

Covid-19 Risk assessment, Restaurant.

Company name: Tytherleigh Arms

Assessment carried out by: Rosie Starling

Date assessment was carried out:3/7/2020

Date of next review: weekly and in addition after each new guidance

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Covid-19 presenting onsite	All people present onsite are at risk of contracting, carrying and spreading the virus.	-Anyone, this includes; staff, customers, contractors and anyone delivering, are not permitted onsite if they, or any member of their household have any symptoms of Covid-19 or have been told to isolate by NHS test & trace.	-Clearly communicate this message to all staff, suppliers, contractors and customers prior to their arrival onsite.	Mark, Rosie, Michaela, Jack	Prior to the visit of each customer supplier and contractor.
		-Contact all suppliers and contractors to receive a copy their covid operating procedures and ensure they are compliant with ours.	-Oversee that all persons clean hands on entry.	All staff,	Ongoing
		-Only essential deliveries will be accepted and brought into the building. This will be managed according to new guidelines, See section	-Maintain sanitiser and hand wash areas, alert mark if any supplies are running low	All staff	Ongoing
		-Issue staff guidance Covid-19 information pack and implement training.	-Ensure sufficient stock hand washing and cleaning supplies	Mark	Ongoing
		-Staff will not bring unnecessary possessions with them into the building, any items they do bring in will be safely stored away from other departments and customer areas.			
	-Everyone is required to wash or sanitise their hands on entering the building. Hand wash or sanitiser stations installed with signage at each entrance and exit				
	-A record of who has been onsite at all times will be kept for 3 weeks with full contact details of each person.				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Covid-19 passing from customer to customer</p>	<p>Customers transmit the virus to other customers.</p> <p>This could be via;</p> <ul style="list-style-type: none"> -Airborne, from direct face to face contact -Droplet contamination, where droplets from a cough or sneeze land on a surface and are transferred via touch to a another persons nose or mouth - Contaminated hands, spreading the virus between surfaces then transferred via touch to another persons nose or mouth 	<ul style="list-style-type: none"> -New FOH cleaning regimens will be undertaken before, during and after each service, with specific focus on touch points and bathrooms, documentation has been produced and staff trained in all aspects. -Managing customer arrival times, and entrances to avoid different groups congregating on entry. -Installed clear signage prohibiting non booked customers from entering and guiding booked customers to the correct entrance. All guests to access the building through the front door and sanitise hands on entry. -Customers will be directed straight to their reserved table, and requested only to leave table to use the bathrooms, customers are not permitted to approach the bar or use any area outside their designated table and the bathrooms. Full table service will be provided to reduce the need for customers to move from their table. -Menus are single use and will be disposed of after each customer -Removed barstools and other casual seating, including unnecessary cushions. -Each group will be seated separated by at least a 2m space. Customers will be seated facing away from other groups where possible. If two households are joining as one group they will be seated across a table with a minimum gap of 1m. -When a group are ready to leave their designated server will check the exit is clear and direct them to the appropriate door, where they may use the hand sanitising station on the way out. -Bathrooms are well stocked with sanitiser, hand wash, hand towels and 	<ul style="list-style-type: none"> -Continually adhering to new cleaning procedures and completing documentation. -Ensure only booked guests are allowed to enter the building -Each group will be designated a specific arrival time, spaced out from other groups, the importance of this this will be clearly communicated in the booking confirmation email, along with the other guidelines and instructions we ask them to comply with. -Designated server to greet customers on entry and remind them of guidelines where required throughout their visit. -Seating plans to be designed prior to each service to allow for maximum social distancing. -Bathroom supplies are checked and replenished where required 	<ul style="list-style-type: none"> -FOH team FOH Team Staff member taking the booking FOH Staff Rosie, Mark, Michaela FOH Team 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Ongoing Prior to each service Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Covid-19 passing from staff member to staff member</p>	<p>The virus could be transmitted between two members of staff</p> <p>This could be via;</p> <ul style="list-style-type: none"> -Airborne, from direct face to face contact -Droplet contamination, where droplets from a cough or sneeze land on a surface and are transferred via touch to a another persons nose or mouth - Contaminated hands, spreading the virus between surfaces then transferred via touch to another persons nose or mouth 	<ul style="list-style-type: none"> -Frequent hand cleaning. All staff are washing their hands on entry to the building and frequently thereafter, guidance and training has been provided of how and when this needs to be done -Installed signage to remind staff of the importance of hand washing. -FOH staff provided with personal belt clip hand sanitisers. Work areas are zoned both between departments and within each department, supplies have been relocated around the building to avoid the need to cross through other departments zones. Staff will work 2m apart where at all possible. If staff must work near each other and stationary they will work side to side not face to face. If staff must approach or pass each other they will do so as quickly as possible Teams will be small and fixed. Shifts will be as short as practicable. Each member of staff will have designated supplies Shared equipment will be kept to a minimum and well cleaned between uses. -New back of house and kitchen cleaning regimens will be undertaken before, during and after each service, with specific focus on touch points and bathrooms, documentation has been produced and staff trained in all aspects. -Meetings are only called when essential these are held outside weather permitting and always socially distanced. 	<ul style="list-style-type: none"> -Oversee guidance is complied with Ensure hand wash and sanitiser areas are well stocked and maintained. Ensure all guidance is followed. 	<p>Whole Staff</p> <p>Whole staff, particularly line managers</p>	<p>Ongoing</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Covid-19 passing between customers and staff</p>	<p>Staff could transmit the virus to customer and vice versa.</p>	<p>Front of house teams will be kept as small as practicable and the teams are fixed.</p> <p>Only one member of staff will serve and interact with each table.</p> <p>Staff will be washing or sanitising hands frequently including on entry to the building and between every interaction with a customer.</p> <p>Staff will stand as far away from the customers as practicable, and any close interactions such as delivering food and drink will be brief.</p> <p>Some areas of service are reduced, such as customers will now be required pour their own wine.</p> <p>Food preparation standards are closely adhered to and monitored.</p> <p>Extensive cleaning will be carried out regularly in all areas.</p> <p>Contactless payment is encouraged and the PDQ machine disinfected between uses.</p>	<p>Ensure hand wash supplies are available</p> <p>Monitor cleaning and documentation.</p>	<p>Whole team</p>	<p>Ongoing</p>
<p>Mental health issues related to Covid-19</p>	<p>All Staff, there is a higher than normal risk of mental health problems occurring at this stressful time</p>	<p>Have open conversations with each member of the team, ensure no-one is suffering from increased anxiety as a result of returning to work or working during the pandemic.</p>	<p>Monitor the well being of each member of the team, intervene if required.</p>	<p>Management</p>	<p>Ongoing</p>

Further Notes:

A few areas have been omitted from the risk assessment as they are not applicable to our business this includes the following.

- Traveling to work, all our staff use private vehicles.
- Staggering shift patterns, we work in very small teams of 2 or 3, the team understand the need to socially distance on arrival and departure.
- Impact on surrounding businesses, we are a large stand alone property with plenty of outdoor space.
- We do not operate with any live performances or sound music, nor do we host events.
- We don't have air conditioning and have used regularly run taps and showers etc throughout closure, therefore no increased risk off legionella.
- Staff return home on their breaks, we don't have any staff break areas.
- We don't have any lifts.
- Our waste area is gated and well away from the main building