

Coronavirus Risk Assessment

Workplace Location -		May 2020
Manager Name -		

Summary

This risk assessment identifies the hazards, risks and control measures associated with Coronavirus. It is written following consideration of guidance issued by the Government and Public Health England. The assessment will be reviewed on a regular basis and always where revised guidance has been issued and controls need amending

Potential Hazard Task Environment	How might harm occur?	Who might be harmed?	Control Measures
Spread of Coronavirus	Inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms	<ul style="list-style-type: none"> ● Team Members, Customers ● Vulnerable groups including: <ul style="list-style-type: none"> ○ Pregnant workers ○ Team Members with underlying health issues 	Social Distancing Measures (Team Members) <ul style="list-style-type: none"> ● Revised procedures will be adopted which allows for the maintenance of social distancing between Team Members. ● Covid-19 Health questionnaires completed by all staff prior to starting work and confirmed every 2 weeks. ● If social distancing cannot always be adhered to, staff will be split into 'work units' to minimise contact with others. Individuals will work back to back where possible rather than face to face. ● Non-essential activities will not be carried out. ● Sneeze screens will be installed at every customer service point to provide physical separation between Team Members and customers being served where practicable. When 'dine in' service is allowed consider placing screens between customer tables/areas to separate groups. ● Cash payments not accepted until further notice. ● Alcohol based hand gel will be available to staff serving customers

			<ul style="list-style-type: none"> ● Social distancing reminders to staff posters will be displayed in all back of house areas. ● All team members will undergo company 'COVID19' training and evidence of training record available on return to work and before starting a shift. <p>Social Distancing Measures (Customers)</p> <ul style="list-style-type: none"> ● Advice about the measures adopted to encourage social distancing will be provided to customers via posters and verbally ● A premises layout plan will be created to evidence the social distancing and displayed particularly to show restrictions on numbers for entry ● Queue management procedures will be implemented including floor decal ● Dedicated entrance and exits will be in place and signposted ● Covid19 Secure (Government) 2020 poster will be displayed ● Limits on numbers of people entering the premises will be calculated and enforced based on size of premises. ● Social distancing floor decal in place ● Directional arrow floor decal in place ● Notice advising that only card payment transactions are being accepted ● Service payment rules displayed as necessary. Floor decal to manage payment queues provided e.g. wait here ● Social distancing champion (duty manager) available during opening hours - identifiable to customers to ask questions and accountable for implementation of social distancing, cleaning and handwashing measures ● Display of Risk Assessment on company website (over 50 employees) ● Click and collect / ordering apps implemented where feasible and it supports social distancing ● Social distancing in toilets managed <p>Vulnerable Team Members</p> <p>Any Team Member who is pregnant or with underlying health issues likely to make them more susceptible to severe consequences of contracting Coronavirus are encouraged to speak to their line manager. Those notified by their GP as being at particularly high risk must advise their line manager that they <u>must</u> self-isolate.</p>
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<p>Spread of Coronavirus</p>	<ul style="list-style-type: none"> ○ Contact with surfaces / objects previously contaminated with Coronavirus ○ Inadequately equipped welfare facilities ○ Poor hygiene practices adopted 	<ul style="list-style-type: none"> ● Team Members, Staff, Customer, Contractors 	<p>Provision of Personal Protective Equipment (PPE)</p> <p>The business will make available the following equipment for use by Team Members:</p> <ul style="list-style-type: none"> - Disposable Protective Gloves <p>Team Members will be reminded that wearing gloves does not stop virus particles being taken into the body; only thorough and regular washing hands can do this especially before touching your face. Gloves should be changed in the same circumstances as the advice for when you should wash your hands including:</p> <ul style="list-style-type: none"> ● After handling waste ● After carrying out cleaning tasks ● After handling cash ● Before taking breaks ● Between tasks and when contaminated <p>Procedures for changing gloves trained to staff and observed in practice:</p> <ul style="list-style-type: none"> ● Remove gloves ● Dispose of gloves in a bin ● Wash / sanitise hands ● Put on new gloves <ul style="list-style-type: none"> - Face Protection - Masks <p>Face masks/covering will be available for Team Members. These Team Members will be reminded of the importance of:</p> <ul style="list-style-type: none"> ○ Continuing to work to the 2m social distancing guidelines ○ Washing hands before putting on the mask ○ Storing the mask in a clean environment ○ Changing the mask as soon as it begins to get damp ○ Washing hands after removing the mask ○ Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working
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<p>Spread of Covid-19 / Coronavirus</p>	<ul style="list-style-type: none"> ○ Contact with surfaces / objects previously contaminated with Coronavirus ○ Inadequately equipped welfare facilities ○ Poor hygiene practices adopted 	<p>Team Members, Customer & Contractors</p>	<p>Cleaning and Waste Disposal</p> <p>Cleaning and disinfection will be increased throughout service regularly, ensuring staff are including all frequently touched areas such as counters, switches, door handles, chip and pin machines, kitchen work tops, tables, toilet doors, toilet flush handles, keyboards, any phones in use (team phones must be shut away during working time), delivery tablets, tills, all contact surfaces and kitchen utensils.</p> <p>Chemical in use is effective against envelope viruses (BS14476) and staff are adhering to the correct contact time. At the end of the shift staff will clean all hand touch surfaces one more time before closing.</p> <p>Bleeper system in use for handwashing & cleaning down of surfaces and equipment to indicate need to clean and disinfect every 30 minutes. Teams will be reminded this is not instead of, but in addition, to the regular hand washing and cleaning completed as per normal procedures.</p>