

COVID 19 RISK ASSEMENT

What are the hazards	Who might be harmed	Controls required	Additional controls	Action by who	Action by when	Done
Spread of Covid 19 coronavirus	Staff, Customers, Contractors, drivers, any visitors to the shop & café.	Handwashing <ul style="list-style-type: none"> Handwashing facilities with soap and water are in place Drying hands with disposable paper towels Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> Employees to be 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 / blue roll. Also reminded to catch coughs and sneezes in tissues – follow Catch It, Bin it, Kill it, and avoid touching face eyes nose or mouth with unclean hands. Tissues will be made available throughout the workplace. 	All staff	Ongoing	
			<ul style="list-style-type: none"> Customers to be encouraged through signage in the shop and café to use the hand sanitiser available. Staff should wash their hands after clearing tables, touching customers' possessions (bags etc) 	Customers	Ongoing	
		Social Distancing <ul style="list-style-type: none"> Reducing the number of persons in any 1 metre gap recommended by the PHA. Reduce the numbers of workers on site 	<ul style="list-style-type: none"> Signage to be put in place to encourage social distancing behaviours. Both kitchen and floor staff have been reduced since lockdown began. 	PB	03.07.20	
					Ongoing	

			<ul style="list-style-type: none"> • There will be a reduced number of tables inside the café. • Additional outside seating is to be provided • Customers to be ushered in as the appropriate space becomes available. 1 person browsing the shop. Customers waiting for tables will be asked to wait outside 	<p>PB</p> <p>PB</p> <p>Staff</p>	<p>04.07.20</p> <p>04.07.20</p> <p>04.07.20</p>	
		<p>Additional Cleaning. A cleaning regime is already in place, and these measures are specific to this risk assessment.</p>	<ul style="list-style-type: none"> • Frequently cleaning & sanitising all staff & customer touch points – handles, counter surfaces, shopping baskets, product packaging, doors etc. • The toilet is for staff use only. It will be fully cleaned and sanitised at the end of the day. • All toilet touch points (taps, seat, pull chain, door handle) must be sanitised after each use, by the user. • Deep cleaning of the kitchen • Deep cleaning of the toilet 	<p>All staff</p> <p>Staff</p> <p>Staff</p> <p>KB & FG</p> <p>PB</p>	<p>Ongoing</p> <p>Daily</p> <p>After every use.</p> <p>01.07.20</p> <p>03.07.20</p>	<p>done</p>
		<p>Dealing with the public</p> <ul style="list-style-type: none"> • Floor markings should be placed to encourage safe social distancing. 	<ul style="list-style-type: none"> • Signage will be placed around the shop to encourage social distancing. This risk analysis will be made available via our website, some customers will also be alerted by email. • Card payments only are being accepted – contactless is preferred 	<p>PB</p> <p>Staff & customers</p>	<p>ASAP</p> <p>Ongoing</p>	

		Drinking Water	<ul style="list-style-type: none"> Staff are not share cups or bottles. All staff should have their own water bottles to avoid leaving contaminated glasses. Shared water bottles are no longer available for customers. 	Staff	Ongoing	
				Staff & customers	Ongoing	
		Mental health <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the outbreak and will offer whatever support they can do to help 	<p>An open-door policy between staff and management exists and questions & concerns can be raised at any time.</p> <p>Management understand that additional resource material is available from Mind UK</p>	PB	Ongoing	
				PB	Ongoing	
		Symptoms of Covid-19 <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance, and PB will remain in regular contact with staff at this time. 	Staff and customers who feel unwell must not enter the premises	PB & staff	Ongoing	
		Food preparation <ul style="list-style-type: none"> Introduction of a new menu and chef 	<p>Our menu has been dramatically changed to be simpler and easier to package and serve for consumption both on and off the premises.</p> <p>The kitchen is for food preparation & coffee making only. Staff should not be in this area for any other reason.</p>	Management	04.07.20	done
				Staff	ongoing	

