

**CITY OF WOLVERHAMPTON COUNCIL**  
**STATUTORY LICENSING SUB-COMMITTEE**

10:30; 4th November 2020

**Supporting Documents on Behalf of the Licence Holder**

	<b>Page Number</b>
Covid-19 Risk Assessments	1-10
Email Screenshots	11-17
Voluntary Closure Notification	18
Photos of Premises	19-35

**Risk Assessment Form**

Location / Dept: Blossoms Cocktail Bar

Date Assessed: 30/07/2020

Assessed by: Portcullis Associates

Task / Activity: Exposure to Coronavirus (Covid-19)

Review Date: 30/01/2021

Reference No: BL1/LRL/P2020

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
1	Exposure to Coronavirus (Covid-19) or other viruses or pathogens leading to illness, protection of mental health of workers.	Fever, sickness, cough, serious illness and death at the extreme.	Visitors, members of public, staff,	<ol style="list-style-type: none"> <li>1. Installed alcohol-based hand gel or disinfectant hand wash in all buildings</li> <li>2. Signage to encourage the use of hand wash regularly. Signage to encourage people to wash hands with soap and water for 20 seconds more frequently.</li> <li>3. Signage stating anyone suffering from Covid 19 symptoms should not enter the premises.</li> <li>4. Staff aware they should stay away from the workplace if they are suffering from Covid 19 symptoms, additionally, if members of their household, support bubble or anyone they have been in close contact with including people who have travelled abroad, have been in contact with them.</li> <li>5. Regular keep in touch meetings with staff to talk about home issues arising from Covid 19, staff have input into measures being taken so as to feel included and reassured, either in person with all Covid measure in place for social distancing or by telephone/skype.</li> </ol>	5	2	10	<p><u>General</u></p> <p>There will be no dancing at the venue it will be used as a cocktail bar and not a night club. Pod Tables have been placed on the dance floor to prevent its use. The dance floor has been "hatched off" in tape for a visible deterrent and staff placed at the dance floor area will monitor the space used. Signage to reinforce this will be placed around the dance floor area.</p> <p>Fire Risk assessment will require amending and updating accordingly. Emergency Plan will require amending and updating to consider how to deal with accidents under Covid. Any incidents of note, ie staff illness, outbreak instance, will be recorded in the incident book and highlighted if deemed virus related as '<u>Covid linked</u>'</p> <p>Air conditioner units will be serviced, and maintenance conducted for the HVAC system to draw fresh air in only and not be set to just circulate. Windows will be open if it is possible and appropriate.</p>

		<p>6. Staff/patrons not shaking hands with staff/patrons.</p>	<p><b>Entrance check;</b> covers, pre booking in procedure, designated persons, pods/bubbles of up to 6 only, queuing, smoking booths, track and trace.</p> <p>All Patrons should be by appointment only which is pre-booked for a specified time. Each booking should be completed prior to attendance and there are to be no 'walk-ups' allowed without prior booking.</p> <p>Message stating 'anyone with Covid 19 symptoms are not to attend' shall be published at the time of electronic confirmation of their booking, this will be repeated and reinforced with signage at entry point.</p> <p>Designated lead names for each bubble will provide name and contact details for all members of the bubble. This will ensure names of all bubble members have been recorded at time of booking for track and trace and confirmed upon attendance with the i.d. provided by members of the pod. These details will be held upon the electronic booking and QR system.</p> <p>ID must be provided upon attendance at the entry point by greeting staff to confirm the bubble is as booked.</p> <p>Upon arrival the bubble must be complete, no person from a designated bubble pod may be allowed to arrive separately.</p> <p>Any late arrival will be denied entry by door staff to avoid contact with other arriving pods and prevent queues forming outside the venue. They will not be granted access to the venue.</p>
		<p>7. Patrons to remain in their pod bubble and not to have contact with any other pod bubble. This message to be clearly explained on the electronic booking system stating this will be monitored by both bar/serving/SJA staff, and if not adhered to the entire bubble will be required to leave the premises and not be granted return to the venue in the future.</p>	
		<p>8. Utilisation of paper disposable drink/cocktail/food menus</p>	
		<p>9. Appropriate PPE/RPE used <u>if</u> it is determined to be necessary, some examples below but to be determined by circumstance;</p> <p>a) first aider treating a patient <u>if required</u></p> <p>b) removal of patron <u>if required</u></p> <p>c) cleaning bodily fluids <u>if required</u></p>	
		<p>10. Social distancing measures should be observed at all times where this is possible (currently at least 2 Metres).</p>	
		<p>11. Where social distancing is impossible appropriate PPE or RPE will be worn or other mitigating measures be used, <u>if</u> it is determined to be necessary, some examples below but to be determined by circumstance;</p> <p>a) staff meeting which have to be held in person <u>if required</u></p> <p>b) handing over of deliveries in close proximity <u>if required</u></p> <p>c) assisting an injured/sick patron/staff member <u>if required</u></p>	
		<p>12. The social distancing of 1 Metre plus (from 04/07/2020) actually means 2 metres if possible, one metre plus mitigation, if 2 metres is not possible</p>	

