

We set out below 2 different options to performing **your own Licensee COVID19 Self-Risk Assessment**.

For each, we attach the blank template and a completed example as a guide in both PDF and word format where you can amend.

You will need to **choose and complete one** (it can be any other format if you don't like either below; you can also use the template provided by HSE)

[CLICK ICON](#) 

The BBPA's 'SUMMARY OF KEY MITIGATING ACTIONS'

[CLICK ICON](#) 

Approach A

LICENSEE COVID-19 RISK ASSESSMENT – Template A

Flow Diagrams

By plotting out the routes taken by staff and customers in your pub, you will have a clear idea of where the potential issues may arise, particularly in relation to social distancing.

How to use this template document

- You should complete this document, or your own assessment, prior to re-opening after the lock down period.
- Carefully consider each section of the document and decide which of the potential controls are suitable for your business.
- Indicate with ☐ if you can use this control in your business, if not enter ☐.
- If you have your own ideas which will work better, please enter these instead.
- It may be that you simply cannot use any control in a section in which case state this.
- You should speak to your local EHO.
- You can support this document with photographs of your control measures where appropriate and this would be useful for any discussions with the EHO which could have to take place virtually.

Living Document

This is a living document that will be continuously edited and updated as understanding of the virus improves, government guidance changes and members develop improved solutions

Customer Journey	Controls in my business (based on above principles and/or own enhanced measures)
Pre-booking (if feasible)	
Arrival outside venue	
Queuing outside	
Entering the business	
Walking to table Either inside or outside	
Ordering food and drinks	
Bar Service	
Food and drinks service	
Clearing the customer table	

PRIOR TO COMPLETION:

please refer to the Government Guidance for a list of mitigating actions that you **MUST CONSIDER**



Admiral's Advice will also give you a **key list of Do's and Don't's**



Approach B

Site-specific Risk Assessment for Pubs during the Coronavirus COVID19 Pandemic. Measures for Public Areas.

Pub Name				
Assessment carried out by				
Date assessment carried out				
Next review date				
Hazard type	Who is at risk	New control measures	Any further action required	Date completed& notes
1. Transmission of the virus between customers queuing and entering/exiting the building and the garden.	Customers And employees.		Staff Training: New entrance / exit policy. Social distancing and customer flow around the pub. Use of sanitising stations. Signage Ordered Signage displayed Training refreshers Consider temperature checks for staff pre shift. Check Admiral Web site for guidance information and training offers. Check Admiral web site for PPE product purchases.	15/6

[Template A – click here \(PDF\)](#)

[Template A – click here \(WORD\)](#)

Both examples are prompts only, and are **not exhaustive**

[Template B – click here \(PDF\)](#)

[Template B – click here \(WORD\)](#)

[Completed Example – click here \(PDF\)](#)

[Completed Example – click here \(WORD\)](#)

[Download all – click here \(PDF\)](#)

[Download all – click here \(WORD\)](#)

[Completed Example – click here \(PDF\)](#)

[Completed Example – click here \(WORD\)](#)