

RISK ASSESSMENT

COVID-19 Generic RA Master - Understanding of coronavirus is rapidly evolving. LP is keeping the situation under constant review.

Date: 01/07/20	Reviewed by: Kaliana Martins	Checked/ Validated by: Chris Pilkington	Location:	Review Date: 12 months or sooner if significant changes occur
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Activity/ Hazard	Who might be harmed and how	Control Measures	Extra Measures	Level of Risk	Action by whom
Spread of Covid-19 Coronavirus	<p>Catering Staff</p> <p>Customers</p> <p>Vulnerable groups –pregnant workers and those with existing underlying health conditions</p> <p>Contractors</p> <p>Delivery riders</p> <p>Any other visitors</p> <p><i>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.</i></p> <p><i>How:</i></p> <ul style="list-style-type: none"> Inhalation of airborne viral particles through proximity to someone 	<p><u>Symptoms of Covid-19:</u></p> <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough, a high temperature or loss or change to sense of smell or taste in the workplace, they will be isolated & sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<u>including where a member of staff has visited other work place premises or domestic premises</u>), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that 	<ul style="list-style-type: none"> Covid-19 ‘Health Return to Work Questionnaire’ completed by all staff prior to starting work with line manager. Covid-19 ‘Health Tracker App’ completed by all staff on daily basis before starting their shift. <p>https://filemaker.leeming-pilkington.co.uk:444/fmi/webd</p> <ul style="list-style-type: none"> Staff to watch power point presentation ‘Staying safe together’ with new safety measures to help keep them and our customers safe. Internal communication channels and cascading of 	Low	Team leader/Supervisor/Manager/All employees/Customer

	<p><i>with Coronavirus symptoms.</i></p> <ul style="list-style-type: none"> • <i>Contact with surfaces / objects previously contaminated with Coronavirus.</i> • <i>Inadequately equipped welfare facilities</i> • <i>Poor hygiene practices adopted</i> 	<p>should be taken. https://www.publichealth.hscni.net/</p> <ul style="list-style-type: none"> • Action if Symptoms of Covid-19: If anyone becomes unwell with a new continuous cough, loss of smell or taste or a high temperature they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises, we will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken by contacting their Local Public Health England team. 	<p>messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 		
<p>Spread of Covid-19 Coronavirus</p>	<p><i>Same as above</i></p>	<p><u>Social Distancing:</u></p> <ul style="list-style-type: none"> • Maintain 2m social distancing, where possible. All sites will have a plan of social distancing that allows for the 2 meters apart to be observed and back to back working to be used where space is limited. The plan will be communicated to all staff before they commence work. • Staff to follow Client's Health & Safety plan, rules and instructions from point of entry in the office building (inc. 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 2m or 1m with risk mitigation (where 2m is not viable) are acceptable by managing transmission risk and mitigations actions include: * using back-to- 	<p>Low</p>	<p>Team leader/Supervisor/Manager/All employees/Customers</p>

		<p>corridors, toilets etc.) until exiting at the end of their shifts.</p> <ul style="list-style-type: none"> • Staff & Changing/Locker Rooms and BOH areas – Only one staff member will be permitted to use the staff room at any one time. <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <ul style="list-style-type: none"> • Taking steps to review work schedules including start & finish times/shift patterns, weekly rotas, to reduce number of workers on site at any one time. • Redesigning processes/work space to ensure social distancing in place. • Minimising number of customers in confined areas • Social distancing also to be adhered to in café/breakout seating areas. • Non-essential activities will not be carried out. 	<p>back or side-to-side working whenever possible, than face to face. * using screens or barriers to separate people from each other. * keep the activity time of any activity where social distancing cannot be maintained as short as possible. * increasing the frequency of hand washing and surface cleaning, including disinfection of high footfall areas or common touchpoints.</p> <ul style="list-style-type: none"> • Management checks to ensure this is adhered to. • Contactless/card payment to minimise time and speed up operation and reduce handling possible contaminated notes/coins. • Minimise self-service operations and use of communal condiments. Ensure individually packaged items (no open foods) 		
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<p>Spread of Covid-19 Coronavirus</p>	<p>Catering Staff</p>	<p><u>Handwashing:</u></p> <ul style="list-style-type: none"> • Brief all staff of hygiene measures at the beginning of each shift. Ensure any contractors or visitors follow appropriate hygiene measures. • Check all sinks and hand washing facilities are fully stocked throughout the shift with soap. • Regularly and stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels- 	<ul style="list-style-type: none"> • All staff will be briefed at the beginning of each shift of any 'additional' controls that are in place to control the spread of the virus. • 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. Increase the frequency of handwashing in between tasks. • Team members to wash their hands immediately after touching customer's 	<p>Low</p>	<p>Team leader/Supervisor/Manager/All employees/Customer's</p>

