

Subject of Assessment	Coronavirus (COVID-19)	RA No.	
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Mr. Simon Noble - General Manager (SAN)	Location of Assessment	The Ginger Bistro

Risk Rating Matrix (RR)			Likelihood (L)						
Severity (S)			Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)				
Fatality; major injury or illness causing long term disability (High)			HIGH (H)	HIGH (H)	MEDIUM (M)				
Injury or illness causing short term disability (Medium)			HIGH (H)	MEDIUM (M)	LOW (L)				
Other injury or illness (Low)			MEDIUM (M)	LOW (L)	LOW (L)				
Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place			L	S	RR	Adequately controlled?

1	<p>COVID-19 (Someone infected entering the workplace)</p>	<p>Employees (A visitor or employee enters the workplace and passes the virus onto employees)</p>	<ul style="list-style-type: none"> • COVID-19 information poster highlighting the symptoms and the risks is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. Electronic Thermometer is to be used; a temperature higher than 37.2C will be refused entry to the Bistro. • COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. • Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. • All employees have undertaken the Coronavirus and Pandemic e-Learning on CPL • All Visitors are welcomed and seated as they arrive, no handshaking or other close contact, minimum of 1 metre plus social distance must be adhered to. • Contractors are assessed and approved before being allowed to work on site, a site induction will be provided to contractors. • This information has been passed onto all employees. SAN 	M	M	M	Yes
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2	<p>COVID-19 (Someone becomes ill in the workplace)</p>	<p>Employees & Visitors (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> • UK Government guidance to be followed. • A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. • The person will be advised to follow NHS Guidance online regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols • If the person is a visitor their organisation will be informed. • The workplace will be decontaminated following governmental guidance. • Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. • This information has been passed onto all employees. SAN 	M	M	M	Yes
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3	<p>COVID-19 (Contaminated Workplace)</p>	<p>Employees & visitors (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> • UK Government guidance is being followed. • Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. • Extra hygiene requirement (handwashing etc.) in place, single use disposable hand towels (blue roll) must be used to dry hands. • Multi-use handtowels are not to be used to dry hands. • Face masks and disposable gloves are available to all employees. • Employees are encouraged to implement an increased cleaning regime. • FRONT OF HOUSE SPECIFICS • A designated cleaning time between 3 and 4pm is in place. And repeated after 10pm or after last customer has left. • All surfaces (bar/tables/chairs) are to be cleaned at least hourly, where appropriate, with a sanitiser spray and single use disposable wipe. • Till screen and credit card and telephone receiver machine to be sanitised after each use with a disposal disinfectant wipe • No fruit to be used on the bar for drinks/cocktails. • Staff Aprons to be washed through the washing machine on a daily basis • Customer toilets to be checked and sanitised on an hourly basis, paying particular attention to sanitisation of taps, soap dispenser, sinks, and door pushes. Cleaning Sheet to be completed on wall of bathroom. • All cutlery, crockery and glassware to be rinsed and cleaned in either dishwasher or glasswasher machines at 82C or higher after use. Other Equipment such as keyboards, work surfaces etc. to be regularly cleaned. • All customers must book a table, initially no tables larger than 6 persons. A record of full name and contact telephone number must be kept for any walk in customers. 	M	M	M	Yes
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			<ul style="list-style-type: none"> • All customers will be asked to wait to be seated at the front door, by 1 designated person who will seat them and ask for an initial drinks order and describe any available specials. • Customers will be encouraged to view our drinks and food menus on their own electronic devices via the gingerbistro.co.uk website • Single use paper menus will be available for customers and disposed of after food order is taken. • No cutlery, condiments or glassware to be left on clean tables, all must be delivered to the table once customers are seated. • Plates of food to be delivered to table by 1 designated person, either wearing latex gloves (single use) or disposable napkins (single use) • Clearing of tables to be undertaken by 1 designated person, using latex gloves or disposable napkin. Cutlery and crockery delivered to pot wash area of kitchen. Glassware delivered to glass wash area. • KITCHEN AREA AND STORE ROOM SPECIFICS • Social Distancing of 1 metre plus to be strictly adhered to. Minimum cross over of Kitchen Staff is of prime importance. • Single use clothes are to be used to clean plates prior to service of food. No multi use clothes will be used. • Each Chef is responsible for taken their dirty chefs whites home to clean on a daily basis, each chef has a labelled sealable container for their own Clean Chefs whites, to be kept on site. Chefs shoes and clean whites only to be kept on site daily. • 1 Designated person to deliver food to table from the pass. • 1 Designated person to clear tables to the pot wash area. • This information has been passed onto all employees. SAN 				
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4	<p>COVID-19 (proximity, workplace gatherings)</p>	<p>Employees & visitors (A person catches COVID-19 due to working closely with an infected person)</p>	<ul style="list-style-type: none"> UK Government guidance to be followed. A social distancing policy has been implemented of 1 metre plus <ul style="list-style-type: none"> All employees have been asked to keep customer interaction to a minimum, whilst maintaining service standards where possible. Only business critical face to face meetings to be undertaken on agreement with all involved. No handshaking or closer personal contact or attendance at large meetings. <p>This information has been passed onto all employees SAN</p>	M	M	M	Yes
5	<p>COVID-19 (Vulnerable employees)</p>	<p>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> UK Government guidance to be followed Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough or a loss of, or change to, your sense of smell or taste in the last 14 days – there have been no instances of these to date. Any vulnerable employees are required to work from home. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers may be asked to commence maternity leave early if practicable. If necessary, the company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible. This information has been passed onto all employees. SAN 	M	M	M	Yes

