


HAZARD	PEOPLE AT RISK	RISK LEVEL	MEASURES	FURTHER MEASURES	COMPLETED	RESIDUAL RISK LEVEL
<p><b>Workforce Management: Communications and Training</b></p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	Medium	<ol style="list-style-type: none"> <li>All workers to read and understand this Risk Assessment &amp; Safe System of Work.</li> <li>All workers are briefed and understand the company procedures for safe working.</li> <li>Toolbox talk to be delivered periodically on Covid-19 to increase awareness and promote safe working practices (<b>See appendix A</b>).</li> <li>Managers will continue to monitor UK Government Guidance and instruction on Covid-19 response requirements.</li> <li>Supervisors will monitor working practices within the premises and challenge any person not working in alignment with the Safe System of Work and/or not adhering to social distancing.</li> <li>Managers will remind workers to follow social distancing advice and wash their hands regularly.</li> <li>Suitable levels of Supervision will be in place at all time that the outlet is open.</li> </ol>	<ol style="list-style-type: none"> <li>Display Covid-19 information posters on the Company notice board.  <b>Example</b> </li> <li>Consult with the workforce on how the company is looking to control the risks e.g. options such as face visors for those working behind the restaurant.</li> </ol>		

<p><b>Keeping Customers and Visitors Safe</b></p> <p>Failure to manage the Health and Safety of Customers &amp; Visitors resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>Names and contact telephone numbers of diners will be taken as part of welcome.</li> <li>Table service only: includes all food/drink/payments.</li> <li>Seating Capacity reduced. The following programme has been applied. <ul style="list-style-type: none"> <li>Maximise space available within the restaurant to create open spaces for customers and workers.</li> <li>Seating capacities have been lowered to allow for social distancing based on the following approach: <ol style="list-style-type: none"> <li>Reasonably following social distancing guidelines of 2m where practical.</li> <li>Where this is not practical a 1m (with risk mitigation) social distancing system is implemented:</li> </ol> </li> <li>Seating set at back to back</li> </ul> <p><i>Where this is not practical:</i></p> <ul style="list-style-type: none"> <li>Seating set at side to back</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Place a sign at entrance saying "please wait here to be seated".</li> <li>Confirm how the forms with customer details on will be managed to ensure compliance with GDPR – encourage membership sign up.</li> <li>Place a sign at entrance "Due to social distancing measures and in order to maintain our strict hygiene standards toilets are for restaurant customers only".</li> <li>Establish and communicate safe systems of work to support management of covid-19 transmission during table service to the waiting staff.</li> <li>We do not currently plan to implement a booking system for diners; managers should continue to monitor this and consider options such as: <ul style="list-style-type: none"> <li>Online bookings</li> <li>Telephone bookings</li> <li>App bookings</li> <li>Email bookings</li> </ul> </li> </ol>		<p>Low</p>
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			<ul style="list-style-type: none"> <li>- Where this is not practical:</li> <li>- Seating set at side to side.</li> <li>c) Each party will be placed at furthest points apart from the next as the cafe fills up.</li> <li>d) A central walkway has been created for pedestrians and workers to allow for reasonable social distancing.</li> </ul> <ol style="list-style-type: none"> <li>4. Highchairs will replace an existing seat and not add to the seating volume on the table.</li> <li>5. Highchairs will be sanitised before and after use.</li> <li>6. One-way system in place throughout the building.</li> <li>7. Customers required to at entrance in order to be seated.</li> <li>8. It is not expected that a queuing system outside the restaurant will be required but markings will be made to accommodate a queue of 3 groups.</li> <li>9. Due to the narrow passage between bar and kitchen we</li> </ol>			
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			<p>cannot operate a one-way system for service staff</p> <p>10. Front of house staff/managers will enforce limits on gatherings e.g. Indoor gatherings are limited to members of any two households (or support bubbles). The largest capacity table would allow six. The majority are set for two and four diners.</p> <p>11. Front of house staff will remind (where appropriate) customers who are accompanied by children that they are responsible for supervising them whilst at the premises.</p> <p>12. Where practical any third-party contractor visits will be completed outside of restaurant opening hours.</p> <p>13. Managers will monitor customer activity and adherence to social distancing; if required the restaurant would be closed if a risk were posed.</p> <p>14. Alcohol based hand sanitisers provided at the entrance and exit to the restaurant.</p>			
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			15. Where practical and safe to do so doors will be propped open (not fire doors).			
