KINGS ARMS -FOOD AND BEVERAGE RISK ASSESSMENT – CORONAVIRUS

(COVID-19)

May 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HAZARD | THOSE AT  RISK | CONTROLS REQUIRED | RESIDUAL RISK | ADDITIONAL CONTROLS |
| Spread of Coronavirus (COVID-19) | All Staff | **Health Screening**  Protect all employees in the workplace to carry out their duties safely and to reduce risks of infection and monitor staff | HIGH | Prior to returning to work, all staff are required to complete a Covid-19 Health Declaration, in addition to confirming whether they have suffered from any gastroenteritis symptoms.  If an employee makes contact to advise of Covid-19 symptoms they will be asked to self-isolate following the current NHS guidelines.  Staff to travel to work in own clothes, with clean uniform bagged and protected. Try to avoid public transport. Changing room made available – one person at a time. Boxes for each team member to store home clothes. Procedure reversed on departure. Uniform to be washed after each use  Staff to be trained in new procedures introduced and record of training to be kept.  Clock in machine at reception away from first reception computer. Temperature check and health confirmation to be entered on clocking in.  Do not share phones – use your phone only and wipe down at end of shift  When an employee is able to return to work, carry out the Covid-19 return to work checklist on the phone prior to their return.  Plans to be put in place to allow for increased absenteeism due to Covid-19.  Ensure all employees complete the Employee Checklist to confirm that they understand all the controls put in place. |
| Spread of Coronavirus (COVID-19) | All Staff,  Visitors to your premises,  Cleaners,  Contractors,  Drivers,  Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions  Anyone else who physically comes into contact with you in relation to your business | **Handwashing**  Handwashing facilities with soap and water in place  Regular stringent handwashing taking place (See handwashing guidance)  Drying of hands with paper towels  (current research shows hand towels more effective than hand dryers)  Staff encouraged to protect the skin by applying emollient cream regularly  Gel sanitisers in any area where washing facilities are not available | HIGH | 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.  Remind employees to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’, and to avoid touching face, eyes, nose or mouth.  Tissues will be made available throughout the workplace along with hand sanitiser  Encourage staff to report any problems and carry out skin checks as part of skin surveillance programme  To help reduce the spread of Coronavirus remind everyone of the current public health advice  Posters, leaflets and other available are to be made available for display, and updated in accordance with current regulations and advice  Provide an area/lidded container for employees to store all personal items in a designated area to prevent contamination of kitchens  Provide disposable bottles of water for employees to avoid bring in reusable bottles into kitchen area  Wall mounted hand sanitiser unit for kitchen use |
| Spread of Coronavirus (COVID-19) | All Staff | **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and public areas using appropriate cleaning methods | HIGH | Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are be followed at all times.  Covid appropriate cleaning materials to be used  Cleaning schedule set to include toilets – to be signed each time it is done |
| Spread of Coronavirus (COVID-19) | All Staff,  Visitors to your premises,  Cleaners,  Contractors,  Drivers,  Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions  Anyone else who physically comes into contact with you in relation to your business | **Social Distancing**  Social Distancing – reducing the number of persons in any work area to comply with the 2 metre gap recommended by Public Health England  Take steps to review work schedules including start and finish times / shift patterns, etc to try and reduce the number of employees on site at any one time.  Relocate employees to other tasks.  Redesign processes to ensure social distancing remains in place in all places.  Ensuring sufficient rest breaks for staff. | HIGH | Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of this. Line Managers check to ensure this is being carried out.  Open doors and/or windows in areas to increase ventilation – Fly screens to be installed on all open doors & windows  Work areas to have floor markings to section each persons’ area to assist in distancing. For kitchen and bar back of house areas. Cellar area and any closed spaces like walk in fridges to have signs saying one entrant only at a time.  KA kitchen to be staffed 3 persons maximum at a time. Areas are – pot-wash, hot section, cold section.  Menu to be simplified to reduce number of contacts made with plates, ingredients etc. |
