

Site: _____
 Reopening Date 04/07/2020 Risk Assessment completed by: Gavin Graham

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by 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><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. 1 floor, 2 kitchen 1 for each staff meneber. Stringent hand washing taking place. Employees given Bone Daddies guidance on working during COVID crisis. Drying of hands with disposable blue roll. Gel sanitisers in any area where washing facilities not readily available 	<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 timer- The Gong on open ear, Breifings</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. Flow/Briefings</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) BRIEFINGS</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? Posters to be located by all hand wash and sanitsier stations as well as reminders p staff board. <p>Sanitiser left on tables for customers and staff use around the restaurant- where are sanitiser points?, FOH, 3, by the front door, by the pass, special sani station where marg machine, sake used to live. BOH by egg station.</p> <p>15 minute hand wash timer in place in kitchen and on floor</p>	<p>H&S Rep</p> <p>Manager/ H&S REP</p> <p>Manager/ H&S REP</p> <p>Manager/ H&S REP</p> <p>Gav</p> <p>Gav</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>03/07/20</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>03/07/20</p> <p>Ongoing</p>

		<p><u>Cleaning</u></p> <p>Frequently 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> <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"> • 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>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 flow- by who? Yes by the Health and safety 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? On the covid cleaning list .</p> <p>2 stage sanitising- retraining on flow</p> <p>All staff back are up to date.</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? UP on Staff board</p> <p>Management checks to ensure this is adhered to.</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. Grouping of teams A and B to be allocated. Where possible all staff linked with a skeleton team.</p> <p>Floor markings are in place through restaurant and kitchen to remind of social distancing. yes</p> <p>Kitchen sections have been reviewed to have 1 person working on each section at safe distance- how have they be reviewed? Side by side notes/ details. No side by side working, sections re arranged to leave less movement between. Ramen now does poke toppings also.</p>	<p>Manager/ H&S REP</p> <p>Manager/ H&S REP</p> <p>ALL</p> <p>GAV</p> <p>GAV</p> <p>ALL BOH</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>04/07/20</p> <p>04/07/20</p> <p>EVERY WEEK</p> <p>04/07/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>03/07/20</p> <p>03/07/20</p> <p>Ongoing</p>
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