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<p><b>Managing Service of Food &amp; Drink at the Restaurant</b></p> <p>Failure to manage interactions at the venue resulting from service of food and drink resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Cutlery and condiments provided when food is served.</li> <li>2. Table service only.</li> <li>3. Customers will not pay at the counter. <ul style="list-style-type: none"> <li>- The bill will be provided in a 'payment tray' (sanitised after every use).</li> <li>- Sign placed on the payment tray reminding diners that the waiting staff take will payment.</li> <li>- Contactless payments taken at the table.</li> <li>- Cash will be placed in the payment tray and taken to the till by the waiting staff.</li> </ul> </li> <li>4. Diners who require sauces will be provided with a small pot of sauce for personal use.</li> <li>5. Where it is not practical to provide sachets of salt/vinegar the condiment containers will be cleaned after every use.</li> <li>6. Windows will be opened where practical to increase through ventilation within the restaurant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Place a sign at the counter "please pay at table".</li> <li>2. If multiple staff waiting tables, assign waiting staff to specific tables.</li> <li>3. Remove use of loose drinking straws; replace with singular wrapped straw and provided on request.</li> <li>4. Keep PPE levels under review, particularly option of clear visors.</li> </ol>		<p>Low</p>
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			<p>7. Takeaway area is separate from the restaurant.</p> <p>8. Issue staff with tablet for processing orders and hand sanitiser and enforce diligent hand sanitising.</p>			
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<p><b>Customer Toilets</b></p> <p>Failure to ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medi um</p>	<ol style="list-style-type: none"> <li>1. One W/C provided on the premises</li> <li>2. Single occupancy W/C.</li> <li>3. Minimum 60% alcohol hand sanitiser provided on entrance and exit from toilets.</li> <li>4. Hot running water provided. Liquid soap provided.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete renovation of existing toilets to offer more facilities</li> <li>2. Implement an hourly cleaning programme for the W/C – place a visible cleaning schedule at the W/C area.</li> <li>3. Provide handwash guidance posters in the W/C.</li> </ol> 		<p>Low</p>
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<b>Food Preparation Areas</b>  Failure to maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.  COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food.	Staff/ Company members  Public  Contractors	Medium	<ol style="list-style-type: none"> <li>1. The company follows current government guidance on managing food preparation and food service areas.</li> <li>2. Kitchen access will be restricted where possible to waiting staff other than for hot drink prep and dirty drop off/food collection</li> <li>3. Regular cleaning within the kitchen area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete the FSA Covid-19 re-opening checklist prior to reopening to support this assessment (copy provided with assessment).</li> <li>2. Complete the FSA "personal hygiene and fitness to work" checklist prior to reopening to support this risk assessment (copy provided with assessment).</li> <li>3. Implement walkie talkie system for comms.</li> <li>4. Move all hot drink prep equipment to front of house</li> </ol>		Low
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<b>Entertainment</b>  Failure to maintain social distancing when providing entertainment within or outside GCT.	Staff/ Company members  Public  Contractors	Low	<ol style="list-style-type: none"> <li>1. The cafe will not play any loud music during service; this will eliminate the need for diners to raise their voices during conversation and potentially spread breath aerosols during speech.</li> <li>2. Workers will not be required to shout to each other on site.</li> <li>3. When live entertainment is taking place the entirety of GCT will be closed to the general public, other than staff, artists, contractors and audience for performance.</li> </ol>	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Low
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<p><b>Providing and Explaining Available Guidance</b></p> <p>Failure to provide appropriate communication and training to staff/Customers resulting in an increased potential for transmission of virus due to not following safe working practices.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. Covid-19 signage will be displayed around the premises as well as at entrance points.</li> <li>2. The Covid-19 'Secure' poster will be displayed at the entrance to the premises.</li> </ol>  <ol style="list-style-type: none"> <li>3. Workers available to explain guidance/answer any queries for diners whilst at the restaurant.</li> </ol>	<p>Managers to ensure that workers are regularly updated in current Covid-19 guidance within the industry in order to support provision of information to customers.</p>		<p>Low</p>
