

RISK ASSESSMENT

Type of Risk Assessment: COVID-19

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Date Assessed: 27/07/20

Activity: Restaurant

Location: The ALBANY

| Hazard List significant hazards which may result in serious harm or affect several people | Who may be affected | Control Measures List existing control measures or where information may be found (e.g. information, instructions, training, systems or procedures) | Risk Rating H M L | Any Further Controls List the risks which if not adequately controlled and proposed action where it is reasonably practicable to do so | Risk Rating H M L |
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| Bar Operations | Public and Employee | <ul style="list-style-type: none"> • All bar stools removed • Vertical drinking not permitted • Bar tops cleaned and sanitised regularly • Water and wine bottles must be sanitised before serving. • Straws will only be given when asked | L | | |
| Service of Food and Drink | Public and Employee | <ul style="list-style-type: none"> • Staggered reservation times • Return times for reservations • 1 metre spacing of tables • Disposable menus/ access online • Unnecessary table items removed • Encouraging compliance with limits on gatherings on arrival or at booking. Indoor gatherings limited to two households • Pre-ordering available | L | | |

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| | | <ul style="list-style-type: none"> • Children to be supervised at all times • Card payments are preferred. All payments to be made at table • Social distance and hygiene made clear at on arrival to guests • Our guests must understand that failure to observe safety measures will result in services not being provided | | | |
| Goods and Deliveries | All employees | <ul style="list-style-type: none"> • Reduce the number of deliveries to the site, for e.g. by increasing the size of orders reducing frequency • To maintain distance, items should be dropped by suppliers in a designated location • If employers are on site whilst the delivery is being made they need to ensure they keep 2 metre distance from supplier • Ensure as sign is in place at the point of delivery to instruct supplier as to where the delivery is to be left and to maintain social distancing • Whilst unpacking the deliveries, staff should wear a disposable apron and dispose of it once the job is completed. • Hands should always be washed thoroughly after handling items | L | | |

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| Take Away | Employees/ public | <ul style="list-style-type: none"> • Packing order procedures in place • For collection, a designated pick up area defined and physical distancing enforced • Sanitiser stations are available, use encouraged upon entry to the venue | L | | |
| Cleaning | Employees/ Public | <ul style="list-style-type: none"> • 30-minute cleaning and sanitation of surfaces programme are in place to prioritise potential hand contact areas and prep surfaces • Common areas, surfaces, tools and equipment. That are frequently touched should be wiped down with sanitiser spray after use. • Mops and brushes are assigned for each area. • Each department has their own wipe down checklist ready and in place for every shift. Timed and signed. • Staff member will complete cleaning of toilet areas to prevent potential contamination areas • After cleaning wash your according to the hand washing safe system of work | L | | |
| Social distance in: working areas, back of house and common areas. | Employees/ Public | <ul style="list-style-type: none"> • Restaurant capacity reduced by 25% • Staggered start times • Teams split into smaller groups | L | | |

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| | | <ul style="list-style-type: none"> • Enter and leave the building using a one-way system • Safe social distance of 1m with risk mitigation needs to be maintained between employees and also between employees and guests, suppliers and visitors. This includes all work areas, receptions, exits, rest areas, toilets and kitchen. • Reviewing the layout and processes for staff to work apart from each other. • Where it is not possible to move working areas, staff will work side by side or facing away from each other. • Social distancing guidelines a there to help visitors comply in the entrance, restaurant and queuing area. • Live performances are not carried out. • If someone is not respecting the safe social distancing space, they need to be reminded about the measures that are in place in a calm, polite and friendly way • All employees must refrain from physical contact where possible e.g. shaking hands or kissing goodbye, sharing food or drinks. Tools should not be shared. If not | | | |
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| | | <p>possible, a drop of zone should be designated.</p> <ul style="list-style-type: none"> • A one-way or give-way traffic system is in place where possible • Employees to reduce movement around the building to discourage non-essential movement • Employees that work in one place must remain there without moving to other areas unless necessary. Kitchen access is limited to essential people only. • Only designated employees are allowed to access walk-in pantries, fridges and freezers. This should be one at a time only • Kitchen employees should minimise interaction with front of house staff or delivery drivers including when on breaks • Discourage visitors to the restaurant with meetings being done remotely • Maintenance work should be organised when minimal people are on site. • Prioritise safety during incidents- in an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe. Once the emergency is over, wash hands. Each shift will have a first aider | | | |
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| Handwashing Hygiene | Employees/ public | <ul style="list-style-type: none"> • Automatic hand sanitisers have been installed • Hands are washed and sanitised thoroughly for at least 20 seconds upon leaving home and immediately upon arrival at work and then a minimum of 30-minute intervals throughout your shift • Coughs or sneeze into a tissue and bin immediately. If a tissue is not to hand, the crook of your elbow (inside of your elbow) • Posters displayed to remind employees and staff of handwashing procedures | L | | |
| Uniform and PPE | Employees/ public | <ul style="list-style-type: none"> • Chefs must wear clean uniforms, aprons and masks • FOH staff wear face masks • If leaving and returning to the site after a break, the employee will start the process as if it was the beginning of their shift | L | | |
| Suspected case whilst working on site | Employees/ Public | <ul style="list-style-type: none"> • If a team member develops a high fever or persistent cough while at work they will <ul style="list-style-type: none"> -Return home immediately -Avoid touching anything -Follow the guidance of self-isolation and not return to work | L | | |

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| | | <p>until their period of self-isolation is completed</p> <ul style="list-style-type: none"> - once the employee has left, a precautionary clean is carried out -testing is encouraged to provide confirmation of whether the symptoms are COVID-19. If the tests return negative, the individual and family can return to work | | | |
| Delivering First Aid | Employees/ Public | <ul style="list-style-type: none"> • Hands are washed and sanitised before and after dealing with a casualty wherever possible • Mask and gloves will be worn • Waste disposed of safely • IF CPR is required any helpers are required to stand 1m away from the first aider and the casualty. The helper may swap roles with the first aider but will maintain 1m distance from each other | L | | |
| Travel to and from work place | Employees/ Public | <ul style="list-style-type: none"> • Staggered shifts will be will be implemented to allow better travel times • Where possible travel to and from work should be done at quietest times • Social distance of 2m must be maintained throughout the journey | L | | |

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| | | <ul style="list-style-type: none"> All employees must travel to and from work in their own mask | | | |
| Arriving at work and leaving work | Employees/ Public | <ul style="list-style-type: none"> Rotas have been staggered to avoid over-crowding BOH areas, entrances and exits on arrival and departure times All employees must wash and sanitise their hands thoroughly immediately upon arriving to work If someone has symptoms, they will be sent and seek to be tested. If isolation is necessary, they will self-isolate for the time required Phones, personal belongings or accessories are stored in a designated area to prevent use and touching while at work. Employee must leave promptly following their shift and not loiter or wait for others | L | | |
| Re-Opening Sites | Employee/ Public | <ul style="list-style-type: none"> Restaurant, kitchen, toilets and foyer have been thoroughly cleaned prior to reopening Employees have been given the relevant information regarding their role in re-opening If an employee or someone she/he lives with has symptoms in line with Covid-19, the employee MUST NOT come to work. The employee must inform | L | | |

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| | | management and self-isolate for the required period | | | |
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Risk Rating

| Score | Priority | Action |
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| 1 - 4 | Low | Action is required to reduce the risk, although low priority. Time, effort and cost should be proportional to the risk |
| 5 -10 | Medium | Action is required soon to control. Interim measures may be necessary in the short term |
| 11 - 25 | High | Action is required urgently to control the risk. Further resources may be needed |