			<p>e.g. face masks, partitions between tables and/ or placing people not directly facing one another.</p> <p>13. Public transport is to be avoided where possible but if necessary, staff should adhere to travel policy ie mask wearing. If possible, use their own vehicles to travel to and from work. Vehicles should only have one person in, where possible. Where this is not possible one should sit in the front seat and one in the back and utilise masks. Taxi usage to also adopt masks and gloves by staff.</p> <p>14. Split shifts to reduce the number of workers at the premises, patrons to be booked into the electronic booking system in staggered settings.</p> <p>15. Discouragement of anyone who does not have to attend the premises such as admin workers and any one falling into the vulnerable category, to stay away or work from home as much as possible</p> <p>16. Staggered staff break times and ideally workers to take a break in their own vehicle if possible or outside on fresh air.</p> <p>17. Premise Licence Holder to provide staff with the <b><u>Working safely during the coronavirus (Covid 19) outbreak</u></b>, information, to assist their knowledge of the virus and methodology to work safely during the outbreak. Reinforce this information and update staff via meetings/emails/texts regularly of any new government information.</p>		<p>All booking pods to observe social distancing and apply hand gel on entry and advise that they have no symptoms of Covid 19. All pod bubbles will make entry through the existing knife arch.</p> <p>The venue floor plan will be split into designated pods either separated by Perspex screening or over 2 metres apart.</p> <p>All pod bubbles will be taken to their allotted table pod and be seated by their designated server. Occupants are to remain within the pod during their allotted time at the venue, using the one-way system marked upon the floor. Designated servers for each bubble will serve solely to the bubble and no walk ups to the bar will be permitted. Signage will be in place to reinforce this. Pod will be monitored by their designated server and via floor staff to ensure movement around the venue by pod occupants should be limited to attending the toilets. All Pod occupants will be escorted out of the building at the termination of their allotted time buy their pod server.</p> <p>The designated smoking area will occupy a third of the open terrace and will be staff controlled to ensure no patrons pass in the narrow walkway out to the area. Smoking booths will be marked up to ensure smokers remain 2 metres apart. A terrace bubble will be designated to allow a smoking bubble to occupy an outside space where smoking is allowed, this pod will adhere to all pod recommendations and will be marked with 'smoking' &amp;</p>
--	--	--	--	--	--



	<p>18. Staff who have to share computers, pens or other equipment with others, will clean and disinfect after use, and clean and disinfect before use. Where possible designate specific equipment to one user and encourage regular cleaning and disinfecting of their equipment.</p> <p>19. Update staff with current NHS advice on a regular basis</p> <p>20. Where possible all staff meetings by phone or video link. If a face to face meeting is necessary, it is held with only 2 people with 2m social distancing measures in place.</p> <p>21. None Fire Doors to remain open to allow ventilation and prevent unnecessary touching by staff/patrons. Windows also to be open for ventilation if possible.</p> <p>22. Contactless payments only by card or mobile phone linked bank payments.</p>		<p>'no smoking' signage for each table.</p> <p><b>Cleaning:</b> covers, deep clean, staff duties cleaning and disinfectant use, Carry out regular deep clean of premises to include toilet facilities after every opening of the premises. Regular disinfecting of tables and bar areas for areas touched regularly by hands. Pod bubble s to be cleaned with a disinfectant fluid after every sitting with a suggested time of 10 minutes to clean each pod. Paper cloths for cleaning will be disposed of after the cleaning of a pod. Once a week a recommended 'fogging' deep clean be utilised for deep cleaning</p> <p><b>Social distancing:</b> covers, one way system, stairwells staff leading patrons to the pods, 2m apart signs, toilet queues, movement around the venue, no interaction with DJ, face masks, screening.</p> <p>Face masks and disposable gloves provided upon entry for attendees/patrons who wish to utilise them. Face masks if chosen to be used by patron are to be disposed of 'off' the premises by the user, signage to reinforce this and staff to monitor. The exit door is nominated and not to be utilised for entry. The stairwell of the building shall be monitored by staff at the top and bottom in radio contact.</p>
--	---	--	--

Only once pod bubble will be allowed on the stairs at any one time to avoid a pinch point to the narrow staircase.  
All floor markings and signage will be clearly marked and well lit.  
Any use of a DJ will see the DJ placed behind Perspex screening. Notices will be displayed stating no interaction with the DJ i.e. requests conversations etc.  
All music provided will be background and not as loud as people cannot speak over it.

**Personal hygiene:** covers, hand sanitiser stations.  
Self-standing electronic dispensers to be positioned at strategic points outside toilets, entry point and top and bottom of stairs.  
The bars will have hand sanitiser on them

**Toilets:** covers queuing, staffing, hand washing.  
Toilets to be manned by a designated usher who will clean the toilets with disinfectant after every use by a patron. Only one patron allowed into the toilet at one time and the toilets to be restricted to one single use cubicle /unreal the other areas of the toilets to be restricted from use by patrons.  
The toilet queue will be manned by the toilet usher, it will facilitate only a limited queue which will be clearly marked upon the floor 2 metres apart.

**Staff back of house:** covers all staff issues back of house, kitchen facilities, staff to wear visors.  
Disposable visors to be worn with the addition of face masks by servers and staff whilst moving

around the premises. Each staff member to dispose of the visor themselves at the end of the 'single use', usage of the equipment. 'Staff only use areas' should be divided with marked areas 2 metres apart and designated to a particular workstation/pod bubble. Staff lockers to be installed to avoid the storage of personal belongings in the open.

Desks should have individual hand sanitiser placed upon them and packs of disposable gloves should be available at all times.

Kitchen facilities for staff only ie kettle, microwave and sink, to be cleaned with antibacterial solution after each use.

All above recommendations and controls are to apply to goods in/out ie for deliveries /collection for waste and goods in and out such as stock received, and to persons delivering /collecting from the premises.

**Risk Assessment Form**

: Blossoms Cocktail Bar

*Date Assessed: 30/07/2020*

*Assessed by:* Portcullis Associates

Exposure to Coronavirus (Covid-19)

*Review Date: 30/01/2021*

*Reference N°:* BL1/LRL/P2020

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Like-od ('
1	Exposure to Coronavirus (Covid-19) or other viruses or pathogens leading to illness, protection of mental health of workers.	Fever, sickness, cough, serious illness and death at the extreme.	Visitors, members of public, staff,	<ol style="list-style-type: none"> <li>1. Installed alcohol-based hand gel or disinfectant hand wash in all buildings</li> <li>2. Signage to encourage the use of hand wash regularly. Signage to encourage people to wash hands with soap and water for 20 seconds more frequently.</li> <li>3. Signage stating anyone suffering from flu like symptoms should not enter the premises.</li> <li>4. Staff aware they should stay away from the workplace if they are suffering from flu like symptoms.</li> <li>5. Regular keep in touch meetings with staff to talk about home issues arising from Covid 19, staff have input into measures being taken so as to feel included and reassured.</li> <li>6. Staff/patrons not shaking hands with staff/patrons.</li> <li>7. Patrons to remain in their pod bubble and not to have contact with any other pod bubble. This message to be clearly explained on the electronic booking system</li> <li>8. Utilisation of paper disposable drink/cocktail/food menus</li> <li>9. Appropriate PPE/RPE be used when appropriate e.g. first aider treating an injured staff member.</li> <li>10. Social distancing measures should be observed at all times where this is possible (currently at least 2 Metres).</li> <li>11. Where social distancing is impossible appropriate PPE or RPE will be worn or other mitigating measures be used</li> <li>12. The social distancing of 1 Metre plus (from 04/07/2020) actually means 2 metres if possible, one metre plus mitigation, if 2 metres is not possible e.g. face masks, partitions between tables and/ or placing people not directly facing one another.</li> <li>13. Public transport be avoided where possible by using workers own vehicle to travel to</li> </ol>	5	2



