

COVID-19 RISK ASSESSMENT

PREPARED FOR AND ON BEHALF OF: MINISTRY OF MOONSHINE LTD.

VENUE: TAILORS – The Perfect Measure

AREA: All Areas

DATE: 14th May 2021

HAZARD	AT RISK	RISK OCCASION	SAFETY CONTROLS
SPREAD OF COVID-19	STAFF CUSTOMERS SUPPLIERS VISITORS	SYMPTOMS	<p>Anyone displaying symptoms of COVID-19 will be advised to not enter the property and to follow the stay at home guidance, quarantine and isolation measures.</p> <p>Staff feeling unwell with symptoms linked to Covid-19 will be asked to stay at home, and follow Public Health Guidance.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	SAFE DISTANCE MITIGATION	<p>Signs will be put up to display safe distancing measures.</p> <p>Tables and layout have been arranged, extended and re-ordered to ensure distanced measures are in place. Signs are in place to advise customers against re-arranging the furniture, and staff briefed.</p> <p>Seating has been positioned to position customers either side by side or back to back, to separate parties.</p> <p>Arrival and departure time will be staggered</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	ENHANCED CLEANING, HANDWASHING & HYGIENE	<p>Frequent cleaning and disinfecting of surfaces, vessels, handles, and card machine will take place.</p> <p>All peoples will be encouraged to follow regular handwashing guidance.</p> <p>Staff will be required to clean each time they come into contact with used serve ware, and hand wash regularly at least every 30 minutes, with a recommendations of after every separate customer contact. Though contact will be limited through card payment and table service.</p> <p>Hand sanitiser will be available in areas where hand washing facilities are not readily available.</p> <p>Doors will be kept open to reduce contact and maximise air flow.</p>

			<p>Any cleaning required after a known or suspected case of COVID-19 will be carried out in accordance with the specific Government advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>The venue will be deep cleaned before re-opening.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	INFORMATION	<p>Clear notices will be placed around the venue and on our website.</p> <p>All team members will receive regular updates and advance notice of any changes or new measures via the team Whatsapp group.</p> <p>Customers will be reminded of the safety measures in place via on site notices and verbally by staff if required.</p> <p>Customer information will be collected and retained for the track and trace service, in-line with the data protection act, at the time of booking (phone/online) and in person by our host if a 'walk-in'.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	PPE	<p>All staff will be provided with relevant PPE equipment in line with regulations and recommendations set out by Public Health England.</p> <p>All Customers and suppliers will be urged to follow recommendations by Public Health England, or failing this, they will be asked to vacate the premise.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	MENTAL HEALTH	<p>Ministry of Moonshine takes the mental health of its staff seriously, and will support the wellbeing of staff, providing 1-2-1 meetings to further assist team members.</p> <p>Following concern over any of our customers or suppliers, we will offer support and notify relevant support including Leeds nightlife support, freedom angels and BACIL team where relevant to assist.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	CAPACITY CONTROL	<p>Pre-Booking is heavily recommended for all customers, either via our site or by telephone – we will also be accepting walk-ins, but they must first register at the waiting area outside the venue.</p> <p>Queuing – clear markings have been place inside the Arcade, by the Landlord. We will minimise queuing by operating table service.</p>

	STAFF CUSTOMERS SUPPLIERS VISITORS	ACCESS	<p>Customers will be assigned a table with table service. Limiting the movement of guests in and out of the venue.</p> <p>Our door host will provide further guidance on entering and exiting the venue where required.</p> <p>Our door host will assist with the movement of people inside and within the external area of our venue.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	TABLE SERVICE	<p>Drinks will be brought to the table, and removed by our hosts. Upon removal of items, each vessel will be deep cleaned before any one comes into contact.</p> <p>Menus will be available online, as well as via large signage. We have removed our normal paper menus.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	WC	<p>We have access to 1 WC which is unisex, and operate a one in one out policy.</p> <p>The toilet will be cleaned across regular intervals, and restocked with paper, disposable hand towels and soap on a regular basis. Access to hot water is in place constantly.</p> <p>The WC will remain for the use of customers, staff, contractors, suppliers and site visitors only.</p> <p>Guests will be offered the option to use a disinfectant wipe to open and close the washroom door.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	MONEY	<p>Customers are offered an online pre-payment option at the point of booking.</p> <p>Card payment will be promoted as payment preference. Any cash taken will be disinfected, prior to putting in the till. Therefore any change provided will have been disinfected.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	SMOKING	<p>The venue operates a strict no smoking policy – both inside and out. The smoking area to the venue is outside any of 3 main exits to the Grand Arcade.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	DELIVERIES	<p>Deliveries will be made at times when customers are not present. There will be a designated venue host present to accept deliveries and social distance measures will be adhered to.</p>
	STAFF CUSTOMERS SUPPLIERS VISITORS	TAKEAWAY SERVICE	<p>OFF SALES will be provided with a collection point area.</p> <p>Knock and drop service provides a non-contactless approach – pre-paid online.</p> <p>Where possible online and contactless payments will be urged as preferential payment method.</p>

	STAFF CUSTOMERS SUPPLIERS VISITORS	STAFF REST AREAS	Staff go off site for their breaks. They are advised to limit contact with others, and maintain social distance measures.
	STAFF CUSTOMERS SUPPLIERS VISITORS	MUSIC & ENTERTAINMENT	<p>Music will be kept on a lower volume, so as to not encourage raised voiced from customers, staff, guests or suppliers and contractors.</p> <p>Persons will be reminded of the measures where necessary.</p> <p>Performance and entertainment will be undertaken in accordance to guidance provided by Public Health England, and with safe distancing measures, outlined above, in place.</p>

DATE: 14th May 2021

REVIEW PERIOD: 3 Months

NEXT REVIEW DATE: 14th August 2021

ASSESSORS NAME: Jamila Juma-Ware

POSITION: Property Director

SIGNATURE: J A Juma-Ware