

Covid-19 Risk Assessment

Step 4 – 27/07/21- Most legal restrictions have been lifted.

COVID-19 has not gone away, so it's important to remember the actions you can take to keep yourself and others safe. Everybody needs to continue to act carefully and remain cautious.

- You do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.
- However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.
- The requirement to wear face coverings in law has been lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.
- Hospitality venues such as pubs, restaurants and bars are no longer required to provide table service or follow other social distancing rules.
- Businesses are also encouraged to continue displaying QR codes for customers wishing to check in using the NHS COVID-19 app, or to continue collecting customer contact details to support NHS Test and Trace, however this will no longer be a legal requirement
- The NHS QR code poster should be displayed in a prominent position, and you should check that it works
- Visitors may wish to check in with the NHS COVID-19 app, or by providing their name and contact details.

If customers are unable to scan QR code the following details should be recorded.

- Their name and contact phone number
- Date of visit and arrival and, where possible, departure time
- Venues will be encouraged to collect the names of staff / dates and times that staff are at work
- The physical sign in book CANNOT be left unattended at any point. It should be stored in the office when not in use and the information destroyed after 21 days.
- Hand gel / viricidal wipes are to be stored with the sign in book.

The contents of this assessment are to be discussed with all staff to ensure that they understand the procedures and are happy with the content. Encourage staff participation and feedback into the content of this risk assessment. The risk assessment should be reviewed regularly; at least every month or when/where significant change has occurred.

THIS IS A GENERIC ASSESSMENT THAT YOU NEED TO TAILOR TO YOUR PREMISES IT IS NOT A ONE SIZE FITS ALL AND WILL NEED TO BE REVIEWED and REVIEWED - SHARE THE CONTENT OF THIS RISK ASSESSMENT WITH ALL STAFF

Groups at Risk	Hazards
Staff	Spread of Covid 19 Coronavirus
Visitors- customers/contractors/ cleaners/delivery drivers	
Anyone who could come into contact with you in relation to your business	

Hazard	Proposed control measure	Do you comply with control measures?			Site comment
		YES	NO	N/A	
<p>Staff members /fitness to work</p> <p>Coronaviruses are generally thought to be spread from person-to-person through respiratory droplets, directly or indirectly. It is important that to prevent the virus from spreading that symptomatic and exposed persons are excluded from work as per government guidelines.</p>	<ul style="list-style-type: none"> ☞ If anyone becomes unwell with a new, continuous cough or a high temperature it is advised they follow the government stay at home guidance and get a Covid Test https://www.gov.uk/get-coronavirus-test. ☞ If employees are sick at work with Covid like symptoms, send them home immediately. Clean and disinfect surfaces in their workspace. ☞ If a member of staff (or someone they live with) is displaying symptoms/tested positive for Covid-19, they must follow track n trace guidance, and inform their Line Manager ☞ If an employee has tested positive for COVID-19, any close contacts must follow track n trace guidance. ☞ Upon return to work, staff must complete a Covid-19 Return to Work Form. 				
<p>Social distancing - staff</p> <p>These points are to be considered</p>	<ul style="list-style-type: none"> ☞ Consider retaining screens around reception desks, bars or any other areas where there are lots of interactions between people ☞ Where possible each section to be manned by 1 member of staff ☞ Consider still limiting dry stores & back of house areas to 1 person at a time ☞ Till/order points where possible limited to 1 person. ☞ Wedge doors open where appropriate to reduce touchpoints. ** This does not apply to fire doors** ☞ Hands to be washed in line with normal procedures, i.e. after touching dirty glasses/chemicals 				
<p>Social distancing – non staff</p> <p>All customers, staff and visitors can contract Covid-19 from unknown carriers of the virus if within 2 m distance of them</p>	<ul style="list-style-type: none"> ☞ Maintain good ventilation in all internal areas -windows/doors etc ☞ Let fresh air in by uncovering vents/opening doors and windows (except fire doors) ☞ Extractor fans can be adjusted to be left to run for longer ☞ You may wish to still manage access around the premises and to/from toilets to allow social distancing via a one-way system or "priority to..." system ☞ Implement signage informing customers not to enter the site if they have Covid 19 symptoms. 				
<p>Service</p> <p>Cross-contamination may occur during service from staff. There is also the risk of cross-contamination via condiments that are used by customers during service.</p>	<ul style="list-style-type: none"> ☞ You may wish to still provide single portion condiments to help reduce the risk of cross-contamination. Condiments, such as ketchup/salt/oils should be in sealed individual wrappers and provided on request. ☞ You may wish to continue using sugar sachets ☞ Runners/Waiters wash hand before/after placing food/drinks/crockery/cutlery/condiments etc on tables 				

