

COVID-19 Risk assessment 1 - PPE

| Hazards? | Who might be harmed and how? | Precautions in place | | | |
|--|---|--|--|-----------|--|
| <p>Infection spread by staff with symptoms of COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> | <p>Customers Staff Suppliers Visitors</p> | <ul style="list-style-type: none"> • The use of PPE is to be considered a last option for control and should only be used where absolutely necessary • Tasks shall be assessed to determine the use of PPE as a method of avoiding COVID-19 infection • Where gloves are deemed necessary as PPE, they must be worn for relevant tasks only. Hand washing rules must be applied as per normal where gloves are not worn • When gloves are being removed from hands, they must be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves should be disposed of and hands washed immediately using hot water and soap • The use of face masks shall only be considered necessary if all other physical distancing methods cannot be implemented or if working in confined spaces e.g. 2m gap or back to back working. • Face coverings will be encouraged where staff use public transport to get to work. Due to supply shortages, the use of 'surgical' masks is not encouraged | | | |
| Additional precautions required | Action by who | Action by when | Date completed | Signature | |
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| Date of assessment | | | | | |
| Review date | Person completing review | | Reason (e.g. annual review, following accident, changes) | | |
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COVID-19 Risk assessment 3 - Cleaning (general)

| Hazards? | Who might be harmed and how? | Precautions in place | | |
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| <p>Infection spread by staff with symptoms of COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> | <p>Customers Staff Suppliers Visitors</p> | <ul style="list-style-type: none"> • Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings • Manufacturer’s instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business. • Staff must be trained in the effective and safe use of all chemicals • Only company approved cleaning chemicals shall be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID -19 • 'Touch surfaces' will be routinely cleaned using a sanitiser solution and disposable roll on a routine basis of no less than every 30 mins. • Customer dining areas will be cleaned and disinfected/sanitised between each service. This will include the sanitising of all hard surfaces i.e. tables & chairs. • Where customer toilets are open for use, they will be checked to ensure hand washing and hygiene provisions are in-place every 2- hours. • Toilets will be taken out of use for customers whilst cleaning and checks take place. • Refuse from bins, customer tables, rooms etc. will be double bagged and disposed of appropriately • All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place. • All surfaces and touch points will also be cleaned and sanitised as a last task at the end of the working day | | |
| Additional precautions required | Action by who | Action by when | Date completed | Signature |
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| Date of assessment | | | | |
| Review date | Person completing review | | Reason (e.g. annual review, following accident, changes) | |
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COVID-19 Risk assessment 4 - Customer safety

| Hazards? | Who might be harmed and how? | Precautions in place | | |
|--|--|--|----------------|-----------|
| <p>Infection spread by staff with symptoms of COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> | <p>Customers</p> <p>Guests</p> <p>Staff</p> <p>Suppliers</p> <p>Visitors</p> | <ul style="list-style-type: none"> • Customers will be encouraged to use contactless payments where possible, without disadvantaging older or vulnerable customers. • Physical distancing measures will be in place to permit customers and family groups to physically distance whilst queuing, and whilst inside the premises (see physical distancing risk assessment) • Posters and notices will be displayed detailing the rules in place to prevent the risks of infection from COVID-19 at point of entry and throughout the premises. Such posters will include detail of physical distancing and hand washing arrangements • Customers exhibiting symptoms of COVID-19 will be politely asked to leave the premises for the safety of others. • Hand wash stations in public areas and toilet facilities will be stocked with suitable hand soap, hand drying facilities and 60% alcohol hand gel. Hot water will also be available to all hand wash basins • 60% alcohol hand sanitising gel stations will be positioned throughout the premises for customers to use. Staff will be encouraged to remind guests of the need to use these gels • All tables will be completely cleared before customers are seated. • No tables will be set prior to customers sitting at their table i.e. no cloths, cutlery, crockery, glasses etc. • Tables will be cleared and sanitised before seating guests • Table screens will be available on request. Screens must be cleaned between uses • Staff interaction with customers will be limited, for example table check backs will be suspended. • Tables will be kept clear of any sundry items e.g. table talkers, menu's, flowers etc. • Menu's will be single use, disposable copy only. Where possible mobile phone app use will be encouraged for ordering and menu choices. Digital solutions will include menu allergen information | | |
| Additional precautions required | Action by who | Action by when | Date completed | Signature |
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| Date of assessment | | | | |
| Review date | Person completing review | Reason (e.g. annual review, following accident, changes) | | |
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COVID-19 Risk assessment 5 - Employee safety

| Hazards? | Who might be harmed and how? | Precautions in place |
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| <p>Infection spread by staff with symptoms of COVID-19</p> <p>Infection spread by customers with COVID-19</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p> | <p><i>Customers</i></p> <p><i>Guests</i></p> <p><i>Staff</i></p> <p><i>Suppliers</i></p> <p><i>Visitors</i></p> | <ul style="list-style-type: none"> • Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home • Training will be provided for all employees on new provisions to combat the spread of COVID -19. • Staff will apply the controls in place to prevent the risks of infection to each other and our customers. • Shaking of hands is discouraged – we encourage the use of other verbal greetings and smiling as non-contact methods of greeting • Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they should wash their hands immediately • Hand washing regimes will be in place using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and water are not available • Health screening questionnaires will be completed daily on arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days • Training and guidance will be provided on how to communicate our controls to customers /guests and on how to deal with any person/s who fail to adhere to the controls in-place • Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes • Dirty surfaces will be cleaned with soap and water/detergent before disinfection with a sanitiser • The use of PPE will be carefully assessed. The use of face masks and gloves will only be considered for essential tasks where personal hygiene standards are not considered to be a suitable control. See PPE risk assessment • As far as reasonably possible, physical distancing to current recommended standards will be maintained between employees at work • Staff uniform requirements will be reviewed, especially the use of hats in areas where the risk of food contamination is low to assist with the reduction of hand to face contact • Staff will be encouraged to avoid the use of public transport to get to work . Where they do have to use public transport then they will be advised to wear face coverings • Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected • Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time |

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