				<p>and from work. Vehicles should only have one person in, where possible. Where this is not possible one should sit in the front seat and one in the back.</p> <p>14. Split shifts to reduce the number of workers at the premises, patrons to be booked into the electronic booking system in staggered settings.</p> <p>15. Discouragement of anyone who does not have to attend the premises such as admin workers to stay away or work from home as much as possible</p> <p>16. Staggered staff break times and ideally workers to take a break in their own vehicle if possible or outside on fresh air.</p> <p>17. Provide Covid-19 awareness training to key staff members.</p> <p>18. Staff do not share computers, pens or other equipment with others unless they are disinfected between users</p> <p>19. Update staff with current NHS advice on a regular basis</p> <p>20. Where possible all staff meetings by phone or video link. If a face to face meeting is necessary it is held with only 2 people with 2m social distancing measures in place.</p> <p>21. None Fire Doors to remain open to allow ventilation and prevent unnecessary touching by staff/patrons.</p> <p>22. Contactless payments only by card or mobile phone linked bank payments.</p>	
--	--	--	--	---	--

## RISK / PRIORITY INDICATOR KEY

<b>Likelihood</b>  1. Very unlikely. 2. Unlikely. 3. Possible. 4. Likely. 5. Very likely.	<b>Severity</b>  1. Negligible. 2. Minor. 3. Moderate. 4. Major. 5. Extreme.
---	--

Action Plan		
Rating	Action	
Very low	1 - 3	Overall risk of transmission and further spread of COVID-19 is considered very low.
Low	4 - 9	Overall risk is considered low, however recommend checking if mitigation measures can be strengthened.
Moderate	10 - 15	Overall risk is considered moderate. Recommend significant efforts to improve mitigation measures or reduce the risk of transmission.
High	16 - 25	Overall risk of transmission and further spread of COVID-19 is considered very high. Immediate controls are required to reduce the risk of transmission.

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15

	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

**Briefing To Staff Delivered by:**

**Position:**

**Date:**

We (the undersigned) have read and understood the attached risk assessment and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

**From:** [REDACTED]  
**Sent:** Wednesday, September 16, 2020 11:06:24 AM  
**To:** [REDACTED]  
**Subject:** CCTV Request

Hi [REDACTED]

Just keeping you updated with ongoing communication with Council Licensing. So we can add this to the timeline we produce in our next meeting.

Returned phone-call from Wolverhampton Council Licensing at 11.01am. Request for CCTV from August Bank Holiday Weekend from Debra Crainer, when asked why she needs this after serving me with a COVID Closure Notice, she told me it was for evidence. I then questioned why I have been closed if they have no evidence, she refused to comment.

Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Charlotte Ross  
**Sent:** 11 September 2020, 13:32  
**To:** Johnny Jones  
**Cc:** Chris Howell, Elizabeth Gregg  
**Subject:** RE: Blossoms, Directions - COVID 19  
**Attachments:** Cover Letter J JONES Directions 11092020.pdf; DIRECTION REG 4 Johnny Jones No2.pdf; working-safely-during-covid-19-restaurants-pubs-takeaways-100920.pdf

**Importance:** High

Sensitivity: NOT PROTECTIVELY MARKED

Dear Mr. J. Jones,

I refer to my email below dated the 10<sup>th</sup> September 2020 regarding the service of Direction ref COVID/BLOS/02/20.

Please find attached Direction, cover letter and guidance for your immediate attention and records.

I look forward to your co-operation with this matter.

Regards,

Charlotte

[REDACTED]

