

Occasional Licence Covid-19 Risk Assessment and Procedures

Every application for an outdoor drinking area must be accompanied by a risk assessment in terms of COVID-19, below are some matters you may wish to include in that risk assessment. Your licence will not be granted if a risk assessment to the satisfaction of the LSO is not produced.

1. All Staff will be trained on current Scottish Gov COVID 19 Safety and Hygiene measures.
2. A system to control numbers permitted entry to the outdoor drinking area must be implemented. Consideration as to how best control this must be given, perhaps staff using clickers at the entrance or a pre-booking system.
3. A system to order drinks without patrons entering the premises must be in place and outlined in the risk assessment. Ideas to help with this may be electronic ordering or a waiter/waitress providing table service.
4. Staff safety is a priority and any measures to protect this should be addressed in the risk assessment, for example staff wearing plastic gloves when serving alcohol
5. Consider how access is granted to the outdoor drinking area, ideally the area must be accessible without entering the indoor area of the premises, consideration to the access of wheelchairs must be given
6. Properly sign post exit for emergencies. Any main entrance must not have a gate closed across it.
7. Provision of a “Wet Wipe” box to allow customers to wipe hands, handrail and doorhandles.
8. Toilet Access – A toilet usage policy must be included in the risk assessment. Operating a 1 customer at any given time policy is a condition of the Occasional Licence (except a parent accompanying a child under 5). Consider the use of wet wipes inside toilet rooms for wiping internal door handles, taps etc and hands upon exiting toilets.
9. Furniture choice for beer garden and pavements will be of a light & easy clean design. Furniture being wiped down after each customer has completed their visit should form part of your risk assessment.
10. A noise management plan must be produced and be to the satisfaction of Environmental Health. This should include measures such as displaying notices encouraging respectful behavior for the benefit of residential properties that may be close by.
11. Consideration to preventing patrons from leaving the premises with opened alcohol must be given, as your premises may be in a restricted area in terms of the local by-laws.
12. Consider the implementation of a Sanitizing Station that will be available for

anyone entering the outdoor drinking area.

13. If providing menus, consider having them laminated so that they are easily cleaned
14. If providing food, outline the policy in respect of the use of plastic cutlery and crockery, and further outline recycling procedures
15. Include a policy stating that all drinks will be decanted into plastic containers at the point of sale