



Coronavirus
COVID-19

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LICENSED PREMISES RE-OPENING CHECKLIST

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Armagh City
Banbridge
& Craigavon
Borough Council

LICENSED PREMISES RE-OPENING CHECKLIST

This checklist is a quick guide to support licensed premises reopening.

There may be other controls necessary for you to implement in your business so it is important that you prepare a **COVID-19 risk assessment** to help you decide which actions you need to take just as you would for other health and safety matters. You should involve your staff in the risk assessment and ensure it is specific to your premises. You can obtain a template Covid-19 risk assessment from www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template

1. Operational Requirements for Customers/Visitors

TASK / ITEM	CHECK COMPLETED (Yes/No/NA)
Hand sanitiser available on or before entering premises	
Customer provided with a seat at a table immediately on entering the premises	
Orders for drink - taken from customers at the table from which they are seated	
Orders for food – must be a main or substantive meal that has been prepared in premise's own kitchen	
Customers only move within premise to: <ul style="list-style-type: none"> • Enter the premise • Reach the table at which they are seated • Access toilet facilities • Access smoking areas • Select food provided on a buffet basis (maintaining 2m) • Leave the premise • Avoid injury/illness or to escape a risk of harm • Provide emergency or medical assistance to any person 	
Food/drink consumed by customers only at table at which they are seated	
Under The Health Protection (Coronavirus, Wearing of Face Coverings) Regs (NI) 2020 <ul style="list-style-type: none"> • Staff should wear a face covering in areas accessible to the public, unless they are protected by a partition • Face coverings to be worn by customers when not seated (exemptions apply) When staff unable to maintain a 2m distance, a face mask to be provided as personal protective equipment	
No more than 6 persons (not including children under age 12) seated at any one table (unless a single household)	
No more than 2 households seated at any one table	
Seating 2m from bar/food service unless a partition available	
Food and drink can be purchased until 10.30pm but cannot be consumed on the premises after 11.00pm, and all persons must vacate the venue by 11.00pm	

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2. Risk Assessment

TASK / ITEM	CHECK COMPLETED (Yes/No/NA)
Determine the maximum number of persons who may be seated in those parts of the venue where alcohol may be consumed	
Determine the volume at which any background or ambient music will be played so as to enable a conversation at normal loudness of speech	
Retain on premises and make available for inspection	
Display maximum number of persons who may be seated at each part of the venue where alcohol may be consumed	

3. Requirement to collect and share information

TASK / ITEM	CHECK COMPLETED (Yes/No/NA)
Obtain customer information either in advance or at time of visit <ul style="list-style-type: none"> The name and telephone number of each person aged 16 years or above visiting the premises The date of their visit and arrival time The number of persons in the party visiting the premises at that time 	
Record and retain information for 21 days from date visit occurred	
Information available for inspection	

4. Dancing and Music

TASK / ITEM	CHECK COMPLETED (Yes/No/NA)
Dancing or the provision of music, whether live or recorded, not permitted (except for professional dancers providing entertainment at a venue or a first dance by a party of a marriage or civil partnership)	
Live music in all other instances not permitted	