**From:**

[REDACTED] Charlotte Rose

**Sent:**

02 September 2020 19:11

**To:**

[REDACTED] Johnny Jones

**Cc:**

[REDACTED] Elizabeth Gregg

**Subject:**

Blossoms - site meeting

**Attachments:**

Johnny Jones Warning 02092020.pdf

Sensitivity: NOT PROTECTIVELY MARKED

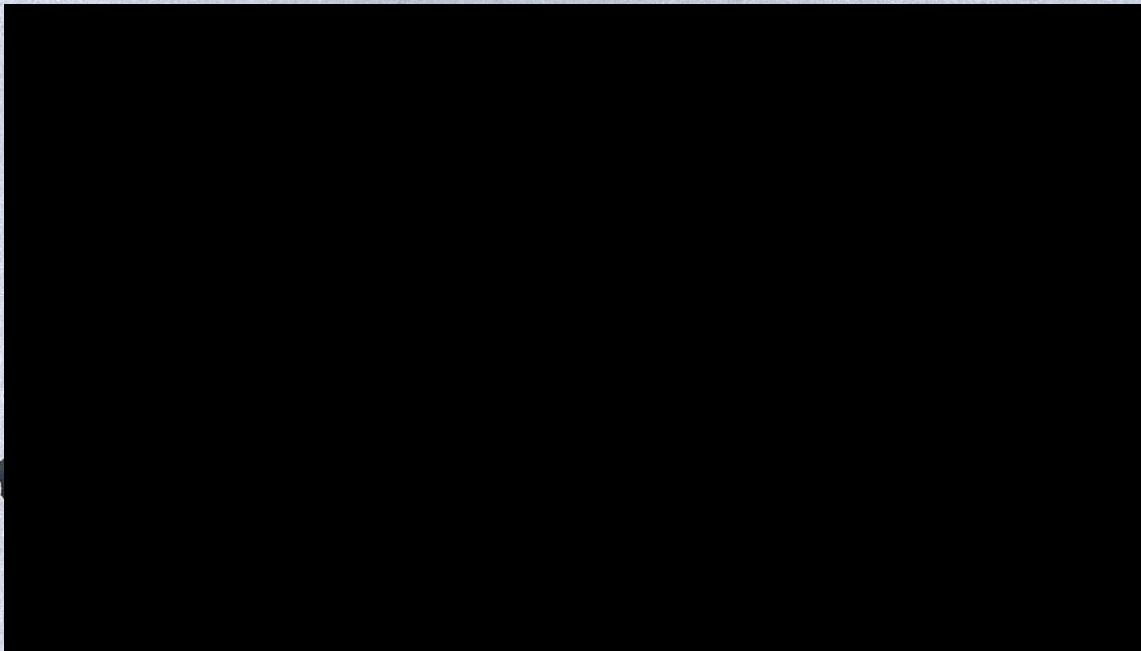
Dear Sir,

Please find attached letter for your immediate attention.

I shall be in site tomorrow at 2.30pm.

Regards,

Charlotte



On 27 Aug 2020, at 10:48, Charlotte Rose

**Sensitivity: NOT PROTECTIVELY MARKED**

Dear Johnny,

I refer to my on site meeting with you on Tuesday of this week.

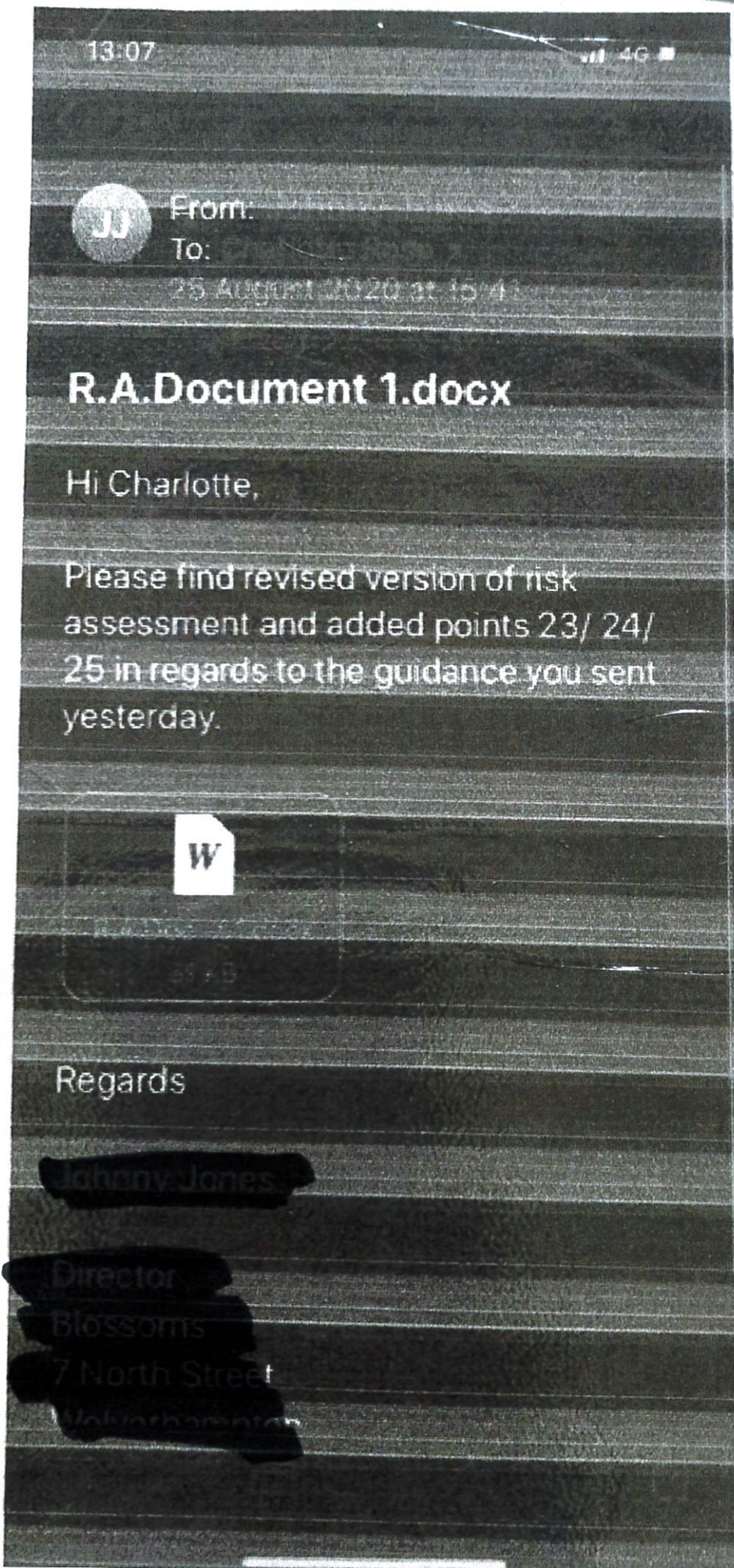
Please provide me with a copy of your amended risk assessment, and the details requested as below.

Regards,

Charlotte

I sent this the same day.

It could possibly be in your junk? Let me know if not and I'll send again.





From: Charlotte Rose

Sent: 24 August 2020 22:57

Subject: Risk Assessment - Blossoms

Sensitivity: NOT PROTECTIVELY MARKED

Dear Johnny,

Thank you for sending over the risk assessment for comments. Please find attached said document with comments highlighted in yellow (comments boxes).

Please do let me know if you are unable to see the comments for amendments required.