| Spread of Coronavirus (COVID-19) | All Staff | **Bar and Beverage Service**  Redesign bar area to ensure social distancing remains in place where possible |  | Bar one person behind bar only, one person delivering/taking orders.  Create social distancing markers at front of bar area to allow customers to place their order then move back until order is placed upon the bar where upon employee will step back. Sneeze screens to be in place and bar stools removed  All customers will sit at tables so as not to encourage them to be near bar area. Total table service.  Contactless and card payments only  Employees to wear gloves to dispense beverages  Any dirty glasses to be placed in glass washer machine immediately  Food pick from passe when called – do not wait in kitchen area. Dirty plates route to courtyard area where crash table set up with containers for cutlery and crockery, water and detergent in them to avoid contaminated plates entering kitchen. KP to come and collect containers periodically. |
| Spread of Coronavirus (COVID-19) | All Staff | **Wearing of Gloves**  When there is a requirement to the role, 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. | HIGH | Staff to be reminded that wearing gloves is not a substitute for good handwashing  Toilets in KA bar to have lock installed on outer door so only one person per toilet at a time. |
| Spread of Coronavirus (COVID-19) | All Staff | **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home immediately and advised to follow the stay at home guidance.  Line Managers will maintain regular contact with employees during this time.  If advised that member of staff or public has developed Covid-19 and were recently on our premises the management team 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 should be taken immediately. | HIGH | Internal communications through Line Managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Line Managers will offer support to employees who are affected by Covid-19 or has a family member affected. |
| Spread of Coronavirus (COVID-19) | All Staff, delivery drivers, contractors, visitors | **Purchasing / Delivery/visitors**  Maintain usual supplier controls, and liaise with suppliers regularly to ensure quality of produce and to ensure they provide details of product substitutions  For new suppliers obtain details of full supplier information including allergens  Ensure all allergen information is up to date  Maintain good communication with suppliers on control measures to ensure deliveries comply with social distancing guidelines, and practice contactless deliveries as much as possible.  If delivery persons have to enter the premises, check they do not have any Covid-19 symptoms and maintain social distancing.  Set up alternatives to requiring signatures  Ask all visitors to premises to wash and sanitise their hands.  Boxes, container or any packaging being used to transport food or equipment such as cardboard will be disposed of before entering kitchen / storage sites  Receiving employees will wash and sanitise their hands before and after handling deliveries | HIGH | Provide suppliers with detailed specifications of requirements and request confirmation in writing regarding changes to ingredients or substitutions.  Request copies of supplier Risk Assessments and precautionary procedures.  Consideration to be given to reducing frequency of deliveries, i.e. order larger quantities less often if storage permits.  Provide detailed instructions as to when and where deliveries should be made – deliveries to be left outside whilst social distancing measures are adhered to. We may need to wipe down deliveries with sanitiser wipes  Where possible decant deliveries from packaging to avoid bringing packaging into the premises.  Ask delivery drivers to sign a Health Declaration using their own pen or to send one in advance.  Avoid sharing pens or other tools with delivery drivers by confirming receipt of good electronically. If a pen is required request this is sanitised before use or use your own.  Orders to be placed via Pelican system where possible and checked in/rejected amended on that system to avoid paper contact and signing procedures. Suppliers to be informed.  To protect kitchen uniforms disposable aprons and gloves should be worn. Gloves and aprons should then be disposed of following guidelines before re-entering the kitchen. Non kitchen staff not to have access to kitchen.  Posters to be placed on doors to remind employees about entering smaller spaces and to adhere to social distancing |
| Spread of Coronavirus (COVID-19) | All Staff | **Food Handling Staff**  Adhere to usual controls  Restrict the number of people going into small spaces, i.e. cellar, dry store, fridge at any one time  Wash hands and sanitise before and after food is handled  Sanitise contact points such as fridge handles and door handles as soon as food has been stored. |  | Use standard hygiene rules plus additional precautions for Covid-19  Regularly clean and disinfect surfaces that have been touched Kitchen staff to wear visor type masks – keep their personal one and clean regularly. Replace periodically as needed |
