

# PAPER DRESS VINTAGE

## COVID-19 RISK ASSESSMENT

This document sets out the measures we are undertaking at Paper Dress Vintage to reduce the risk of transmission of Covid-19 on our premises and is drawn from information provided by the Government in their guidance for the safe re-opening of bars and clubs - full document available to view [here](#).

### KEY ACTIONS

We encourage any customer who feels unwell or is exhibiting any Covid-19 symptoms to stay at home and not attend the venue.

Regular handwashing is crucial - we have hand sanitiser stations on arrival and around the venue. Please wash your hands on arrival and throughout your stay.

We will be cleaning all surfaces regularly.

Customers and staff must comply with social distancing guidelines set out by the government - 2m, or 1m with risk mitigation where 2m is not viable.

Where a 2 metre distance isn't possible it is government advice that face coverings are worn and it is at the customer's discretion if they adhere to that guidance or not.

### OUTDOOR SEATING

We have launched a new outdoor seating area for our customers and will use this where possible. We have a total of 12 tables with a maximum seated capacity of approx 60.

Table bookings can occur in groups of at most six people from any number of households.

We have reconfigured our outdoor seating and tables to maintain social distancing guidelines between customers.

We are operating table service for bookings to reduce the need for customers to queue.

We will manage the entry of customers, and the number of customers so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating or standing room.

## **INDOOR SEATING**

We have set a maximum capacity of 30 seated guests indoors - no standing customers.

Indoor gatherings can occur in groups of up to 6 people.

## **TABLE BOOKING**

We have launched a new table booking service for our customers.

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. We will assist this service by keeping a temporary record of bar customers and visitors for 21 days and we will assist NHS Test and Trace with requests for that data if needed.

## **ADVICE TO CUSTOMERS**

We advise you to avoid crowded areas and crowded means of transportation when in transit to the venue. Please travel by foot or by bike where possible.

We encourage customers to use hand sanitiser or handwashing facilities as they enter the venue.

We remind customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.

Failure to observe safety measures will result in service not being provided.

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 enforcement action.

We ask customers to remain at a table where possible

We encourage contactless payments where possible. There is no cash bar.

## **CUSTOMER TOILETS**

We request that customers wear a face covering when entering our building to use the toilet.

We have signs and posters in place to encourage good hygiene

Social distancing marking in place for our toilet queue and the adoption of a limited entry approach, with one in, one out

Hand sanitiser is available on entry to toilets as well as hand washing facilities at 2 points in the toilets area.

Doors will be fixed open to encourage ventilation in the area

We will be regularly cleaning and wiping surfaces and frequently collecting rubbish.

## **KEEPING THE VENUE CLEAN**

Doors at entrance and on routes to our yard area will be wedged open to avoid touch points.

High frequency of hand washing throughout the day by all staff. Washing hands after handling customer items and before moving onto another task. For example, after collecting used glasses for cleaning and before serving drinks to another table.

Surfaces and objects will be cleaned between each customer use e.g. tables, card machines, chairs, trays and laminated menus in view of customers before customer use.

Frequent cleaning of work areas and equipment between uses

Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and disposal arrangements for cleaning products.

Enhanced cleaning for busy areas.

## **ENTERTAINMENT**

We will take steps to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, playing music or broadcasts that may encourage shouting, including if played at a volume that makes

normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.

Close contact activities, such as dancing is not allowed

We will clearly communicate these responsibilities to customers and all staff will oversee compliance.

## **EMERGENCY SITUATIONS**

We have moved our fire assembly meeting point to Bohemia Place, opposite Bulk Market.

In an emergency, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands

## **RELEVANT LEGISLATION**

We are also adhering to existing legislation relating to the current crisis, including:

Health and Safety at Work Act 1974

Health and Safety (Enforcing Authority) Regulations 1998

Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

Health and Safety Act 1974