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<p><b>Cleaning the Workplace</b></p> <ul style="list-style-type: none"> <li>- Before Re-Opening</li> <li>- General Cleaning</li> <li>- Handwashing</li> <li>- Sanitation Facilities</li> <li>- Toilets</li> </ul> <p>Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. We will complete a full clean of the restaurant environment and surfaces prior to re-opening.</li> <li>2. We will implement a programme of frequent (hourly) cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are adequate disposal arrangements for cleaning products.</li> <li>3. Front of house staff required to observe good and frequent hand hygiene practices; hand sanitisers and liquid soap provided for all staff.</li> <li>4. Staff will wash their hands before handling plates/cutlery.</li> <li>5. Good ventilation of the restaurant to be in place; doors will be opened where practical/weather permitting.</li> <li>6. Workers cleaning surfaces will wear disposable powder free nitrile gloves.</li> <li>7. Food safe disinfectant cleaners will be used.</li> </ol>	<ol style="list-style-type: none"> <li>1. As staff will be frequently washing/sanitising their hands provide fragrance free (hypoallergenic) food safe hand moisturisers for use by all workers.</li> <li>2. Establish the 'contact' time of the sanitiser being used (this is the time that is should be left on the surface to kill the Covid-19 virus before wiping off). The manufacturer/supplier should have this information if not already known.</li> <li>3. Develop a checklist for the enhanced cleaning and sanitisation programme throughout the working day to include key touch points such as: <ul style="list-style-type: none"> <li>- Cupboard doors/handles</li> <li>- Draw handles</li> <li>- Cash draws &amp; till points</li> <li>- Chairs &amp; highchairs</li> <li>- Tables surfaces</li> <li>- Phones</li> <li>- Door handles</li> <li>- Door push plates</li> <li>- Light switches</li> <li>- First aid kit containers</li> <li>- Microwave handles/controls</li> <li>- W/C handles</li> </ul> </li> </ol>		<p>Medium</p>
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			<p>8. We will have a system in place for cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, and trays <b>IN VIEW</b> of customers before customer use.</p> <p>9. Disposables menus to contain cross contamination.</p> <p>10. The company will follow the guidance on reopening for restaurants provided at:  <a href="https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19">https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19</a></p>	<ul style="list-style-type: none"> <li>- Taps</li> <li>- Soap and sanitiser dispensers</li> <li>- Fridge/freezer handles</li> <li>- Pan handles</li> <li>- Counter tops</li> </ul>		
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<p><b>Infected Person</b></p> <p>Employee infected with the virus comes to work resulting in spread of virus.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medium</p>	<p>1. Staff may attend work where:</p> <ul style="list-style-type: none"> <li>- They cannot reasonably work from home (which is the case for most of the workforce at the restaurant).</li> <li>- They are not showing symptoms of coronavirus.</li> <li>- Neither themselves nor any of their household are self-isolating within 14 days of the day when the first member of their household showed symptoms.</li> </ul> <p><b>No member of staff is to attend work if they do not meet these criteria.</b></p>	<p>1. Do not attend the workplace if you have any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• <b>High temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>New, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may</li> <li>• <b>Loss of taste or smell.</b></li> </ul> <p>2. Place additional signage at the premises entrance to ask customers not to enter the premises if they have symptoms of Covid-19.</p> <div data-bbox="1272 1018 1590 1214">  </div> <ul style="list-style-type: none"> <li>• <b>Example.</b></li> </ul>		<p>Low</p>
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<p><b>Vulnerable Persons</b></p> <p>Return to work of vulnerable persons who are at increased risk of serious effects of virus exposure.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<p>1. Any staff/company member who is at increased risk of severe illness from Coronavirus (Covid-19) is not permitted to attend work due to the increased risks.</p>	<p>1. If a staff/company member has been contacted as a member of the "Shield" group with specific medical condition that places them at greater risk do not attend work – follow specific instructions that you have received.</p> <p>Company to confirm this with workers prior to permitting work.</p> <p>Key illnesses that fall in this group are as follows:</p> <ul style="list-style-type: none"> <li>• Solid organ transplant recipients.</li> <li>• People with specific cancers.</li> <li>• People with severe respiratory conditions.</li> <li>• People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections.</li> <li>• People on immunosuppression therapies.</li> <li>• Women who are pregnant with significant heart disease, congenital or acquired.</li> </ul> <p>Further Info:</p>		<p>Low</p>