| Spread of Coronavirus (COVID-19) | All Staff | **Front of House Team**  Employees should change into uniform or wear a change of clothing once at work  Provide a daily Covit-19 briefing to staff  Keep to social distancing guidelines | HIGH | Look at creating teams that work together to avoid too much cross exposure. Stagger shift patterns to avoid all arriving at same time.  Employees must clean and disinfect frequently touched surfaces and aim to maintain a 2-metre distance from customers where possible.  Food to be placed down and move away quickly. Mask to be worn by staff  Customers to pour their own wine / water if seated at tables.  Tables should be cleared one at a time to reduce potential from cross contamination.  Gloves may be worn, but they need to be changed frequently and between serving different tables. After use they need to be disposed of in the correct manner.  At end of service all areas to be thoroughly cleaned and sanitised using usual procedures |
| Spread of Coronavirus (COVID-19) | All Staff | **Layout**  Create a new floor plan  Manage customer numbers and queues and have plans in place to monitor and control the number of customers at any one time  Stagger service periods or have longer service periods  Lay tables as customers arrive to reduce contact. Use individual pots of sauces, condiments, etc rather than large containers  Do not use buffet of self-service points  Make sure chairs and tables are spaced out to adhere to social distancing guidelines in the staff room and consider staggering breaks | HIGH | Table layouts have been changed to allow for greater distancing, with furniture removed. Additional outside seating available including under marquee where there are outside heaters.  No standing in bar area permitted.  One-way system in bar to be signposted – entrance from covered alley – exit to street – applies to staff as well.  Encourage customers to vacate their table once they have finished  Table layouts to be adjusted to remove any tight seating and service spots. Verify larger bookings are only one family group/household.  Face chairs and tables in such a way to avoid being in line of breath/cough from nearest other table.  Devise policy for walk in bookings and remove standing areas. Plan smoking areas with distance marking.  Initial breakfast Room service in take away boxes. Will review guest requirement for cooked restaurant served breakfast regularly |
| Spread of Coronavirus (COVID-19) | All Staff | **Menu and Payment**  Avoid menus that cannot be cleaned between customers  Encourage customers to use contactless forms of payment | HIGH | Wipeable menu stands to be ordered and cleaned after each table use  Tablet ordering system and card payment only. |
| Spread of Coronavirus (COVID-19) | All Staff | **Waste**  Wear appropriate PPE and wash hands  Provide more internal bins and empty them regularly  Avoid touching bin lids unless unavoidable and always wash hands afterwards  If more waste is being produced, check with provider that they can increase collections and also about their ability to deal with potentially contaminated waste such as gloves, etc. | HIGH | Wear disposable gloves and disposable aprons for handling waste  Provide separate closed bin lids with foot operated/hands free opening for staff to hygienically dispose of waste such as used tissues  Remove bin lids on those that would not contain potentially contaminated waste |
| Spread of Coronavirus (COVID-19) | All Staff | **Outside Areas**  Consider the layout of outside areas – customers may feel safer visiting premises with outside spaces | HIGH | Ensure tables are 2 metres apart as per agreed table layout – stop customers from moving or adjusting layout |
| Spread of Coronavirus (COVID-19) | All Staff | **Kitchen / Dishwashing**  Ensure any employee who may handle food washes their hands and sanitiser before opening the kitchen/ /starting their shift  Employees handling food must wear clean uniforms to each shift  Any employee handling food should wear gloves when handling food (especially ready to eat food such as salads)  Clean and disinfect kitchen structure and equipment regularly  Ensure food preparation follows usual guidelines and safety controls  **Dishwashing**  Follow usual standards for keeping area clean and tidy  Follow usual guideline in place for drying equipment | HIGH | Ensure strict adherence to guidelines by  providing adequate facilities for this to occur – hand wash, sanitiser, disposable paper towels, separate bin  Employees should change into appropriate clothing once at work  Provide supply of gloves suitable for this  Follow usual cleaning schedule and sanitise all food contact surface, equipment and containers frequently  (fridge/freezer door handles, chopping boards, workbenches, food preparation equipment handles)  Wash hands and change glows when worn when switching between tasks, handling different foods and after touching objects that are considered to be contaminated (mobile phones, door handles, clothes, etc)  Remove waste food from plates using a tool and place directly in food waste bin.  Plastic tubs provided containing soap and water into which items from cleared tables such as cutlery will be sorted until washed – these will be outside – KP to collect & refresh water regularly  Place items where possible into dishwasher. Where this is not possible wash at high temperature and then sanitise  Allow surfaces to air dry wherever possible to reduce the need for handling.  Where this is not possible use a clean drying cloth  Separate racking / storage for kitchen and customer equipment provided |