There are some areas missing within the COVID risk assessment, and require your immediate attention for action/implementation:

1. **Capacity:** you have not included capacity for the site. You are required to include the capacity for the premises, in accordance with social distancing and seated capacity only requirements. As you are aware, no vertical drinking is permitted.
2. **Service:** there is no detail included with regards to how service for drinks/food will be made and delivered. Please include the details for how customers will place their order, and how to do so safely.
3. **Regulated entertainment:** as a venue that offers live music in the form of a DJ, you are required to conform to the **Performing Arts COVID 19 Guidance** (see link below). You will need to provide details as to how you will control increased levels of sound, singing and shouting, and dancing on site.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

There are increased concerns with COVID 19 and Licensed venues, particularly around the lack of control on site for social distancing, vertical drinking, and increased levels an singing, talking and shouting. As we discussed, site security will assist you with managing this, especially during busier times. I can not stress to you enough the importance of ensuring that you are capable of managing the spread by others of COVID 19. I can confirm that it is a legal requirement to have carried out a COVID 19 risk assessment, and to implement, maintain and monitor as the responsible person. We do have powers to prohibit activities, and close the business where we are not satisfied with site standards and management.

Please implement the amendments and additional requirements before you re-open for the bank holiday weekend this week, and provide me with a copy of said changes. This should also include providing a copy of the site plan.

As you are aware, we will be monitoring the site alongside our colleagues in West Midlands Police.

Should you have any questions in the meantime, please call me via the details provided below.

Regards,

Johnny Jones  
Blossoms  
7 North Street  
Wolverhampton  
WV1 1RE

Dear Mr. J. Jones

**Health Protection (Coronavirus, Restrictions) (England)(No. 3) Regulations 2020 – COVID 19 requirements**  
**The Health and Safety at Work etc. Act 1974**  
**Re: Blossoms, 7 North Street, Wolverhampton, WV1 1RE**

I write to you following the Direction served upon you, **ref COVID/BLOS/02/20**, dated the 11<sup>th</sup> September 2020. As you are aware, the Direction expired on the 9<sup>th</sup> October 2020, and the decision was collectively made with our colleagues in West Midlands Police and Public Health, not to extend and/or re issue you with a Direction as you voluntarily agreed to continue with the closure of the premises until the Licensing hearing on the 4<sup>th</sup> November 2020.

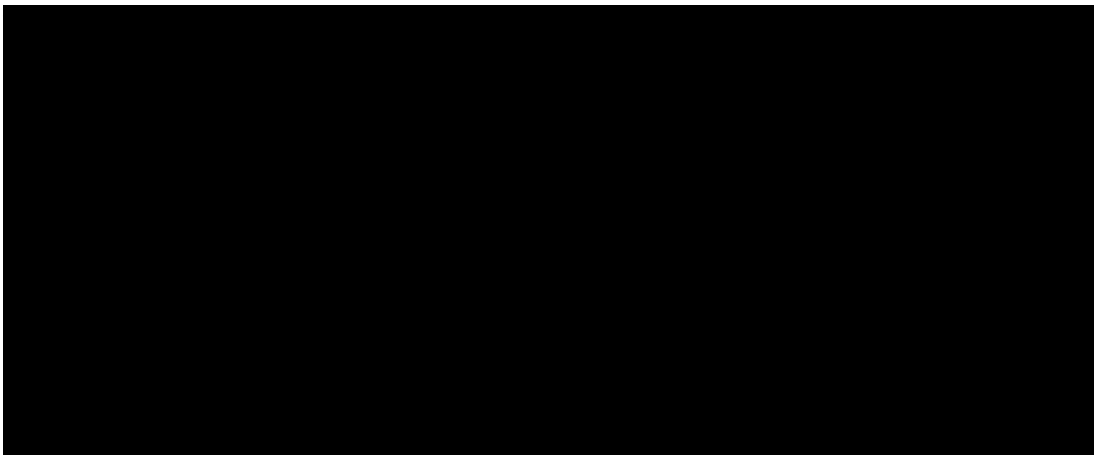
I must remind you of the importance of adhering to this voluntary agreement, and should you decide to go against this, the Local Authority will re-issue you with a Direction Notice with immediate effect. This will also be taken into consideration during the hearing.