<p>Access / egress to site</p>	<ul style="list-style-type: none"> 1. Consider still adopting a 1 way system with signage to identify walkways 2. Require all staff to wash or clean their hands before entering or leaving the premises and for 20 seconds every 20 minutes 20@20 3. Regularly clean common contact surfaces at reception desk, bar, toilets and any other high footfall area (see cleaning section below) 				
<p>Hand washing/ sanitiser stations- Poor hand hygiene provides a vehicle of transmission for any bacteria or virus. Inadequate handwashing can increase the risk of cross-contamination from person to person or person to object.</p>	<ul style="list-style-type: none"> 1. Provide a hand sanitising station upon entry and other key points around the building that visitors/customers can use. 2. Install signage to remind all staff to wash their hands for 20 seconds every 20 minutes, as a minimum. This is in addition to normal hand washing requirements (i.e. after visiting the toilet, handling raw foods etc) 				
<p>Cleaning – contact points & disinfection Covid-19 is known to survive on hard surfaces for a period of time and therefore increasing the risk of spreading the virus</p>	<ul style="list-style-type: none"> 1. Hand contact points should be cleaned/sanitised* on a more frequent basis to ensure that they do not act as a vehicle for the virus and it is prevented from spreading. 2. Chemicals used for disinfection and sanitisation* must be suitable for killing Covid-19 (e.g. Aldi Power Force Antibacterial spray) Check your product 3. Staff to be trained to understand the contact time of the anti bacterial spray. 10 seconds minimum for the Aldi Power Force. Check your product 4. Every half an hour the following points are to be cleaned: <ul style="list-style-type: none"> Door handles Handrails Taps/sinks Toilet flush handles. 5. PDQ (Card Payment) machines are cleaned after each use using an alcohol based viricidal wipe. 6. Table and chairs (including underside of chair seat where likely hand contact may have occurred when positioning chair for dining) are to be fully cleaned down and disinfected after each customer use. 7. Wash, rinse & sanitise drink contact surfaces, dishware, utensils & equipment after use. 8. Frequently clean & disinfect floors, counters, & other facility access areas 				

	<ul style="list-style-type: none"> ☞ Consider single use disposable cleaning products such as blue roll/ "J cloths" ☞ Waste does not need to be segregated unless an individual in the setting shows symptoms ☞ Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away 				
Staff break areas	<ul style="list-style-type: none"> ☞ Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat & should be used by everyone when entering and leaving the area ☞ All rubbish should be put straight in the bin and not left for someone else to clear up ☞ All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 				
COSHH/PPE PPE should be used when all other measures are inadequate to control exposure.	<ul style="list-style-type: none"> ☞ Disposable gloves to be made available for staff to use during cleaning ☞ Disposable aprons to be made available for staff to use when cleaning and disinfection of areas and reduce the risk of contamination to clothing. 				
Face Covering	<ul style="list-style-type: none"> ☞ Practise social distancing wherever possible ☞ All staff may wish to still wear face coverings, this should not be discouraged ☞ Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it ☞ avoid touching their face or face covering, as they could contaminate them with germs from your hands ☞ change their face covering if it becomes damp or if they have touched it ☞ continue to wash hands regularly ☞ change and wash face covering daily ☞ if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in usual waste 				
Laundering of uniforms Uniforms should be laundered after each shift to ensure that all viruses and micro-organisms are killed.	<ul style="list-style-type: none"> ☞ Staff are to be issued guidance on how to launder (excess of 60°C) their uniform to ensure that they are cleaning and disinfecting their garments after each service where professional laundering is not an option. 				

Hazard	Proposed control measure	Do you comply with control measures?			Site comments
		YES	NO	N/A	
<p>Staff personal hygiene</p> <p>A smartly dressed, hygiene-conscious workforce sends out a powerful message of professionalism and trustworthiness to customers and to the general public.</p>	<ul style="list-style-type: none"> ☞ Always wash hands with soap & water. If soap & water are not readily available, use an alcohol-based hand sanitiser with at least 60% alcohol. ☞ Avoid touching your eyes, nose, and mouth. ☞ Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety. ☞ Cover your cough or sneeze with a tissue, then throw the tissue in the bin or flush it down the toilet & wash hands after. If you are unable to access tissue quickly enough, cough or sneeze into the crease of your elbow, wash hands immediately after 				
<p>Mental health</p> <p>All of us will feel the impact of COVID-19 and it is likely to be a distressing and potentially traumatising time for many. Supporting staff wellbeing is vital</p>	<ul style="list-style-type: none"> ☞ Give staff full access to your Covid-19 policy. This will give them confidence that you, as an employer, are taking their health & wellbeing seriously & will alleviate some of the stress ☞ Consider engaging an Employee Assistance Program (for example Hospitality Action EAP) & offer this as a free service to staff allowing them to speak to a professional councillor at a time to suit them. ☞ Be understanding of the fears and stresses that Covid-19 has put on people. Some will react very differently to this situation and will need additional support. ☞ Consider sending some members of the team on a Mental Health First Aid Course. ☞ Talk to each other – Peer support is an excellent way to combat stress. ☞ Be Kind ☞ Consult your HR manager whenever you feel you need assistance in dealing with a mental health issue 				
<p>Management</p>	<ul style="list-style-type: none"> ☞ Please ensure all staff are aware of the Covid-19 risk assessment and understand their obligations relating to the safety of themselves, other employees & guests. ☞ Information is to be regularly repeated in pre-shift meetings and attendance of pre-shift documented ☞ This must include letting staff know about symptoms and actions the medical professionals are advising people to take. ☞ Any colleagues who have been off work due to sickness for cannot return to work until the return to work form has been completed 				

Responsible Person:

Signature:

Date: / /

The contents of this assessment are to be discussed to all staff to ensure that they understand the procedures and are happy with the content.

Encourage staff participation and feedback into the content of this risk assessment.

The risk assessment should be reviewed regularly; at least every month or when/where significant change has occurred

Once staff have been trained on the control measures ask them to confirm that they understand and sign the training record to say they have been trained.

Review:

Signature:

Date: / /

Review:

Signature:

Date: / /

Review:

Signature:

Date: / /
