

Site: Nova
 Reopening Date: 04/07/20 Risk Assessment completed by: Calven Middleton Gayle

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. • 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 • Floor staff use lift sink • Hand wash posters located throughout the business. 	<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 Add bar timer and label</p> <p>Branded hand wash poster located at entrance, bar pillar and pillar facing customer dining area.</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. Training via flow, staff handbook and induction 121</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) Daily briefing</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 – Front entrance for customers, staff board in kitchen, office <p>Sanitiser left on tables for customers and staff use around the restaurant- Sanitizer station at each till and hand wash sink location. Also separate station set up for customers at front of restaurant. Next to each toilet point and as the customer comes in the front door.</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>Manager on shift</p> <p>CG</p> <p>CG</p>	<p>Daily</p> <p>03/07/20</p> <p>First day of work</p> <p>Before every shift</p> <p>Immediately</p> <p>03/07/20</p>	

	<ul style="list-style-type: none"> • Checklist lives in front nest station and on wall in kitchen • Pinch points • Entrance • Till points • Lift area • Bar area • Boh kitchen corridor • Walk in sign • Staff room sign 	<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>. KP Curtains take down</p> <p>Minute time checklist</p> <p>H&S rep</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. 	<p>Sanitising section with container of detergent, anti bac and spray with covered blue roll at designated sections.</p> <p>15 minute hand wash timer in place in kitchen and on floor</p> <p>Daily use of covid cleaning schedule sheet. Printed and left</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 trail- By H&S rep</p> <p>Toilets are cleaned twice weekly and checked and refreshed hourly. Checklist on trail.</p> <p>Daily foh and boh cleaning checklists are completed</p> <p>Staff can only return to site once completed flow training on 2 stage sanitising and been given the training pack and induction training. Flow</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Poster located staff board, office and customer facing notice wall near que.</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. Minimising team sizes and only key staff crossing over e.g management for handover.</p>	<p>CG + KM</p> <p>Opening Manager</p> <p>Management staff overseen by CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>Jun</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>First day of work check</p> <p>03/07/20</p> <p>Friday rota approval time</p> <p>03/07/20</p> <p>03/07/20</p> <p>As each staff member returns</p>	
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