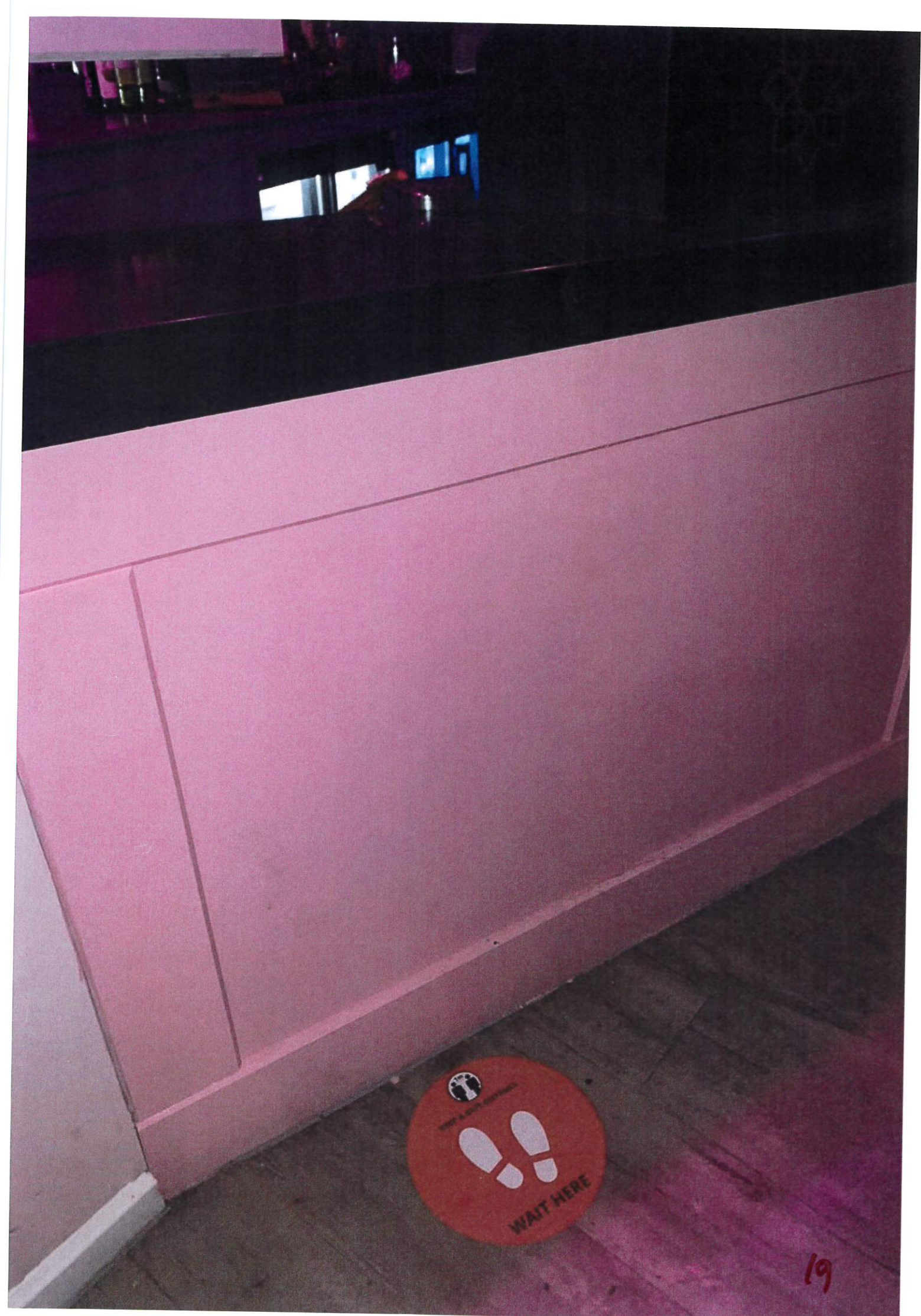
Once the hearing has taken place on the 4<sup>th</sup> November, we will be in a better position to consider reviewing your COVID 19 risk assessment and discussing adequate control measures that will be required to allow you to re-open safely.

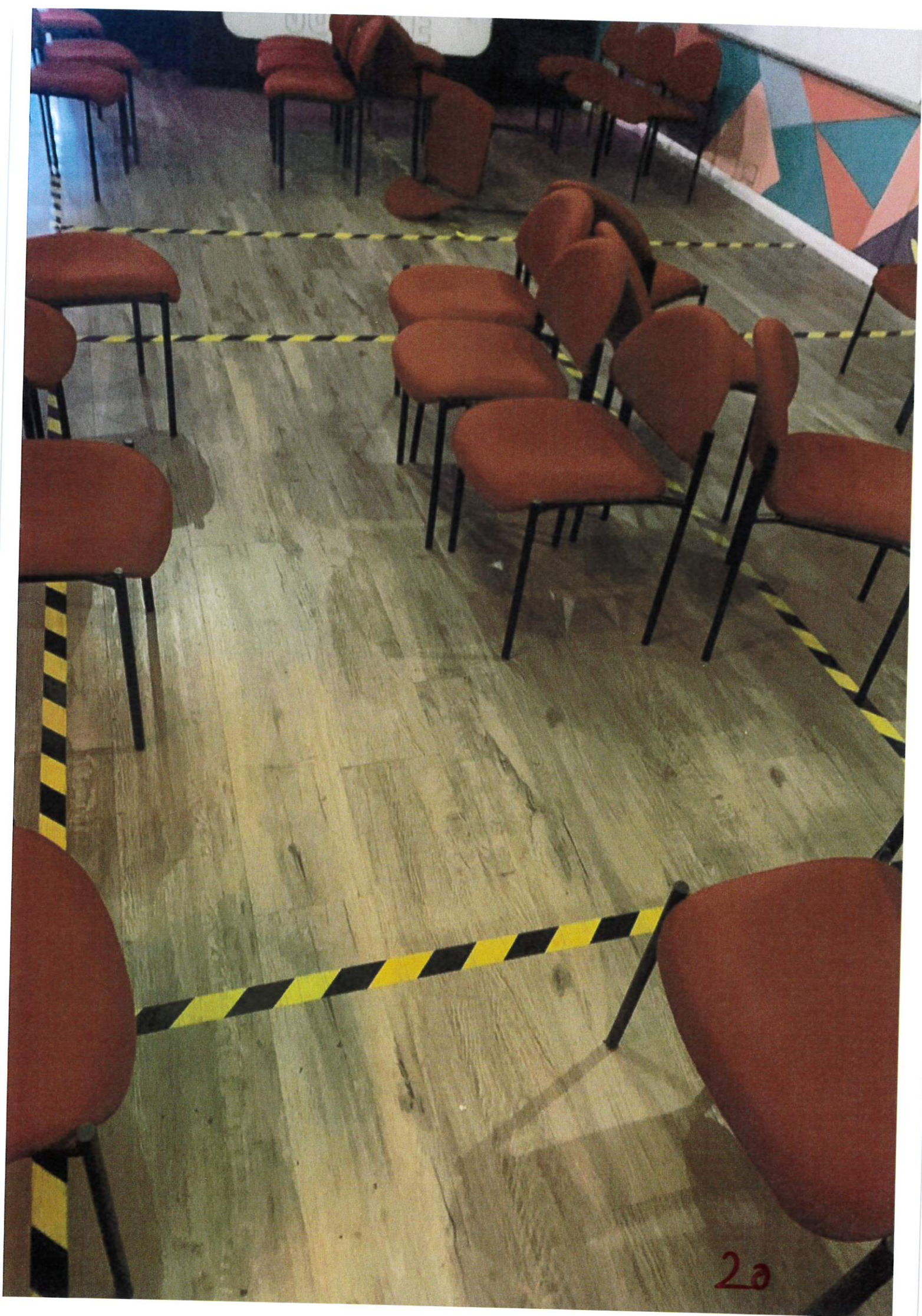
Our colleagues in the Police will be monitoring the site for any non compliance with the above, and I welcome your co-operation with this matter to deter the need for further action.

