

# COVID-19 Risk assessment

Company name: Saracens Cafe Ltd

Assessment carried out by: Tariq Kataria

Date of next review: 24/07/2020

Date assessment was carried out: 24/06/2020

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?	Done
Close contact of persons	Customers & Staff	Clear and identifiable markings internal and external of the restaurant. Limited people in waiting areas. Encouraging contactless payments.	Additional signs outside the premises to remind guests and posting this on the website and social media.	Staff	4 <sup>th</sup> July	
Layout of eating area and use of utensils and all items on tables.	Customers & Staff	Reconfigure the restaurant layout. Use of Perspex screens to reduce any cross contamination.	Outdoor seating within the agreed boundary. Reusable packaging and crockery.	Staff	4 <sup>th</sup> July	

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		Utensils wrapped, sauces etc changed and sanitised before each seating of customer and stored appropriately.				
<b>Excessive customers waiting</b>	Customers & Staff	Requesting customers wait in cars until called into restaurant. Asking customers to order online, on apps or over the telephone to reduce queues and stagger pick up times. Making regular announcements to maintain social distancing and providing gloves/masks if requested.	Promoting pre-booking system to control number of people.	Management	4 <sup>th</sup> July	
<b>Maintenance or rectification work by contractors</b>	Staff & Contractors	Determining if schedules for essential services and contractor visits can be revised to be carried out	Request contractors do not work whilst customers are in the restaurant.	Management	Post 4 <sup>th</sup> July	

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		when no customers are present.				
<b>Reduced Ventilation</b>	Customers & Staff	Carrying out additional ventilation system checks above manufacturers recommendation. Opening doors/windows to encourage ventilation, where possible.	Placing contract for more maintenance and checks of ventilation system.	Management	4 <sup>th</sup> July	
<b>Poor Cleanliness</b>	Customers & Staff	Cleaning laminated menus. Enhancing cleaning for busy areas. Additional waste facilities and more frequent rubbish collection. Setting clear use and cleaning guidance for toilets to ensure they are kept clean.	Recruiting a dedicated cleaner for BOH and FOH who will be monitoring the internal and external areas and toilets.	Staff	4 <sup>th</sup> July	

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		Providing hand sanitiser in multiple locations in addition to washrooms.				
<b>Staff contamination</b>	Staff	<p>All staff have completed the coronavirus-Proactive action e-learning course.</p> <p>Monitoring the temperature of staff at the start of a shift.</p> <p>Provide each staff member a sanitiser bottle.</p> <p>Wearing disposable gloves and masks whilst working.</p> <p>Staff rota rescheduled.</p> <p>Providing guidelines for washing uniforms.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Reducing the number of people each person has contact with by using 'fixed</p>	Educate the Team regarding the covid-19 protocol in pre-shift meetings and on group messages.	Management/Staff	4 <sup>th</sup> July	

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		teams or partnering' (so each person works with only a few others) Minimising access to walk-in pantries, fridges and freezers, for example, only one person will be able to access these areas at one point in time.				
<b>Surface contamination</b>	Customers & Staff	Contracted a third party (Envid-20) to validate our cleaning process and certify the restaurant for corona virus (where applicable) through scientific diagnostic testing.	Maintain a contract with Envid-20 to provide their service to provide assurance.	Management	4 <sup>th</sup> July	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)



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