

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- Timers in kitchen, prep kitchen and first floor waiter station. Briefings</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 sanitiser 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? On every table, host stand, waiter stations, hand wash stations in kitchen and shelf in stair well.</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>13/10/20</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>15 minute hand wash timer in place in kitchen and on floor</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 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>13/10/20</p> <p>13/10/20</p> <p>13/10/20</p> <p>EVERY WEEK</p> <p>13/10/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>13/10/20</p> <p>Ongoing</p> <p>03/07/20</p> <p>Ongoing</p> <p>13/10/20</p>
--	--	---	--	---	--	---

		<p><u>PPE</u></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><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>Gloves to be worn when serving food.</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.</p> <p>GLOVES TO BE AVAILBLE ON THE PASS and IN THE KITCHEN</p> <p>All staff issued with x2 face masks, and face shields are available upon request- how do we know they have been issued? Staff able to wear own masks.</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</p>	<p>ALL</p> <p>GAV</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>13/10/20</p>	<p>Ongoing</p> <p>13/07/20</p> <p>Ongoing</p> <p>Ongoing</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>Deliveries will be left outside and collected by site team</p> <p><u>Deliveroo Drivers</u></p>	<p>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>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? Gavin, All deliveries to be taking down by one person.</p> <p>Minimal cardboard is to be brought into kitchen- how do we monitor this? Breakin down boxes upstairs/outside.</p> <p>Clear collection point with no contact pick up allocated so driver does not need to come into the restaurant futher than the front doors</p> <p>Ensure drivers do not enter our kitchen when collecting orders and daily reminders to all staff on site to ensure this is followed to reduce contamination.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
		<p><u>Mandatory Tack and Trace</u></p>	<p>Form by entrance to be signed by one guest from party before entrance to restaurant. Pen and sanitiser to be available at alltimes.</p>	<p>ALL</p>	<p>Daily</p>	<p>Ongoing</p>

		<p><u>Maximum Party Size</u></p>	<p>A maximum party size of 6 to be enforced at all times with no exceptions.</p>	<p>ALL</p>	<p>Daily</p>	
		<p><u>Last Tables</u></p>	<p>All tables must have paid and left the premises by 10pm, bills to be issued at 21:40.</p>	<p>ALL</p>	<p>Daily</p>	