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				<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>		
<b>Receiving deliveries</b>  Failure to maintain compliance with social distancing or limit surface contact during completion of the task resulting in increased risk of transmission.	Staff/ Company members  Public  Contractors	Medium	1. Deliveries to the premises to be agreed in advance to allow for suitable levels of planning.  2. Deliveries of food should be left in porch of café fire exit, driver to call on arrival for kitchen staff to receive  3. Social distancing measures must be in place when a delivery driver is on the premises.  4. Deliveries generally arrive first thing in the morning when less workers/members of the public are present.	1. Paperwork should not be shared/handled. This includes the sharing of pens. Where practical the company should arrange for electronic transfer of delivery notes etc.		Low



<p><b>Hygiene:</b></p> <ul style="list-style-type: none"> <li>- <b>Handwashing</b></li> <li>- <b>Sanitation Facilities</b></li> <li>- <b>Toilets</b></li> </ul> <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Regular hand washing breaks to be taken throughout the day.</li> <li>2. Avoid physical greetings (hand shaking etc).</li> </ol>  <ol style="list-style-type: none"> <li>3. Avoid Skin Contact: Avoid touching eyes, nose, and mouth.</li> </ol>  <ol style="list-style-type: none"> <li>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</li> </ol> 	<ol style="list-style-type: none"> <li>1. Workers to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</li> </ol>		<p>Low</p>
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			5. Alcohol gel dispenser (minimum 60%) placed throughout GCT for customer use.			
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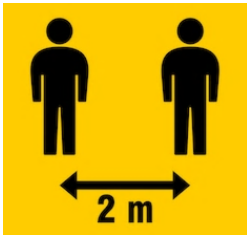
<p><b>Staff toilet usage</b> Failure to maintain social distancing or minimise surface contact whilst using toilet facilities resulting in increased risk of virus transmission.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. Wash or sanitise hands before and after using the premises W/C facilities.</li> </ol>  <ol style="list-style-type: none"> <li>2. Avoid contact with frequently touched surfaces where possible e.g.: <ul style="list-style-type: none"> <li>• Opening doors with feet/elbows.</li> <li>• Using tissue to switch off taps or contact surfaces.</li> </ul> </li> <li>3. No reusable towels/nail brushes/face cloths permitted in the premises.</li> <li>4. Staff instructed in good personal hygiene practice.</li> <li>5. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ol>	<p>Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>		<p>Low</p>
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			Any staff who has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.			
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<p><b>Staff breaks</b> Failure to control break areas resulting in failure to adhere to social distancing and contact with surfaces and items touched by multiple persons.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. All staff working more than 4 hours will have a meal provided by GCT – local shops and similar facilities to be visited as little as possible.</li> <li>2. Staff can also bring in food from home.</li> <li>3. Do not eat/smoke/drink until you have washed/sanitised your hands.</li> <li>4. Breaks to be taken in rest areas provided maintaining 2m separation wherever practical. The dressing room is available for staff to take rest.</li> <li>5. All break food/drink rubbish will be bagged and removed from site for disposal.</li> <li>6. Any surfaces touched by workers during rest breaks are thoroughly cleaned after use.</li> <li>7. Crockery, eating utensils, cups etc. are washed and dried in between use.</li> <li>8. All rubbish will be put straight in the bin and not left for someone else to clear up.</li> </ol>	<ol style="list-style-type: none"> <li>1. Managers to review current break times for workers: <ul style="list-style-type: none"> <li>- Stagger break times to assist social distancing compliance.</li> <li>- Clearly communicate the maximum number of workers permitted on each break.</li> </ul> </li> </ol>		<p>Low</p>
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<p><b>Work Equipment - Surface Contact</b></p> <p>Contact with potentially contaminated surfaces resulting in virus transmission.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Manual Handling to be completed in accordance with manual handling risk assessments.</li> <li>2. The company has access to the FSA 'Safer food better business' support pack which includes guidance in expected food hygiene standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. If catering equipment/utensils e.g. trays/coffee machine/tills/cash drawers/card machines within the premises are to be used by multiple parties, the following must be completed: <ul style="list-style-type: none"> <li>• Thorough wipe down using sanitisers/disinfectants of equipment before and after use.</li> <li>• Wash hands after use thoroughly.</li> <li>• Dispose of used cloths and tissue in designated areas.</li> </ul> </li> </ol> <p>Managers to increase the frequency of cleaning procedures within the premises pausing service in the day if necessary, for workers to wipe down customer and work area/touch points with disinfectant.</p>		<p>Medium</p>
