

COVID 19 RISK ASSESSMENT

Hazard: Corona Virus (Covid 19) **Area:** Restaurant

At Risk: Employees, contractors, visitors and customers could contract the virus. Those in vulnerable groups as identified by Public Health England are at most risk of falling seriously ill. Consideration should be given to the risk that some who are infected may be asymptomatic but have the potential to spread the illness to vulnerable groups.

Risk is considered **FAIRLY LIKELY** and the possible effect is considered **CATASTROPHIC** in that Covid 19 has caused death.

Control Measure	Action Plan		
	Action	Who	When
Enhanced hand washing routines amongst all staff and physical reminders to customers to wash hands thoroughly.	Ensure routines are kept to and check wash stations satisfy demand	General Manager	Ongoing
Controls to manage queues and customers only enter the premises to visit order points when invited to by staff.	Check sign locations and staff roles are effective.	General Manager	Ongoing
Staff monitoring queues, occupancy of premises and advise on social distancing.	Continued staff training as regulations change	Ops	Fortnightly
Entrance and Exit lanes at front doors.	Position physical barriers	Ops	On delivery
Where possible doors and windows are left open to increase air flow and for doors; reduces touch points.	None	N/A	N/A
Thorough and frequent cleaning of premises (in particular touch points) using surface sanitiser. Sanitiser is compliant with British Standards for removal of bacteria and elimination of viruses	Staff aware of new COSHH products.	General Manager	Now

Control Measure	Action Plan		
	Action	Who	When
Hand Sanitiser available at key locations including; customer and staff entrances, toilets and behind bar,	Install fixed pumps instead of bottles	Ops	On delivery
Prominent signage regarding; hygiene, social distancing and directions / queues.	Check efficiency of locations	Ops	Ongoing
Tables spaces out as per Government guidance on social distancing. Plus layout encourages back to back or side seating only.	Monitor Government guidance	Ops	Ongoing
Managing customers around premises; staff to ensure customer stay at tables. Customers prohibited from visiting other tables or mingling at bar. Customers who are seated inside may not smoke on terraces.	Continued staff training on managing customer behaviour.	General Manager	Ongoing
Tables kept completely clear for easy cleaning and to reduce risk of touch contamination.	None	N/A	N/A
Use of disposable menus	None	N/A	N/A
Single use sachets for condiments	None	N/A	N/A
Cutlery only given on arrival and presented rolled, on sanitised tray.	None	N/A	N/A
Screens installed around order points at bar	Check for other suitable locations	N/A	N/A
Customers encouraged to use new order online system.	None	N/A	N/A
Designated staff roles and areas including designated till user. Sanitiser kept by touch screen tills.	System for recording staff roles per shift	General Manager	ASAP

Control Measure	Action Plan		
	Action	Who	When
Staff assessed to determine their fitness to return to work and the risk to those in their household	Staff aware to inform line manager of any changes	General Manager	Ongoing
Staff declare they are fit to work and clear of Covid 19 symptoms on arrival for each shift	Staff aware of symptoms lists and any changes	General Manager	Ongoing
Shift start and finish dates are staggered where possible to reduce load on staff entrances and changing areas	None	N/A	N/A
Employees instructed to launder work clothes at at least 60c or use sanitising laundry solution if fabrics can't be washed at high temperatures.	None	N/A	N/A
Staff briefed on all new Standard Operating Procedures specific to Covid 19 and given handout.	Staff briefed on any changes	General Manager	Ongoing
Face masks and nitrite gloves available to staff if they wish to use them. Staff signposted to information on safe use of gloves and masks.	Maintaining Supplies	General Manager	Ongoing
Changes to policy communicated to staff prior to shifts using staff newsletters, email and what's app groups.	Communicating via agreed channels	Ops	Ongoing
Communication channels are open to all employees to ask questions or raise concerns in order to support their physical and mental health.	Managers to check on employees wellbeing	General Manager	Ongoing
Visitor feedback on suitability of controls.	Welcome feedback via club members list	General Manager	Ongoing

Risk assessments, controls and standard operating procedures will be reviewed on a weekly basis, taking into account the latest Government advice. Changes will be communicated to staff via newsletters and briefings.