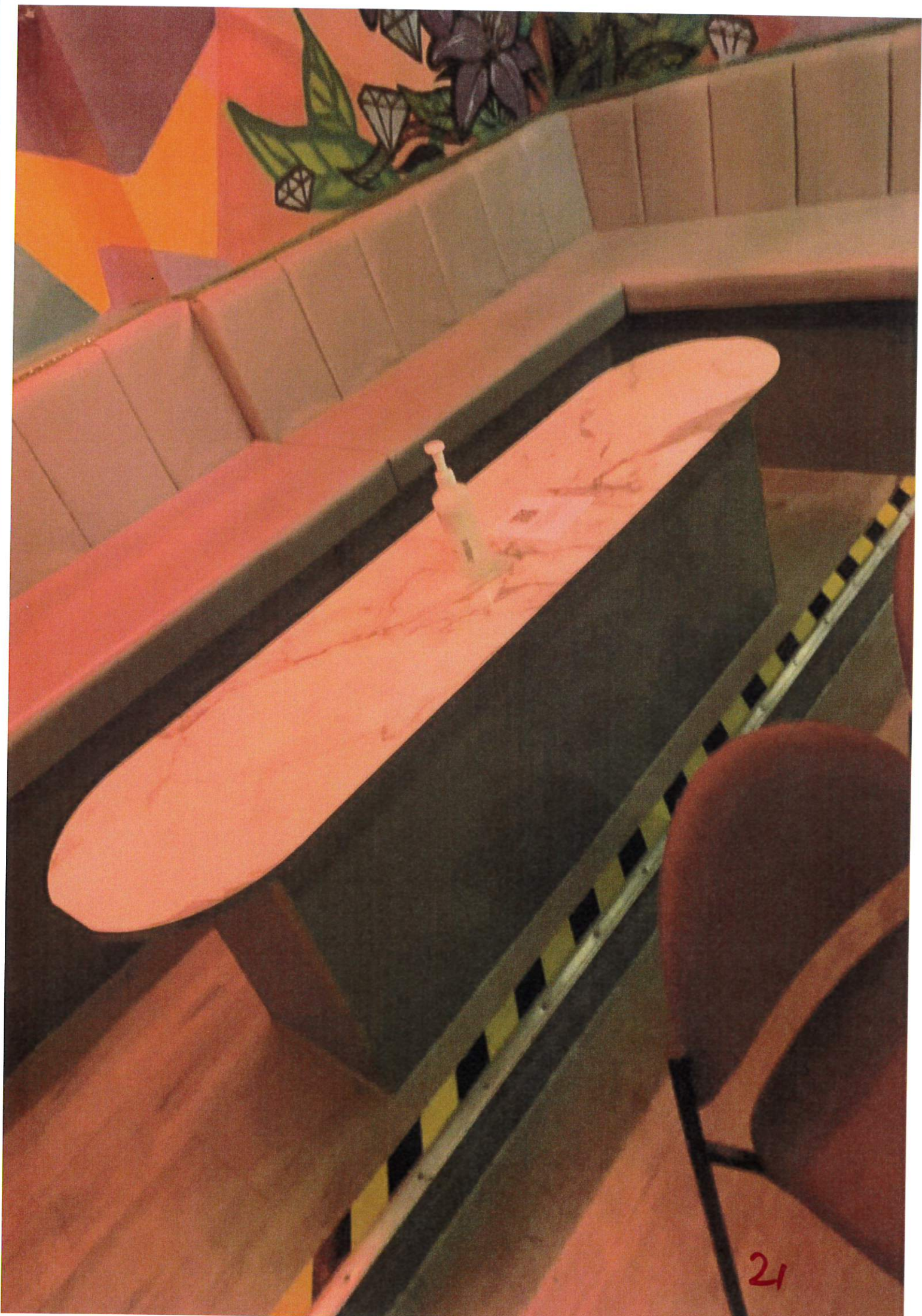
If you have any questions about the content of this letter, you should contact me urgently; my contact details are set out below.

Yours faithfully











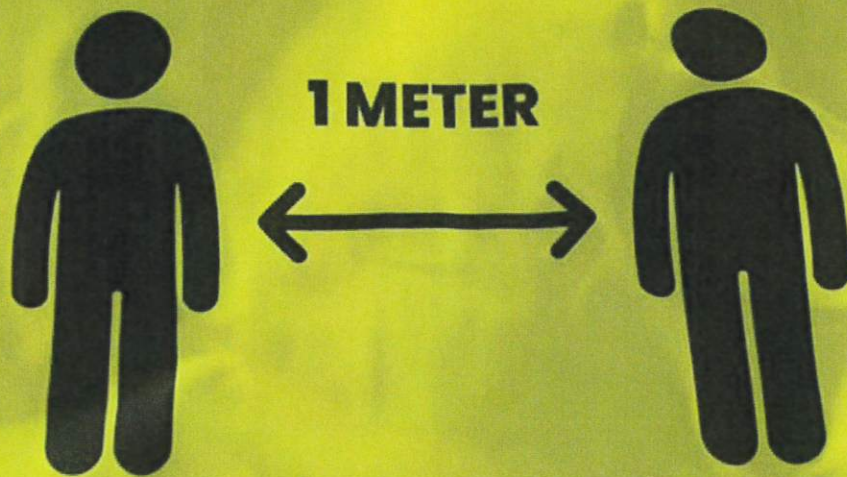
BLOSSOMS



23



**KEEP YOUR  
DISTANCE**



Welcome to Blossoms, Wolverhampton!  
Thank you for choosing to party with us!  
In line with the government regulations, we require  
that all guests register