		<p><u>much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</u></p> <ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly. <u>https://www.nhs.uk/conditions/emollients/</u> • Gel sanitisers in any area where washing facilities not readily available. 	<p>mugs, cash etc. If possible, wear disposable vinyl gloves.</p> <ul style="list-style-type: none"> • Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <p><u>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</u></p> <ul style="list-style-type: none"> • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <u>https://www.publichealth.scot.nhs.uk/news/covid-19-coronavirus</u> • Posters, leaflets and other materials are available for display. 		
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			https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19		
Spread of Covid-19 Coronavirus	Catering Staff	<p><u>Cleaning:</u></p> <ul style="list-style-type: none"> Enhanced cleaning measures to be put in place at appropriate times. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Staff to be provided with training and guidance on controls. Managers should supervise all cleaning and record in the Café/Kitchen/Restaurant/Hospitality Pantry diary the additional cleaning that has taken place for future reference. Ensure staff know how to use cleaning products safely (COSHH) and ensure contact times for chemicals are met. 	<ul style="list-style-type: none"> Consult the Enhanced daily checklist for additional measures to be implemented. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Ensure that staff wear disposable aprons and gloves when cleaning. These should be removed immediately after cleaning is completed. Ensure that you use disposable cloths/blue roll. Discard all cloths, aprons, gloves, blue roll and mop heads in a tied-up plastic bag immediately after use. Team members to use correct 	Low	Team leader/Supervisor/Manager/All employees/Customer

		<ul style="list-style-type: none"> At the end of the shift staff will clean all hand touch surfaces one more time before closing. 	<p>coloured cloths and mop heads.</p> <ul style="list-style-type: none"> Waste Disposal: double bag the waste and discard in general waste. Ensure appropriate work surfaces and hand contact surfaces, FOH and BOH are cleaned using the 2-stage cleaning method with Delphis-sanitiser. Observe the 2min contact time. Avoid creating splashes and spray when cleaning. 		
Spread of Covid-19 Coronavirus	Catering Staff	<p><u>Deliveries:</u></p> <ul style="list-style-type: none"> These will be put away by one person per room/fridge/freezer. Staff to wash their hands afterwards. 		Low	Team leader/Supervisor/Manager/All employees/Customers
Spread of Covid-19 Coronavirus	Catering Staff	<p><u>Staff uniform:</u></p> <ul style="list-style-type: none"> Managers will check that staff have clean uniform before they commence work. Uniform is not to be worn to travel to work in and all personal 	<ul style="list-style-type: none"> When staff arrive to wash their hands straight away before going to the staff/locker room. 	Low	Team leader/Supervisor/Manager/All employees/Customers

		<p>belongings are to be kept in the staff/locker room.</p>	<ul style="list-style-type: none"> ▪ Only one person at a time is permitted in the staff/locker room so check before entering. 		
	Catering Staff	<p><u>Mental Health:</u></p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help • Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress 	<ul style="list-style-type: none"> • Regular communication of mental health information and open-door policy for those who need additional support 	Low	Team leader/Supervisor/Manager/All employees/Customer
Spread of Covid-19 Coronavirus	Catering Staff	<p><u>Face Masks:</u></p> <ul style="list-style-type: none"> • <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i> • Where Facemasks are a requirement for risks associated with the work 	<ul style="list-style-type: none"> • To minimise the risk of transmission of COVID-19 particular attention should be taken to fit masks correctly <p>https://www.bbc.co.uk/news/av/health-52606128/coronavirus-how-to-wear-a-face-covering</p>	Low	Team leader/Supervisor/Manager/All employees/Customer

		<p>undertaken the following measures will be followed:</p> <ul style="list-style-type: none"> • Masks should be worn correctly, and wearers must be clean shaven. 	<ul style="list-style-type: none"> • Team Members will be reminded of the importance of: <ul style="list-style-type: none"> * Continuing to work to the 2m social distancing guidelines. * Washing hands before putting on the mask. * Storing the mask in a clean environment. * Changing the mask as soon as it begins to get damp. * Washing hands after removing the mask. * Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working near someone with a Covid-19 infection and where there is limited or no opportunity to maintain social distancing. <p>The measures to maintain social distancing and / or provide a physical barrier between Team Members and customers is the main control along with washing hands.</p>		
<p>Spread of Covid-19 Coronavirus</p>	<p>Catering Staff</p>	<p><u>Wearing of Gloves:</u></p>			

		<ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • Team Members will be reminded that wearing gloves does not stop virus particles being taken into the body; only thorough and regular washing hands can do this especially before touching your face. Gloves should be changed in the same circumstances as the advice for when you should wash your hands including: * After handling waste. * After carrying out cleaning tasks. * After handling cash. * Before taking breaks. * Between tasks and when contaminated. • Procedures for changing gloves trained to staff and observed in practice: * Remove gloves. * Dispose of gloves in a bin. * Wash / sanitise hands. * Put on new gloves. 	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	<p>Low</p>	<p>Team leader/Supervisor/Manager/All employees/Customer</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Catering Staff Customers</p>	<p><u>Legionella Check:</u></p> <ul style="list-style-type: none"> • LP to confirm with Clients in advance if checks (flushing and temperature 		<p>Low</p>	<p>Team leader/Supervisor/Manager/All</p>

	Vulnerable groups –pregnant workers and those with existing underlying health conditions Contractors Delivery riders Any other visitors	monitoring) were carried out during closure and before returned to use.			employees/Customer
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Notes: Please ensure to wear a clean uniform each shift.

Please contact your Operations Manager/Area manager if unsure on any part of this Risk assessment or would like to discuss anything regarding your role.

<p>Issue date: July 2020 No Significant Change</p>	<p>Issued by: Chris Pilkington, Director</p>	<p>Signature: </p>
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NB. This document and any amendments must be retained for at least 3 years.