

Site: Victoria

Reopening Date of 07.2020

Risk Assessment completed by: Tom Hubbard

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action when?	Done
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Staff Guests to your premises Cleaners Contractors Drivers Anyone else who physically comes in contact with you in relation to your business 	<p>BOH - fry section</p> <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Employees given Bone Daddies guidance on working/curing COVID crisis - Hand/4th eye/eye Drying of hands with disposable blue roll. Gel sanitisers in any area where washing facilities not readily available 	<p>Hand wash sign</p> <p>extreme food blue roll on sections</p> <p>Employees to be reminded on a regular basis to wash their hands: for 20 seconds with water and soap and the importance of proper drying with disposable towels - 15 min t mer posters / in door / bow / 4th eye / eye / eye / eye.</p> <p>Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Blue roll will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme (this is due to extra hand washing) - gloves / kneeling / heat / head</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice --</p> <ul style="list-style-type: none"> Posters, leaflets and other materials are available for display, on trail app and on flow - where are posters located? COVID posters in window. Sanitiser left on tables for customers and staff use around the restaurant - where are sanitiser points? Flow charts on notice board 15 minute hand wash time - in place in kitchen and on floor Fry section. lift area, 	<p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p>	<p>03.07.20</p> <p>03.07.20</p> <p>03.07.20</p> <p>03.07.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
		HW posters	<p>DOOR - on box</p> <p>Post station upstairs.</p> <p>Post station outside</p> <p>Post station back</p> <p>Exit station</p>			





→ trial hourly checks / manage by walking around

<ul style="list-style-type: none"> - checklists lives in front next station and on wall in kitchen - pinch points Entrance fill points lift area bar area both kitchen/corridor. Walk in sign. staff room sign Doubles cross over limited skeleton staff 	<p><u>Cleaning</u></p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as: door handles, light switches, waiting; areas using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> - If curtains take down. - 60 minute times with checklist - H&S rep checks. <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the Government advice 1m-gap.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns where possible.</p> <ul style="list-style-type: none"> → Floor marks/briefing/breaking. • Redesigning processes to ensure social distancing in place. • Conference calls to be used instead of face-to-face meetings. • Ensuring sufficient rest breaks for staff. • Social distancing also to be adhered to in staff areas and smoking areas <p>↑</p>	Tom	03.07.20	Dr
	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>1 hour cleaning checklist - Is completed daily and then uploaded to Box by who? H&S Rep.</p> <p>Daily foh and boh cleaning checklists are completed</p> <p>Toilets are cleaned twice daily with cleaning surfaces every 2 hours - on what checklist? Hourly checklist</p> <p>2 stage sanitising - ritual/rigorous flow</p> <p>LOSHU</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Posters? Briefings/floor markings.</p> <p>Management checks to ensure this is adhered to.</p> <p>Visual checks</p> <p>Shifts start and finish times are outside of rush hour times, minimal staff on shifts. Only staff on shift to be on site.</p> <p>Grouping of teams A and B to be allocated</p> <p>Floor markings are in place through restaurant and kitchen</p> <p>where possible.</p>	Tom	03.07.20	Dr
	<p>Kitchen sections have been reviewed to have 1 person working on each section at safe distance - how have they been reviewed? Side by side notes/details</p> <p>Staff: changing room - Is 1 person at a time, staff breaks to be taken in restaurant - sign on door? Yes.</p> <p>Where there are multiple toilets cubicles to be locked to reduce amount of people using them - markings on floor by toilets.</p> <p>1 in 1 out sign.</p>	Tom	03.07.20	Dr
	<p>Noodles one section</p> <p>Noodles collect from fridge & stoves</p> <p>Fry announces when turning always</p> <p>B2B when passing</p>	Tom	03.07.20	Dr

	<p>Removal of chairs and tables or marking them as not usable to reduce capacity Moved up</p> <p>Arrows to indicate flow of customers and staff on the floor. in/out rooms only. In and out flows in place, with doors and windows left open for ventilation</p> <p>Maximum number of people on site established and monitored, capacity is not exceeded - what's the number? → 40</p> <p>Walk in fridge only 1 person allowed access at a time - poster? Sign on door.</p> <p>Limit access inside kitchen, bar? How? Hard top no bins. NO bar staff</p> <p>Seating Strategy - how do we control?</p> <p>Kitchen sections - divided up? Side by side working? → side by side passing for manual handling/heavy lifting. → reduced deliveries</p> <p>Gloves to be worn when serving food. - encouraged - trays used</p> <p>Gloves to be changed in line with 15 minute timer or when necessary.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. → every → cover face</p>	<p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p>
<p>Where an employee wishes to wear gloves, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE Bins</p> <p>Training.</p>	<p><u>Wearing of Gloves</u></p> <p>1 person searching waiting outside for marking</p>	<p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p>
<p><u>PPE</u></p>		<p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p> <p>Tom</p>





	<p>Plastic Aprons to be provided and changed regularly in kitchen</p> <p>Face coverings to be provided in a format i.e. bandana or face masks.</p> <p>Gloves available</p>	<p>All staff issued with x2 face masks, and face shield; are available upon request- how do we know they have been issued?</p> <p>Uniform Sign off.</p>	<p>TOM</p> <p>03 07 20</p>	<p><i>[Signature]</i></p>
	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If we are aware that a member of staff or public has developed Covid-19 and were recently on our premises the management team may close the site in order to conduct a deep clean and referrals may be made for employees to receive a Coronavirus test.</p>	<p><i>- track & trace</i></p> <p><i>- daily health check</i></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.- fourth engage in action, scaling up process on fourth engage</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><i>- mental health helpline</i></p>	<p>TOM</p> <p>03 07 20</p>	<p><i>[Signature]</i></p>



		<p><u>Drivers and deliveries</u></p> <p>Where social distancing is not possible, drivers will wear masks and gloves in vans.</p> <p>N/A</p> <p>Deliveries will be left outside and collected by site team</p>			
		<p><u>Delivery Drivers</u></p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. NO DRIVERS allowed into the kitchen when collecting direct from kitchen. - who did this?</p> <p>Minimal cardboard is to be brought into kitchen how do we monitor this? - decanted in outside corridor</p> <p>Clear collection point with no contact pick up allocated so driver does not need to come into the restaurant further than the front doors outside signposted table</p> <p>Ensure drivers do not enter our kitchen when collecting orders and call reminder to all staff on site to ensure this is followed to reduce contamination.</p> <p>N/A</p>	Tom	03.07.20	JA
			Tom	03.07.20	JA
			Tom	03.07.20	JA