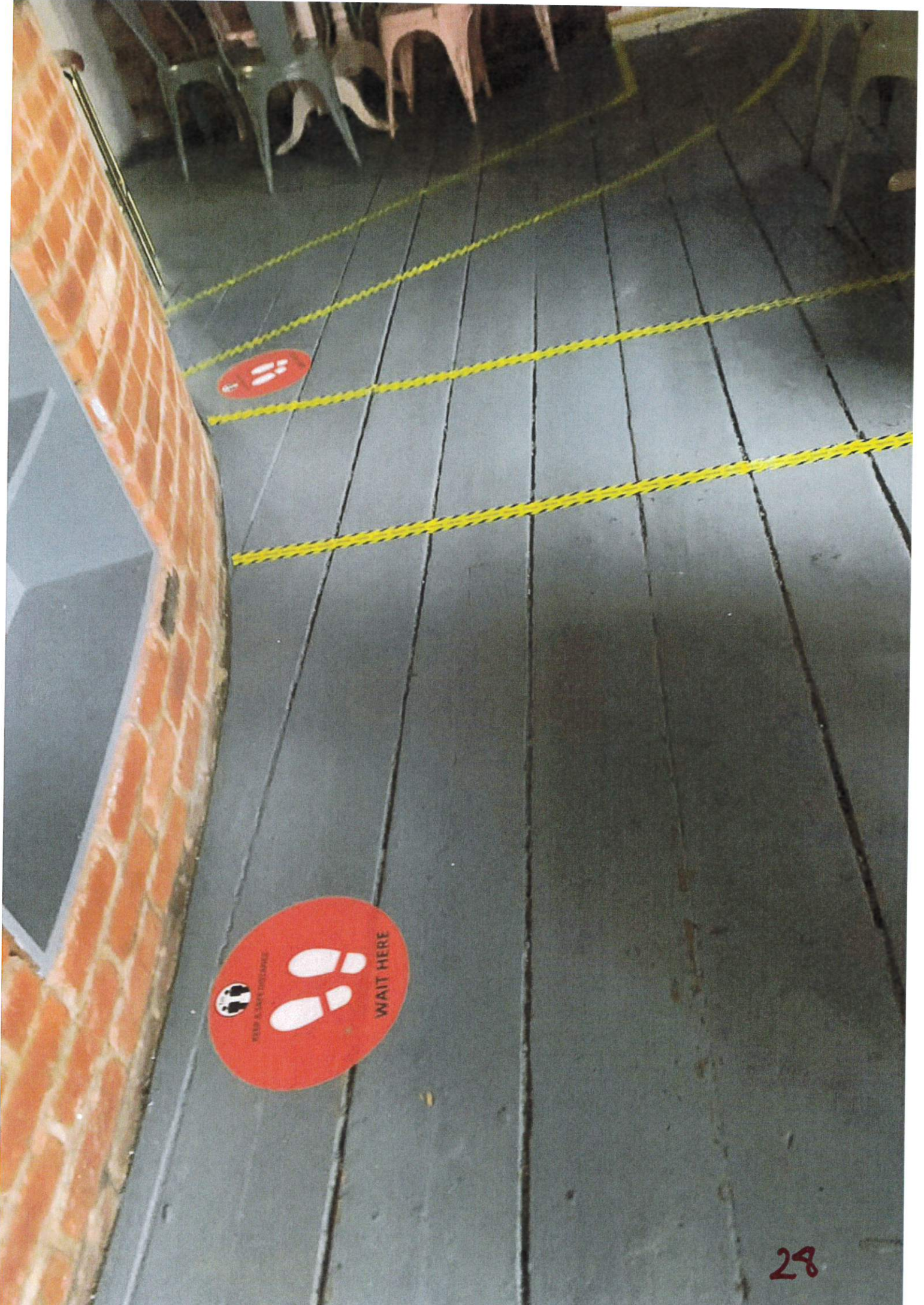
Scan the QR code above to be taken to a secure  
website where all information is checked in to the system



SSOMS FOLD

a dream”

A white rectangular table is positioned in the center of the booth. On the table, there is a clear glass bottle, possibly containing a beverage, and a white napkin. The table is supported by wooden legs.





# Blossoms

## Covid-19 Guidelines


- WASH YOUR HANDS
  - USE SANITIZER
- DO NOT ATTEND W/  
ANY FLU LIKE  
SYMPTOMS
  - STAY 2M APART
- 1 PERSON PER POD AT  
BAR
  - AVOID CONTACT  
WITH PEOPLE FROM  
OTHER PODS

30th August

8pm - 2am


Upstairs booth: 5 people

19 August, 9:44 am

Hi please send £60 deposit  
and we will confirm 

Is it not £10 pp, there's 5 of  
us?

If you read above deposit is for  
max amount of people on that  
table

So your having a table for 6, so  
it's £60 

Oh I get you! Also, u know how  
it says £10 entry that is on top  
of the deposit or ...?



I book a table for 4 ppl on  
Sunday 30th please 🎉 canny  
wait to be reunited with good  
music and good vibes!! 🙌

24 August, 12:50 pm

Hey [REDACTED] Yes no problem! I've  
booked you in 💎

24 August, 2:13 pm

Perfect thank you!! Can't wait!!



Message...



Q W E R T Y U I O P

A S D F G H J K *3l2*

↑ Z X C V B N M

Could we get a table for the Saturday, downstairs for 5 people

21 August, 9:58 am

Yes no problem please send £60 deposit and we will confirm


22 August, 8:37 am

Brilliant will send now

22 August, 11:54 am

Ok great

22 August, 2:00 pm

LLOYDS BANK 

 Payment Sent

From:



33

28 August, 12:05 pm

Sunday

8-2

What's more popular upstairs  
or down

28 August, 3:05 pm

Sunday's all sold out sorry!



Message...



Q

W

E

R

T

Y

U

I

34

P

A

S

D

F

G

H

J

K

L



Z

X

C

V

B

N

M



6-8Ppl)

Upstairs Booths (4-6 or  
6-8Ppl)

✓ Send Us Your Booking  
Request with Booking Name.

✓ Once it's confirmed to still  
be available please send your  
deposit to this bank account:

Sort Code

Account

We will then send you a  
confirmation message.

29th / 8pm - 2pm / upstairs  
booth for 8 people /

. Please let me  
know to send the deposit  
and how much the deposit will  
be.

No worries mate, please send  
£80 deposit and your booked!

35