Licensed alcohol premises reopening checklist

You must adhere to Scottish Government Covid-19 routemap (dates to be confirmed):

*Phase 2 – pubs and restaurants can open outdoor spaces with physical distancing and increased hygiene routines*

*Phase 3 – pubs and restaurants can open indoor spaces with physical distancing measures and increased hygiene routines*

If your premises serves food you should also refer to our online ‘food business reopening checklist’ <https://www.eastlothian.gov.uk/supportyourreopening>

You should also refer to any available industry guidance

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|  **Item** |  **Action / Comments** |  |  |
|  **Risk assessment** |  |  |  |
| You must complete a Covid-19 risk assessment *You can find an example risk assessment here:*<https://www.eastlothian.gov.uk/supportyourreopening> |  |  |  |
| **Social distancing:** |
| You MUST take all reasonable measures to:* Ensure 2m distancing between all persons (staff and customers) within your premises both internal and external
* Ensure a suitable maximum number of persons are permitted in your premises (to facilitate 2m distancing) both internal and external
* Ensure 2m distancing between persons waiting outside to enter premises
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| *Some ideas to help:** *Signage stating maximum number of customers permitted in the premises at any one time*
* *Signage reminding customers to maintain 2m social distancing*
* *Till screens*
* *Hand sanitiser, face coverings, gloves for staff (as required)*
* *Card payment prioritisation*
* *A one way system around the premises*
* *Designated entrance and exit only doors (where there are 2 or more doors to the premises)*
* *Review layouts to let employees work further apart from each other where possible.*
* *Identify pinch-points like entrances where close physical contact is likely and/or obstructions force close physical contact*
* *Check for new traffic and street management plans from local authorities*
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| **Cleaning & disinfection** |
| An enhanced cleaning schedule should be designed and implemented. It is advisable to keep a written record. Staff must be trained to implement the schedule.*Remember to include work areas, tables, staff rooms, equipment etc* |  |  |  |
| Frequent touch points should be disinfected regularly such as staff handheld devices, door handles, tables, chairs etc .  |  |  |  |
| Toilets require enhanced cleaning and measures to control social distancing. Maximise ventilation either with openable windows or existing ventilation |  |  |  |
| Current guidance suggests disposable paper towels should be used to dry hands (not hand driers) |  |  |  |
| Empty ice machines and refill |  |  |  |
| Run dishwashers and glass washers empty on a hot cycle before use |  |  |  |
| Check whether dishwashers and glass washers recycle water between washes. If so consider potential cross contamination risk. |  |  |  |
| Consider safe storage of used and potentially contaminated bottles |  |  |  |

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| **Additional measures (this is not an exhaustive list!)** |  |  |
| You will require a table ordering and delivery system which will comply with 2m distancing requirements |  |  |  |
| Consider customer handwashing/sanitising stations |  |  |  |
| Stagger staff break times and make use of outdoor space for breaks if possible. |  |  |  |
| Use a consistent pairing or grouping system where employees work on shifts together. |  |  |  |
| Increase ventilation where it is safe to do so (but do not keep fire safety doors open) |  |  |  |
| Consider fixed seating to maintain social distancing |  |  |  |
| Consider using disposable glasses to avoid contamination risks from handling/washing dirty glasses |  |  |  |
| Ensure sufficient staffing to monitor customer social distancing |  |  |  |
| Consider having a wall-fixed drinks list rather than individual ones |  |  |  |

**Comments**