6	<p>COVID-19 (Employees who have contracted COVID-19)</p>	<p>Employees, visitors, members of the Public, Family members (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> • If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols. The workplace will be decontaminated following governmental guidance. • This information has been passed onto all employees. SAN 	M	M	M	Yes
7	<p>COVID-19 (Presenteeism. Symptomatic or exposed employees remaining in workplace.)</p>	<p>Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact o with someone with COVID-19 but continue to work despite being unwell)</p>	<ul style="list-style-type: none"> • UK Government guidance to be followed • Employees are advised to follow NHS Guidance online. • Symptomatic employees will be instructed to go home. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. • As a last resort, if we decide to suspend an employee this will be on full pay unless the employee’s specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension 	M	M	M	Yes

8	<p>COVID-19 (Self-Isolation and wellbeing)</p>	<p>Employees (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)</p>	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice). A homeworkers risk assessment – either general or specific depending on risk levels – will be completed Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls. This information has been passed onto all employees. 	M	M	M	Yes
9	<p>COVID-19 (Travelling abroad)</p>	<p>Employees & visitors (A person catches COVID-19 due to travelling abroad)</p>	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19 Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations. 	M	M	M	Yes
10	<p>COVID-19 (Information failure)</p>	<p>Employees & visitors (Escalation/de-escalation of Pandemic)</p>	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets - Holding regular weekly meetings with the business owner and Head Chef <p>The designated Appointed Person is Simon Noble or in his absence Soji Joseph</p>	M	M	M	Yes

Additional Site-Specific Arrangements

N/A

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at work Regulations 1999

HSE Managing the Causes of Work-Related Stress HSG218 2007

HSE Books 1998 Lighting at Work HSG38

HSE INDG244 Workplace health, safety and welfare: A short guide for Managers

HSE information on Coronavirus:
<https://www.hse.gov.uk/news/coronavirus.htm>

COVID 19 workplace safety guides issued by the UK government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.

COVID 19 workplace safety guides issued by the Scottish government can be found to assist you in ensuring that your workplace is now COVID 19 compliant. COVID 19 workplace guidance for employers and employees issued by the Welsh government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.

Date of Assessment	29/06/20	Signature	Simon Noble General Manager
Reviewed Date	At least weekly to ensure compliance with COVID-19 measures	Reviewed By	Soji Joseph Owner/Proprietor

