

CORONAVIRUS CONTROL IN HOSPITALITY Risk assessment

The Folly, Towcester, NN12 6LB

COVID CONTROL RISK ASSESSMENT

NB: This risk assessment relates specifically to the Covid-19 risk associated with the business operation. All other non-covid controls contained in the company Health & Safety documentation should also be followed.

Location:		The Folly	Date: 25.06.2020		Next Review Date 09.07.20			
Department:		Front of House	Assessor – Robert Jackson					
Task	Hazard	Person at risk?	Existing controls/safe system of work	Satisfactory Y/N	DEGREE OF RISK* LOW <> HIGH 1-----9 <small>The risk is significant if a score greater than 3 is given</small>	What further action is required?	Action Plan	
							Responsible person	Date of completion
TRAVEL TO WORK	Contamination with Covid-19 virus through contact with infected persons or surfaces	Staff and the public	<ul style="list-style-type: none"> Whenever possible, staff should not use public transport to travel to work and they should be encouraged to use private vehicles, cycling or walking. Where this is not possible, staff should use social distancing measures to protect themselves. Flexible working hours should be considered. 		2	Staff to daily complete health questionnaire and have temperature tested	Manager	Ongoing
						Staff to wash hands thoroughly on entering the building.		ongoing
FRONT OF HOUSE	Cross-infection by staff, customers or visitors	Staff, customers, visitors, contractors	<ul style="list-style-type: none"> Staff numbers on site to be minimised. Pre-ordering system and staggered service is in place to reduce queueing times Review of menu offer to reduce loading on food production. Self-service is not being carried out. Handwashing facilities at entrance to restaurant. Traffic routes are clearly marked to allow for social distancing Queueing markers on floor at 2m intervals Tables/Chairs are organised in a manner to allow social distancing ... this may include screening Enhanced cleaning and sanitising of touch points. Delivery procedures follow correct social distancing procedures. 		5	Menu has been simplified.	Manager	20.06.20
						Order at table app to be installed.		
						Signage to be installed		
						Hand sanitisers to be installed.		03.07.20
						Indoor tables to be reorganized.		24.06.20
						Outdoor tables to be reorganized		30.06.20
Marquee to be erected.	30.06.20							
Reservation system to be updated with new table plan.	02.07.20							
Dedicated team member for sanitizing.	04.07.20							

			<ul style="list-style-type: none"> Cash payments are being discouraged on the premises – card payment are preferable. If cash is handled staff will immediately wash hands for 20 seconds. 					Ongoing
BACK OF HOUSE	Cross-infection of staff from an infected carrier of the virus	Staff, visitors, contractors	<ul style="list-style-type: none"> Reduced number of staff in production areas. Zoning of production areas is achieved Regular sanitising of 'touch points' Staff are required to complete a Health Declaration prior to returning to work. All staff have received instruction as to the action to be taken if they, or another person in the area, shows symptoms of Covid-19. Staff are washing their hands frequently and correct facilities are provided to encourage this. Staff are provided with face coverings where social distancing is not possible. Disposable gloves are worn and changed regularly Staff are aware that they must report any 'Covid safety' concerns. Staff 'Covid Awareness in the Workplace' training has been provided' Covid Champions' have been appointed to monitor standards. All waste to be handled hygienically and sealed in plastic bags prior to removal. Suppliers to be instructed on safe delivery protocol. 		5	Sanitising stations to be created. Covid signs to be fitted, Prepare health declaration	Head Chef & Manager	30.06.20 30.06.20 04.07.20 03.07.20 04.07.20 04.07.20 03.07.20 02.07.20 29.06.20 02.07.20 03.07.20

