel</li> <li>• Security</li> <li>• Staff &amp; Customers family</li> <li>• Members of the wider community</li> </ul> | Only 1 member of staff with be traveling to or from a stockroom at a time. | Staff, Management and Security | 03/07/20        |       |
| Adjusting put-away and replenishment rules to create space for social distancing. Where social distancing cannot be maintained due to venue design, sufficient mitigation strategies should be | N/A   | N/A  | N/A                            | N/A             | N/A   |

| <b>What are the Hazards?</b> | <b>Who might be harmed?</b> | <b>Controls Required</b> | <b>Action by who?</b> | <b>Action by when?</b> | <b>Done?</b> |
|------------------------------|-----------------------------|--------------------------|-----------------------|------------------------|--------------|
| designed and implemented.    |                             |                          |                       |                        |              |