Hospitality / Licensed Premises reopening checklist
This check list will help you to put in place measures within your workplace to keep both customers and employees safe

<table>
<thead>
<tr>
<th>Risk Assessment</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must complete a Covid-19 risk assessment. You must also ensure that staff are trained in the risk assessment and safe systems of work and that the risk assessment is kept under regular review. This checklist will help you consider and put in place measures to reduce risks to both employees and customers, but is not a substitute for a COVID – 19 Risk Assessment specific to your business. Advice on carrying out a risk assessment can be found on the Scottish Government, Food Standards Agency and Health and Safety Executive (HSE) websites. See links at end of this checklist. Please be aware that guidance from these agencies is regularly being updated.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Distancing – General</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>You MUST take all reasonable measures to:</td>
<td></td>
</tr>
<tr>
<td>• Ensure 2m physical distancing between all persons within your premises both internal and external (or alternative distance / measures advised by Scottish Government, see link to guidance below). This may mean limiting the number of people inside the premises so that the premises are not overcrowded.</td>
<td></td>
</tr>
<tr>
<td>• Maintain queue control outside the premises so that the 2m rule (or alternative distance / measures advised by Scottish Government) is observed by those waiting outside to enter premises.</td>
<td></td>
</tr>
<tr>
<td>• Ensure sufficient staffing to monitor customer social distancing.</td>
<td></td>
</tr>
<tr>
<td>• Introduce a table ordering system, which complies with 2m distancing requirements (or alternative distance /measures advised by Scottish Government, see link below).</td>
<td></td>
</tr>
</tbody>
</table>

15 July 2020
<table>
<thead>
<tr>
<th>Employee Safety</th>
</tr>
</thead>
</table>
| - Can staff maintain a safe distance from each other and from customers?  
- Consider how tasks be done in a different, non-contact, way? (eg replacing cash register with contactless payment)  
- Where possible, stagger tasks by time, to spread people out.  
- Consider installing fixed protection eg cleanable perspex screens?  
- Can you mark the floor to measure two-metre distancing (or as advised by Scottish Government)?  
- Can a one-way system/additional signage be instigated?  
- Stagger staff breaks and where possible make use of outdoor space for breaks.  
- Consider a consistent pairing or grouping system where employees work on shifts together.  
- Brief all staff: if they suspect they or any member of their household have coronavirus symptoms, they must not come into work, and should self-isolate.  
- Make sure staff are aware of procedure to notify sickness and to self-sign-off.  
- Provide hand washing stations with liquid soap, water and a hygienic means to dry hands – update staff training in this area and monitor hand washing. All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment, after using the toilet and prior to eating.  
- Increase the ventilation within the premises by opening windows and doors (unless fire doors). Make sure that fly screens are fitted to all open windows and doors in kitchens/food areas.  
- Food business operators should ensure that all commercial ventilation systems from hood to termination point has been checked and cleaned to ensure there is no residual grease in the system. |

<table>
<thead>
<tr>
<th>Customer Safety:</th>
</tr>
</thead>
</table>
| - Display signage at the entrance to remind customers not to enter the premises if they have symptoms.  
- Display signage stating maximum number of customers permitted in / on the premises at any one time. Consider a pre-booking system to restrict numbers.  
- Display signage reminding customers to maintain social distancing. |
- Encourage contactless payments. Place a sign at the till stating ‘Please use contactless payments if you are able to do so.’
- Consider till screens.
- Introduce customer hand washing/sanitising stations. Hand sanitiser should have an alcohol content of at least 60%. Display signage reminding customers to wash their hands and of coughing etiquette.
- Consider 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 and introduce measures to minimise risk.
- Consider fixed-seating to maintain social distancing.
- Consider having wall-fixed / table fixed drinks lists etc. rather than individual ones.

**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.
- Frequent touch points should be disinfected regularly such as door handles, tables, chairs etc.
- Empty ice machines, clean and refill.
- Run dishwashers and glass washers empty on a hot cycle before use.
- Introduce safe storage of used and potentially contaminated bottles.
- 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.

**General Health and Safety Measures**

- Check entire building for signs of pests and take appropriate action to treat them or notify pest contractor that you are open, and visits can restart ensuring physical distancing.
- Stock-take and inspect all ambient packaged food. Dispose of any opened or damaged packets. Dispose of any food beyond its use by date.
- Hot and cold water systems: stagnant water in tanks

15 July 2020
and pipework increases the risk of legionella. Review your legionella risk assessment and liaise with a water treatment company, if necessary, to arrange for your system to be cleaned and disinfected before use.

- Deep-clean all areas. Dish wash (or hand wash, if no dishwasher) utensils that have been left in the open.
- Review cleaning schedule in light of coronavirus, with increased frequency of cleaning, including surfaces regularly touched by people, such as door handles and service counters.
- Run any dishwashers and glass washers empty, through a hot wash programme.
- Ensure that staff and public toilets are arranged to achieve physical distancing eg by blocking off toilet cubicles, urinals and WHBs to ensure people keep 2m apart (or alternative distances / measures advised by Scottish Government, see link below). Also provide a way of indicating toilets are in use and maintain a safe queuing system for those waiting outside. Ensure that toilets are regularly cleaned, and that soap, toilet paper and disposable towels are checked and replenished frequently.
- If you have been forced to change supplier or ingredients, then make sure that the labelling or menu reflects these changes.

Useful Websites

Food Standards Agency guidance

Guidance for food businesses

HSE Guidance

Health and Safety Executive (HSE) coronavirus advice
HSE legionella advice

Scottish Government