COVID 19 RISK ASSESSMENT

Hazard: Corona Virus (Covid 19) **Area:** Kitchen / Back of House

At Risk: Employees, contractors and delivery people could contract the virus. Those in vulnerable groups as identified by Public Health England are at most risk of falling seriously ill. Consideration should be given to the risk that some who are infected may be asymptomatic but have the potential to spread the illness to vulnerable groups.

Risk is considered **FAIRLY LIKELY** and the possible effect is considered **CATASTROPHIC** in that Covid 19

Control Measure	Action Plan		
	Action	Who	
Enhanced hand washing routines amongst all staff and physical reminders to customers to wash hands thoroughly.	Ensure routines are kept to and check wash stations satisfy demand	Head Chef	Ongoing
Ensure hand was stations are kept clean and fully stocked with soap, hot water and blue roll.	Maintaining supply	Head Chef	Ongoing
Chefs assigned to set work stations. Work stations designed for single occupant wherever possible.	None	N/A	N/A
Floor marking to help kitchen staff keep their distance when working together	None	N/A	N/A
First preference back to back working, followed by side to side working. No face to face working over tables / counters.	None	N/A	N/A
Servers only called to pass when needed and food collected once chef has taken a step back.	None	N/A	N/A
Extraction systems kept on and doors / windows open to maintain air flow and reduce airborne exposure.	None	N/A	N/A

Control Measure	Action Plan		
	Action	Who	When
Hand Sanitiser available at key locations including; staff entrances, toilets and break areas.	Install fixed pumps	Ops	On delivery
Use of surface sanitiser, paying increased attention to touch points.	None	N/A	N/A
Reduce sharing of utensils, Kitchen Assistant to clean utensils before next user.	None	N/A	N/A
Staff training sessions on work flow in kitchens, including designated work spaces and areas	Conduct periodic training sessions	Head Chef	Ongoing
Kitchen uniforms to be washed at a minimum of 60c. Team reminded not to wear uniform to or from work.	Conduct periodic training sessions	Head Chef	Ongoing
Safe distance working procedures and hygiene controls reviewed weekly by OPS, GM and HC	Weekly meetings	OPS	Ongoing
Consider and plan ahead for team bubbles if number of employees grows in high season.	Review	OPS	20/7/20
Staff assessed to determine their fitness to return to work and the risk to those in their household	Staff aware to inform line manager of any changes	General Manager	Ongoing
Staff declare they are fit to work and clear of Covid 19 symptoms on arrival for each shift	Staff aware of symptoms lists and any changes	General Manager	Ongoing
Face masks and nitrite gloves available to staff if they wish to use them. Staff signposted to information on safe use of gloves and masks. Masks required when kitchen occupancy reached site specific level	Maintain supplies Set, review and display mask use level.	General Manager	Ongoing

Control Measure	Action Plan		
	Action	Who	When
Communication channels are open to all employees to ask questions or raise concerns in order to support their physical and mental health.	Managers to check on employees wellbeing	General Manager	Ongoing
Changes to policy communicated to staff prior to shifts using staff newsletters, email and what's app groups.	Communicating via agreed channels	Ops	Ongoing
Staff briefed on all new Standard Operating Procedures specific to Covid 19 and given handout.	Staff briefed on any changes	General Manager	Ongoing

Risk assessments, controls and standard operating procedures will be reviewed on a weekly basis, taking into account the latest Government advice. Changes will be communicated to staff via newsletters and briefings.

JAMES AND WHITE
BAR AND KITCHEN

Certified

The company Directors certify that all controls that are marked complete are in place which reduces risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Date: 30/06/20

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