Covid-19 Virus Risk Assessment

This Risk Assessment is an overview of Covid-19 specific hazards (risks) and shows the way in which they can be controlled, monitored and corrected.

This is a dynamic document which means that the contents must be reviewed regularly, and additional information be must edited and / or added by you to reflect the way that you are operating your business.

Parts of this Risk Assessment are editable. This is because advice and regulations from Government around these elements (e.g.: 2 metre rule) may change over time.

Look out for the editable areas - they will be the blue boxes. There is additional space within each hazard for you to fill in additional controls specific to your business. You will see that there is also a blank table for you to use if you need to add additional hazards to the Risk Assessment that are specific to your business.

We have also added an 'Evidence' column to this Risk Assessment, this is because you will most likely be asked to show what your Covid-19 hazards are, how you are controlling them and the evidence of this. For example, with the hazard; 'Contamination of premises or equipment', one of the controls is 'Thorough cleaning and disinfection/sanitising of premises', your evidence here could be your cleaning record.

Terminology:

Hazard - this is anything that could be deemed a risk to you, your staff and the public.

Controls – this is what you are doing to control this hazard, i.e.: to make sure you are reducing the risk of a specific hazard as much as possible.

Evidence – this is the records you keep, e.g.: cleaning logs, staff sickness, COSHH, training records to show that you are controlling potential hazards.

Corrective Action – these are the steps you take to make sure hazards are kept under control e.g.: a member of your staff may need to be re-trained in order to work in line with reducing the risk of a specific hazard.

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Responsible Person: Richard O'Grady

Business Name: The Moorings at Myton

Date: 17.06.20

Disclaimer:

NCASS issued this editable Risk Assessment on 2/6/20 to NCASS members. It must be used in conjunction with your food safety management system and high standards of hygiene and hand washing and any additional information specific to your business must be added by you in the spaces provided.

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Viral transfer from staff	Good personal hygiene • Staff instructed in the need to avoid touching the face, mouth, eyes and nose and to avoid direct skin contact with others during work. • Staff trained to frequently and thoroughly wash their hands Social distancing • Working practices rearranged to allow staff separation of ☐ metres e.g. fixed workstations, access to common equipment separated by time and sanitising of common touch areas between usage • Staff trained in new procedures • Staff advised about need to travel to work and for work in separate vehicles NOTE. Social distancing requirements do not apply to members of the same household Regular contact items - Bar equipment (Ice-scoops, tongs, jiggers, bottle openers) colour-coded for each separate bartender. - Contact points (Glass machine, fridge doors, bins, ice machine) to be sanitised after each use using spray and disposable blue roll.	- Hand washing advisory signage present. - Personal hygiene signage present. - Evidence of team training. - Photos of taped areas. - Photos of colour taped equipment. - Advice of new guidelines on Workplace. - Links to any training videos created.	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Contamination of premises or equipment	Cleaning schedules reviewed and updated, and staff trained in enhanced cleaning procedures to ensure: • Thorough cleaning and disinfection/sanitising of premises • Frequent use of Viricidal chemicals to sanitise high risk areas e.g. common touch points such as light switches, door handles etc. and Customer touch areas such as Collection points. • Keyboards such as for card readers wiped down after each use NOTE. Sanitiser cloths capable of killing viruses should be used to avoid damage from quantities of liquid - Sanitiser stations available to customers. - Covid 19 advisory boards present at entrance.	- Schedules in place for cleaning of common areas. - Product info for each chemical used attached to risk assessment. - Sanitiser station details available.	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Presence of staff with Covid-19 symptoms	• System in place to report suspected infection without attending workplace e.g. by phone/ email etc. • Staff informed about requirement to report any illness with Covid-19 like symptoms i.e. new continuous cough and/or high temperature affecting them or a member of their household • Staff reporting symptoms of illness required to self-isolate for [ ] days or for [ ] days where a member of their household has symptoms , even if the staff member appears well • System in place to immediately exclude (send home) any member of staff showing signs of COVID-19 infection at work • In the case of a member of staff showing symptoms at work the premises will be closed temporarily to allow decontamination in accordance with Public health guidelines (Details provide in the Covid-19 controls pack) • Consideration of the risk of contamination of other members of staff • Consultation with Local Authority to determine appropriate action in line with Government guidelines	- Sickness log needs to be in place charting timelines for each employee. - S4 Labour to be kept up to date with sickness details at all times. - Staff temperatures will be checked and recorded on arrival.	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Contamination by money	• Use of contactless payment systems wherever possible. • In cases where cash handling is necessary, staff trained to thoroughly wash hands between transactions. ☐ metre separation distance maintained throughout - App-based ordering to eliminate need for contact during payment.	- Preoday operating details to be kept with risk assessment.	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Viral transfer from customer to customer or customer to staff	Order collection Social distancing • Food pre-ordered to allow collection times to be spread out, limiting customer presence at any one time • Queuing system. Controls to separate customers by ☐ metres • Call forward for collection to allow staff to step back as customer approaches to pay/collect food Delivery Social distancing • System to maintain separation distance e.g. food placed on doorstep, delivery driver steps back, alerting customer to arrival of food, whilst maintaining a ☐ metre separation distance - Drinking vessels and food containers to be disposable for re-opening. - Cutlery to be wrapped in disposable sleeves. - Single serve condiments to be standard and be sent from food preparation area. - Tray drop-off and collect service to keep distance between the staff and their customers. - Contactless ordering and payment from customers' tables.	- Media pack to be kept with risk assessment.	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action