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<b>Coming to Work and Leaving Work</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Staff/ Company members  Public  Contractors		1. Shifts will be staggered where practical.  2. Staffing numbers on site will reflect business needs to maintain an appropriate number of personnel onsite during opening hours.	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Low
<b>Workplaces and Workstations</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Staff/ Company members  Public  Contractors	High	1. The counter area where front of house staff are located will be kept clean and hygienic during service.  2. Front of house staff will maintain at least one metre social distancing at the counter area two metre social distancing is not always practical whilst in the restaurant area.  3. Customers will not be permitted to come to the counter (all transactions will take place at the table).	Install social distancing floor stickers for customers ordering for take away		Low

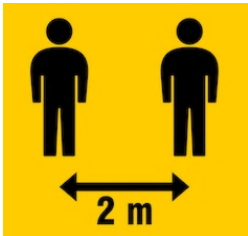
<p><b>Moving around the Buildings and General Worksite</b></p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>High</p>	<ol style="list-style-type: none"> <li>Staff will remain at least two metres apart whilst completing work wherever reasonably practical. Where this is not practical e.g. serving customers a 1m plus additional risk controls approach will be taken.</li> </ol>  <ol style="list-style-type: none"> <li>Cafe to be well ventilated (doors opened) to allow fresh air circulation of the work area.</li> <li>The numbers of workers in the premises will be reduced to as small as possible.</li> <li>Managers will actively monitor the implementation of covid-19 risk controls and listen to feedback from workers/customers. Amendments will be made to processes as required.</li> </ol>	<ol style="list-style-type: none"> <li>Working practices to be strictly monitored to ensure 2m separation is being adhered to.</li> <li>Working behind the counter may present situations where 2m separation cannot be achieved. This can only be permitted if the following conditions are met: <ul style="list-style-type: none"> <li>Skin to Skin and Face to Face contact can be avoided.</li> <li>Workers can stand side by side rather than face to face during the task.</li> <li>High levels of ventilation in the area.</li> <li>Task can be completed &lt;15 mins.</li> </ul> </li> <li>Any third parties (contractors/ reps etc.). entering and working in the premises must provide a suitable and sufficient risk assessment detailing their Covid-19 risk control approach. <i>Contractors &amp; Reps must only be permitted on site outside of service hours where practical and only when essential to business needs.</i></li> </ol>		<p>Low</p>
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			<p>5. Workers encouraged to tell a manager if they feel any current risk controls need further review.</p> <p>6. The company will aim to keep the same teams working together where practical.</p> <p>Seating areas rearranged and tables and chairs reduced in numbers to assist with workers flow and social distancing when serving.</p>			
<p><b>Manual Handling - Social Distancing</b></p> <p><b>Handling Goods, deliveries and Other Materials.</b></p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	High	<p>1. Manual Handling to be completed in accordance with manual handling risk assessments.</p> <p>Manual handling activities should be able to be completed by one person.</p>	<p>1. Where team lifting is required it should be assessed to ensure:</p> <ul style="list-style-type: none"> <li>Lifting can be completed standing side by side rather than face to face (other than for very short times).</li> <li>Lift can be completed in &lt;15 minutes.</li> </ul> <p><i>If these conditions cannot be adhered to the work must cease as it is a non-essential work that cannot conform to the Public Health England Guidelines.</i></p>		Medium

<b>Waste</b>  Safe disposal of waste with potential surface exposure to coronavirus e.g. wipes, disposable gloves, overalls etc.	Staff/ Company members  Public  Contractors	Medium	<ol style="list-style-type: none"> <li>1. Remove and place into a plastic bag any wipes, disposable gloves and cloths used, whilst trying not to cross-contaminate onto existing clothes or persons.</li> <li>2. Waste should be double bagged and sealed.</li> </ol>	<ol style="list-style-type: none"> <li>1. If any of the waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</li> </ol>		Low
