

Site: Shack-Fuyu  
 Reopening Date      04 July 2020      Risk Assessment completed by: Ivan Carnero

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"> <li>Staff</li> <li>Guests to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>Employees given Bone Daddies guidance on working during COVID crisis.</li> <li>Drying of hands with disposable blue roll and z-fold napkins.</li> <li>Gel sanitisers in any area where washing facilities not readily available.</li> </ul>	<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 and ½ hour timers set to promote hand wash. Timer in bar, FOH manager and chef in the kitchen pass.</p> <p>Hand sink in bar and 2 in kitchen used by closest section.</p> <p>Sanitising stations door, ledge, waiter station and toilet corridor entrance.</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)</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"> <li>Posters, leaflets and other materials are available for display, on trail app and on flow – posters located</li> <li>Sanitiser left on tables for customers and staff use around the restaurant- Sanitising stations will be door, ledge, waiter station and toilet corridor entrance</li> </ul> <p>15 minute hand wash timer in place in kitchen and on floor</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>	<p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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>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 FOH and BOH manager</p> <p>Daily foh and boh cleaning checklists are completed</p> <p>Toilets are cleaned twice daily with cleaning surfaces every 2 hours, record in the foh briefing sheet kept in pass.</p> <p><b>2 stage sanitising- retraining on flow</b></p>	GM	04/07/20	Yes
		<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply <b>with the government advice 1m+ gap.</b></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns where possible.</p> <ul style="list-style-type: none"> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Social distancing also to be adhered to in staff areas and smoking areas</li> </ul>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Daily briefings and posters in staff room and fourth engage.</p> <p><b>Management checks to ensure this is adhered to</b> in their daily cjecklists.</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. No more than 1 staff member starting at the time, with 10 min gaps between them to ensure one at the time policy in the changing room.</p> <p>Floor markings are in place through restaurant and kitchen to remind of social distancing.</p> <p>Kitchen sections have been reviewed to have 1 person working on each section at safe distance- chefs working side by side, KP collecting dirty equipment from the other side of working station, chefs not to cross sections unless to go to handwashing station.</p> <p>Staff changing room is 1 person at a time, staff breaks to be taken in restaurant – sign placed on the door and manager monitoring.</p>	HR/GM	ONGOING	ONGOING
				GM	ONGOING	ONGOING
				GM	ONGOING	ONGOING
				GM	ONGOING	ONGOING
				GM	04/07/20	YES
				ALL MANAGER	04/07/20	YES
				S	04/07/20	YES
				HC		

			All toilets are individual rooms with one at the time policy in place.	GM	04/07/20	YES
			Removal of chairs and tables or marking them as not usable to reduce capacity. Excess is stored in basement.	GM	-4/07/20	YES
			Arrows to indicate flow of customers and staff on the floor.			
			In and out flows in place, with doors and windows left open for ventilation	GM	04/7/20	YES
			Maximum number of people on site is established and monitored, capacity is not exceeded – 72 covers at the time including PDR seating.	GM	04/07/20	YES
			Walk in fridge only 1 person allowed access at a time – Poster on the door.	GM	04/07/20	YES
			One bar tender and lift commis in the bar area only			
			Only chefs working in the kitchen and rotas done to avoid	GM	04/07/20	YES
			Host managing seating, one out one in policy, and manager controlling flow in narrow areas.	GM	04/07/20	YES
			Kitchen sections- divided up in 3 section and Side by side working.		04/07/20	YES
		<u>Wearing of Gloves</u>		GM		
		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.	Gloves to be worn when serving food if needed	HC	04/07/20	YES
			Gloves to be changed in line with 15 minute timer or when necessary.			
			Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	All	ONGOING	ONGOING
		<u>PPE</u>		All	ONGOING	

		<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><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 maybe made for employees to receive a Coronavirus test.</p> <p><u>Drivers and deliveries</u></p>	<p>All staff issued with x2 face masks, and face shields are available upon request- issued by manager with form signed.</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.- <b>fourth engage in action, scaling up process on fourth engage</b></p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>GM</p> <p>GM</p> <p>GM/HR</p> <p>HR/GM</p>	<p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p>	<p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p>
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		<ul style="list-style-type: none"> <li>- Manager specific training on policies and H&amp;S specific RIDDOR compliance</li> <li>- Steps of service and providing service safely</li> <li>- Using gloves in site safely</li> <li>- Bone Daddies guide</li> </ul>	No employee will return to work unless their training has been completed –	HR	04/07/20	YES
				HR/GM	04/07/20	YES
		<p>Floor plans</p> <ul style="list-style-type: none"> <li>- Staff briefed on new floor plans and high risk areas specific 1 person only areas</li> <li>- Back to back working encouraged</li> </ul>	<p>Ensure staff understand how to work in areas that are high risk – for example areas around Bar</p> <p>Especially important in Kitchen – shout “back” where needed so employees know who is around them</p>	HR/GM	04/07/20	YES
		<p>PPE</p> <ul style="list-style-type: none"> <li>- Washable masks provided</li> <li>- Plastic aprons provided for all Back of House staff</li> <li>- Uniforms to be provided where necessary (i.e. BOH) to eliminate need for laundry services</li> </ul>	<p>Instructions given for how to use PPE</p> <p>PPE bins placed in areas and staff told to use them for only PPE</p>	GM	ONGOING DUE TO FURLOUGH	ONGOING
		<p>Mental Health</p> <ul style="list-style-type: none"> <li>- EAP service advertised and briefed to employees</li> </ul>	<p>Encourage employees to stay in touch and use fourth as a way to keep employees engaged in the business but also up to date</p>	GM	ONGOING	YES
		<p>Fourth Engage to be used as a way of staying in touch.</p>		GM	DONE	
					ONGOING	

F L E S H  
& B U N S  
SPECIALTY JAPANESE  
RESTAURANT & BAR



*Bone Daddies*

**SHACK-FUYU**

The Japanese Restaurant by Bone Daddies

B O N E D A D D I E S G R O U P

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