

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> <li>Staff</li> <li>Guests to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Anyone else who</li> </ul>	Hand Washing     Hand washing facilities with soap and water in place.     1 floor, 2 kitchen 1 for each staff meneber.	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. Breifings	H&S Rep	Daily	Ongoing
	physically comes in contact with you in relation to your business	<ul> <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.</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	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  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	Manager/H &S REP Manager/H &S REP	Daily Daily	Ongoing
			To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice —  • 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.	Manager/H &S REP Gav	13/10/20	Ongoing
			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.	Gav	Daily	Ongoing



	15 minute hand wash timer in place in kitchen and on floor			Ongoing
Cleaning  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.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  1 hour cleaning checklist is completed daily and then uploaded to flow-by who? Yes by the Health and safety rep  Daily foh and boh cleaning checklists are completed  Toilets are cleaned twice daily with cleaning surfaces every 2 hours-on what checklist? On the covid cleaning list.  2 stage sanitising- retraining on flow  All staff back are up to date.	Manager/H &S REP  Manager/H &S REP  ALL	Daily  Daily  Daily  13/10/20	Ongoing  13/10/ 20  13/10/ 20
Social Distancing  Social Distancing -Reducing the number of persons in any work area to comply with the government advice 1m+ gap.	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	GAV	13/10/20	Ongoing
Taking steps to review work schedules including start & finish times/shift patterns where possible.  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	Management checks to ensure this is adhered to.  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.  Floor markings are in place through restaurant and kitchen to remind of social distancing. yes  Kitchen sections have been reviewed to have 1 person working on each section at safe distance-now 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.	GAV ALL BOH	EVERY WEEK 13/10/20	03/07/ 20 Ongoing 13/10/ 20
	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.  Social Distancing -Reducing the number of persons in any work area to comply with the government advice 1m+ gap.  Taking steps to review work schedules including start & finish times/shift patterns where possible.  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	Cleaning  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.  I hour cleaning checklist is completed daily and then uploaded to flow-by who? Yes by the Health and safety rep Daily foh and boh cleaning checklists are completed  Toilets are cleaned twice daily with cleaning surfaces every 2 hours-on what checklist? On the covid cleaning list.  2 stage sanitising- retraining on flow  All staff back are up to date.  Social Distancing  Social Distancing -Reducing the number of persons in any work area to comply with the government advice 1m+ gap.  Taking steps to review work schedules including start & finish times/shift patterns where possible.  Redesigning processes to ensure social distancing in place.  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  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  I hour cleaning checklist is completed daily and then uploaded to flow-by who? Yes by the Health and safety rep Daily for hand boh cleaning checklists are completed  Toilets are cleaned twice daily with cleaning surfaces every 2 hours- on what checklist? On the covid cleaning list.  2 stage sanitising- retraining on flow  All staff back are up to date.  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  Management checks to ensure this is adhered to.  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.  Floor markings are in place through re	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.    All staff back are up to date.	Cleaning   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.



		5 0 11	E DADD	
	Staff changing room is 1 person at a time, staff breaks to be	ALL STAFF		
	taken in restaurant – sign on door? Signs on door to staff rooms, walk in fridges, stairwell to prep kitchen		Daily	13/10/
	rooms, wark in mages, stail went to prep kiterien			20
	Where there are multiple toilets cubicles to be locked to			
	reduce amount of people using them- toilets. Do not hang out here signs to be placed by the pass	GAV	14/10/20	
	and on stairwell.			14/10/
				20
	Removal of chairs and tables or marking them as not usable	GAV		
	to reduce capacity Reduction in chairs across all tables.			
	Arrows to indicate flow of customers and staff on the floor.		14/10/20	Ongoing
		GAV		
	N/a due to natural restaurant flwo.			
	In and out flows in place, with doors and windows left open		14/10/20	Ongoing
	for ventilation. <b>Doors open but when closed due to weather</b>	ALL FOH		
	Maximum number of people on site is established and monitored, capacity is not exceeded- whats the number?		Daily	Ongoing
	110	ALL FOH		Ongoing
	Walk in fridge only 1 person allowed access at a time –		Daily	
	poster? Poster up on wall.	GAV		Ongoing
	Limit access inside kitchen, bar? How? Reduced staff li			
Wearing of Gloves		ALL	Daily	
	Seating Strategy- how do we control?		Daily	Ongoing
Where an employee wishes to wear gloves,			,	
an adequate supply of these will be provided. Staff will be instructed on how to		Manager/H &S REP		
remove gloves carefully to reduce	Kitchen sections- divided up? Side by side working?	α5 KEP	Daily	
contamination and how to dispose of them	NO SIDE BY SIDE WORKING.			
safely.	The state of the s	ALL DOLL		
		ALL BOH	Daily	Ongoing
			•	
				Ongoing



PPE	Gloves to be worn when serving food.			
Plastic Aprons to be provided and changed	Gloves to be changed in line with 15 minute timer or when			Ongoing
regularly in kitchen	necessary.		Daily	
Face coverings to be provided in a format	Staff to be reminded that wearing of gloves is not a	ALL	Daily	
i.e. bandana or face masks.	substitute for good hand washing.	ALL	Daity	
Gloves available	GLOVES TO BE AVAILBLE ON THE PASS and IN THE KITCHEN			
			Daily	
				13/07/
				20
	All staff issued with x2 face masks, and face shields are			
Symptoms of Covid-19	available upon request- how do we know they have been issued? Staff able to wear own masks.			
		GAV		
If anyone becomes unwell with a new continuous cough or a high temperature in			13/10/20	
the workplace, they will be sent home and				
advised to follow the stay at home guidance.				
Line managers will maintain regular contact				
with staff members during this time.				
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.	Internal communication channels and cascading of messages through line managers will be carried out regularly to			Ongoing
	reassure and support employees in a fast changing			
				Ongoing



Drivers and deliveries  Where social distancing is not possible, drivers will wear masks and gloves in vans	situation fourth engage in action, scaling up process on fourth engage  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	ALL	Daily Daily	Ongoing
Deliveries will be left outside and collected by site team				
Deliveroo Drivers	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.	ALL	Daily	Ongoing
	Minimal cardboard is to be brought into kitchen-how do we monitor this? Breakin down boxes upstairs/outside.	ALL	Daily	
	Clear collection point with no contact pick up allocated so driver does not need to come into the restaurant futher than the front doors		Daily	
	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.			Ongoing
Mandatory Tack and Trace	Form by entrance to be signed by one guest from party before entrance to restaurant. Pen and sanitiser to be available at alltimes.	ALL	Daily	Ongoing



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