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<p><b>Accidents, Security and Other Incidents</b></p> <p>Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.</p>	<p>Staff/ Company members</p> <p>Public</p> <p>Contractors</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. Ambulance to be used in an emergency.</li> <li>2. Company first aid facilities in place.</li> <li>3. First aiders to observe hygiene practices in line with their training.</li> </ol>	<ol style="list-style-type: none"> <li>1. Emergency plans including contact details should be kept up to date.</li> <li>2. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.</li> <li>3. If a member of staff develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work area and: <ul style="list-style-type: none"> <li>• Return home if safe to do so</li> <li>• If not able, driven home by another with additional controls: <ul style="list-style-type: none"> <li>- Keep windows open</li> <li>- Keep distance (driver in front and passenger in rear)</li> <li>- Clean down vehicle following transport.</li> </ul> </li> <li>• Contact emergency services if significant.</li> </ul> </li> </ol>		<p>Low</p>
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<b>Meetings/ Training Sessions</b>  Potential for Cross Contamination/ Spread of Virus.	Staff/ Company members  Public  Contractors	High	1. Only absolutely necessary meeting will be held in person: the following rules shall apply: <ul style="list-style-type: none"> <li>Only essential participants will attend.</li> <li>Attendees should be two metres apart from each other.</li> </ul>  <ul style="list-style-type: none"> <li>Rooms must be well ventilated where possible.</li> </ul>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Medium
<b>Personal Protective Equipment (PPE)</b>  Failure to provide and maintain appropriate PPE resulting in increased risk of transmission.	Staff/ Company members  Public  Contractors	Medium	1. All staff will be issued with clean apron at start of shift (full length for food prep and half-length for table side service).  2. Single use latex gloves available for completion of tasks with high risk of contamination	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Low

<b>Face Coverings</b>  Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Staff/ Company members  Public  Contractors	Low	<p>1. We have assessed that the use of face coverings for front of house staff is not required as part of our risk control approach for covid-19.</p> <p>However, if a worker wishes to wear a face covering, we will support that choice. Where a face covering is worn, we require the wearer to do the following:</p> <ul style="list-style-type: none"> <li>- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>- Change your face covering if it becomes damp or if you have touched it.</li> <li>- Continue to wash your hands regularly.</li> <li>- Change and wash your face covering daily.</li> </ul>	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Low
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			<ul style="list-style-type: none"> <li>- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul> <p>We will provide disposable face masks for all staff and they can be used at request of customers.</p> <p>Practise social distancing always.</p>			
<b>Human Resources:</b> <b>Shift patterns and Working Groups</b>  Failure to segregate cohorts to limit transmission potential.	Staff/ Company members  Public  Contractors	Medium	<ol style="list-style-type: none"> <li>1. The company will aim (where practical) to split the workforce into shift teams (cohorts) so that teams are kept the same during working hours.</li> <li>2. The company will identify (where practical) opportunities for staggered shift times to reduce overall numbers of workers on site where possible.</li> </ol>	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.		Low

<b>Human Resources: Work Related Travel</b>  Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.	Staff/ Company members  Public  Contractors	Medium	<ol style="list-style-type: none"> <li>1. The company will look to eliminate the need for workers to travel for work activities. It is not foreseeable that front of house staff will need to travel for work activities other than their commute.</li> <li>2. Where travel is required workers will be fully encouraged to drive rather than use public transport.</li> <li>3. Workers required to travel alone if on company business.</li> </ol> <p>Workers who are required to travel will be provided with hand sanitisers, tissue (or similar) and sanitising wipes.</p>	<ol style="list-style-type: none"> <li>1. Should any other travel be required that falls outside of current risk controls an additional assessment will be required.</li> </ol>		Low
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**References used in the development of this risk assessment:**

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>

- <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#food-hygiene-guidance>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>