



Covid-19 Risk Assessment

Company name: RICALEX LTD

Employee doing assessment: Jan Lonorgan

Date: 12th May 2021

Authorised By: Alex Lonorgan

Date:

Description of business and workplace

The Bank Bar & Grill Restaurant.

Methodology

Description of how risk assessment completed:

- Premises Assessment
- Discussion with workers (and health and safety employee representative)
- Followed Government guidance on working safely during the coronavirus pandemic and followed industry guidance
- Discussion with Food Safety Inspector re. HACCP compliance

- The Risk Assessment has been revisited to comply with the Government rules to be introduced under Step 3 of the Government Roadmap on 17th May 2021 <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#how-the-rules-will-change-on-17-may>

Hazards	People at risk	Action: control to reduce risk to appropriate level	Risk after action taken: Low, Medium or High
<p>Transmission of Covid-19 Coronavirus in the Restaurant</p> <p>https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19</p>	<ul style="list-style-type: none"> • Employees • Customers • Contractors • Delivery Drivers • Vulnerable workers – i.e. those over 70 years old, Pregnant workers, those with existing underlying health conditions 	<p>Face Coverings</p> <ul style="list-style-type: none"> • All customers must wear face coverings at all times unless seated at their dining table. Ie entering, leaving and moving around the restasurant • Employees will be required to wear face coverings in the restaurant and / or the kitchen. In these circumstances employees will be reminded to: <p>Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching their face or face covering and practise social distancing wherever possible.</p> <p>Hand Washing and Sanitising</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Employees reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” public health guidance and to avoid touching face, eyes, nose or mouth with 	<p>Low</p>

		<p>unclean hands. Tissues will be made available throughout the Restaurant.</p> <ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available, particularly at entry and exit points to premises • Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme • https://www.hse.gov.uk/skin/professional/health-surveillance.htm • Posters, leaflets and other materials are available for display: https://coronavirusresources.phe.gov.uk/ • 1 staff member to open / close restaurant door whenever possible to reduce contact. <p>Other Measures</p> <ul style="list-style-type: none"> • Display an official NHS QR code poster so that customers and visitors can 'check in' using the NHS COVID-19 app OR ask every customer and visitor to provide their name and contact details https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#history • Everyone accessing the restaurant will be asked to hand sanitise and their temperature will be taken. 	
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		<p>Additionally, staff will be required to complete a daily health check record sheet.</p> <ul style="list-style-type: none"> • Substantial online training has been undertaken by all staff • Keypads to be cleaned regularly • Tablets and phones should be assigned to an individual as much as possible. If they need to be shared, they may only be shared by the fewest possible number of people and cleaned regularly. • Provide storage for staff clothes and bags • Provide covered bins for soiled tablecloths and kitchen cloths • Soiled Chef uniforms to be removed in clean laundry bag at end of shift for home launder. • Wash uniforms, tablecloths and kitchen cloths on site • Open doors and windows frequently to encourage ventilation • No food or drink to be brought into the restaurant to avoid cross contamination • Staff may use their own drinking mugs / glasses • Writing Pens must not be shared 	
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		<p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces during the day and at the end of the day that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using standard cleaning products and methods. • Additional Covid.19 cleaning schedules are in place • Clean laminate drinks menus after each use • Use disposable food menus • Clean condiments after each use OR replace with disposable items • Regular checks will be carried out by line managers to ensure that the necessary cleaning procedures are being followed. Checklists will be completed and cleaning schedule will be posted in toilet suite. <p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing – means reducing the number of persons in any work area to comply with the 1 metre+ gap in accordance with Public Health advice: • Indoor table sizes will be reduced to maximum of 6 or 2 households to comply with UK Gov social contact rules • Use of the Toilet Suite <u>will be</u> controlled to ensure Customer distancing achieved. Use only 1 facility at a 	
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		<p>time to ensure clean facilities are always available. 1 in, 1 out controlled by floor staff.</p> <ul style="list-style-type: none"> • High traffic areas will be regulated including corridors, and walkways to maintain social distancing. • Ensure delivery times are staggered to reduce contact. Arrival times must be agreed and hygiene requirements followed by suppliers and staff. • Keep kitchen and floor staff separate whenever possible • Work schedules including start & finish times/shift patterns etc. have been reviewed to reduce number of workers on site and entering or leaving the restaurant at any one time. • Redesigning processes to ensure social distancing in place. This includes the use of floor markings and controlled flow at entry / exit point. • Thorough handwashing after handling cash. <p>In the Restaurant:</p> <ul style="list-style-type: none"> • Restrict access to retrieve / load the dumb waiter • Restrict access behind the Bar / Coffee Machine • Restrict access to the automatic Glass Washer area 	
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		<p>In the Kitchen:</p> <ul style="list-style-type: none"> • Menus have been revisited to ensure it is possible to prepare all meals offered and maintain Social Distancing • Employees to keep to designated preparation station whenever possible. • All food /drink deliveries must be checked and quarantined and / or sanitised as necessary • Restrict access to fridge / freezer. 1 person at a time • Restrict access to automatic dishwasher area • Employees to keep to designated preparation station whenever possible <p>Communal Areas</p> <ul style="list-style-type: none"> • Break times will be staggered to reduce contact. • Where possible, outdoor areas will be used for breaks. • Rearrangement of seats and table layouts in the Restaurant and in the Outside Seating area to maintain spacing and reduce face-to-face interactions. • Staff to be reminded on regular basis of the importance of social distancing in the workplace. 	
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		<p>Meetings</p> <ul style="list-style-type: none"> • Conference calls to be used instead of face to face meetings and employees to be reminded not to share stationery or other objects during meetings where meetings need to take place face to face. Only those essential to the meeting should attend face to face meetings, observing social distancing. • Transmission should be avoided during meetings, for example, avoid sharing pens and or other objects. • Hand sanitisers should be provided in meeting area • Meetings should be held outdoors or in well-ventilated rooms whenever possible. • Management checks will be put in place to ensure this is adhered to. <p>Mitigating Actions</p> <ul style="list-style-type: none"> • Where the social distancing guidelines cannot be followed in full, we will carefully consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff as follows: • Encouraging increased frequency of hand washing and surface cleaning • Keeping the activity time involved as short as possible 	
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		<p>Accidents, Security and Other Incidents</p> <ul style="list-style-type: none"> • In an emergency, for example, an accident, fire, break-in or trespass, people do not have to social distance if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature or loss of smell and taste in the workplace they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health body to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 	
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		<p>Mental Health</p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help: • https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • Regular communication of mental health information and line manager support for those who need additional support. [If applicable] Staff have access to mental health first aiders in the workplace and have been given appropriate information on this. 	
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Further actions to be taken

- The risk assessment is to be communicated to all staff and their additional comments are to be considered for inclusion in the RA. **Complete**
- Directors to publish agreed Risk Assessment on their website **Complete**
- Management to ensure staff understanding and compliance. **Ongoing**
- Review again in line with UK Government guidance for Step 4 of the Roadmap – no earlier than 21st June 2021