

# Covid-19 Virus Risk Assessment



This Risk Assessment is an overview of Covid-19 specific hazards (risks) and shows the way in which they can be controlled, monitored and corrected.

This is a dynamic document which means that the contents must be reviewed regularly, and additional information be must edited and / or added by you to reflect the way that you are operating your business.

Parts of this Risk Assessment are editable. This is because advice and regulations from Government around these elements (e.g.: 2 metre rule) may change over time.

Look out for the editable areas - they will be the blue boxes. There is additional space within each hazard for you to fill in additional controls specific to your business. You will see that there is also a blank table for you to use if you need to add additional hazards to the Risk Assessment that are specific to your business.

We have also added an 'Evidence' column to this Risk Assessment, this is because you will most likely be asked to show what your Covid-19 hazards are, how you are controlling them and the evidence of this. For example, with the hazard; 'Contamination of premises or equipment', one of the controls is 'Thorough cleaning and disinfection/sanitising of premises', your evidence here could be your cleaning record.

## Terminology:

**Hazard** - this is anything that could be deemed a risk to you, your staff and the public.

**Controls** – this is what you are doing to control this hazard, i.e.: to make sure you are reducing the risk of a specific hazard as much as possible.

**Evidence** – this is the records you keep, e.g.: cleaning logs, staff sickness, COSHH, training records to show that you are controlling potential hazards.

**Corrective Action** – these are the steps you take to make sure hazards are kept under control e.g.: a member of your staff may need to be re-trained in order to work in line with reducing the risk of a specific hazard.

**Name:**

**Business Name:**

**Responsible Person:**

**Date:**

## Disclaimer:

NCASS issued this editable Risk Assessment on 2/6/20 to NCASS members. It must be used in conjunction with your food safety management system and high standards of hygiene and hand washing and any additional information specific to your business must be added by you in the spaces provided.

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Viral transfer from staff</p>	<p>Good personal hygiene</p> <ul style="list-style-type: none"> <li>• Staff instructed in the need to avoid touching the face, mouth, eyes and nose and to avoid direct skin contact with others during work.</li> <li>• Staff trained to frequently and thoroughly wash their hands</li> </ul> <p>Social distancing</p> <ul style="list-style-type: none"> <li>• Working practices rearranged to allow staff separation of <input type="text"/> metres e.g. fixed workstations, access to common equipment separated by time and sanitising of common touch areas between usage</li> <li>• Staff trained in new procedures</li> <li>• Staff advised about need to travel to work and for work in separate vehicles</li> </ul> <p>NOTE. Social distancing requirements do not apply to members of the same household</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Reduction on number of staff permitted to be in any area at the same time</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Staff training will be given to each and every staff member. and a record of that training will be kept</p> </div>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Contamination of premises or equipment</p>	<p>Cleaning schedules reviewed and updated, and staff trained in enhanced cleaning procedures to ensure:</p> <ul style="list-style-type: none"> <li>• Thorough cleaning and disinfection/sanitising of premises</li> <li>• Frequent use of Viricidal chemicals to sanitise high risk areas e.g. common touch points such as light switches, door handles etc. and Customer touch areas such as Collection points.</li> <li>• Keyboards such as for card readers wiped down after each use NOTE. Sanitiser cloths capable of killing viruses should be used to avoid damage from quantities of liquid</li> </ul> <div data-bbox="445 544 1115 1437" style="border: 1px solid black; height: 560px; width: 299px; margin-top: 20px;"></div>	<div data-bbox="1173 220 1451 488" style="border: 1px solid black; padding: 5px;"> <p>Signed cleaning sheets for the cleaning staff , and a system of cleaning implemented for cleaning touch points eg door handles, flushes, taps etc Records will be kept for a minimum of 21 days (or in accordance with any updated government or EHO guidance)</p> </div> <p>The supervisor on each shift will be in charge of ensuring this is adhered to.</p> <p>Every staff member will receive training and will be expected to self monitor as well as remind staff/customers to wash hands etc</p>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Presence of staff with Covid-19 symptoms</p>	<ul style="list-style-type: none"> <li>• System in place to report suspected infection without attending workplace e.g. by phone/ email etc.</li> <li>• Staff informed about requirement to report any illness with Covid-19 like symptoms i.e. new continuous cough and/or high temperature affecting them or a member of their household</li> <li>• Staff reporting symptoms of illness required to self-isolate for 14 days or for 14 days where a member of their household has symptoms , even if the staff member appears well</li> <li>• System in place to immediately exclude (send home) any member of staff showing signs of COVID-19 infection at work</li> <li>• In the case of a member of staff showing symptoms at work the premises will be closed temporarily to allow decontamination in accordance with Public health guidelines (Details provide in the Covid-19 controls pack)</li> <li>• Consideration of the risk of contamination of other members of staff</li> <li>• Consultation with Local Authority to determine appropriate action in line with Government guidelines</li> </ul>	<p>Staff Training will be given and a record kept</p> <p>Temperatures will be taken on arrival to work and a record will be made on thier timesheet. This information will be kept for at least 21 days. Staff will be asked to keep a face covering on until their temperature has been taken to mitigate as far as reasonably practical against anyone not displaying symptoms</p> <p>Any staff displaying sysmptoms will be asked to leave immediately and to get a test. They will not be allowed to retun to work until they have received a negative test (This will also apply if any member of their household is displaying symptoms)</p>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Contamination by money</p>	<ul style="list-style-type: none"> <li>• Use of contactless payment systems wherever possible.</li> <li>• In cases where cash handling is necessary, staff trained to thoroughly wash hands between transactions. 2 metre separation distance maintained throughout</li> </ul> <div style="border: 1px solid black; height: 600px; width: 100%; margin-top: 20px;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Customers will be encouraged where possible to order and pay using our new online system</p> </div> <p>Staff Training includes details regarding cash handling. Records will be kept</p>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Viral Transfer From Customer to Customer or Customer to Staff</p>	<ol style="list-style-type: none"> <li>1. Queueing will be required and 2M gaps will be taped onto the floor</li> <li>2. Prebooking of tables is advised and preferred in order to maintain a smaller queue and to restrict the amount of people on the premises at one time</li> <li>3. Customers and Staff will be required to wash hands/use sanitiser on arrival</li> <li>4. Staff will escort guests to their tables and explain where the nearest toilets are and to use those where practical and reasonable.</li> <li>5. A contact name and number per table will be taken and retained for at least 21 days as part of HMRC Track and Trace program</li> <li>6. Staff will encourage guests to order and pay online using our new online ordering system where possible.</li> <li>7. Full table service will be given - no guests up to the bar to order or pay</li> <li>8. Tables have been spaced apart as per current guidelines in place</li> <li>9. Hand Sanitiser points have been installed throughout the premises, including outside, and staff and guests will be encouraged to avail themselves as often as necessary.</li> <li>10. Tables/Chairs/etc will be sanitised after every departure using a verified Covid19 virucidal cleaner</li> <li>11. Tables will be kept clear in between guests. No cutlery, condiments, menus etc will be on the table until they are required</li> <li>12. Disposable Sachets of condiments and sauces will be given and will be disposed of whether used or not.</li> <li>13. Toilets and high touch points will be cleaned frequently, and in accordance with guidance.</li> <li>14. Some doors will be put out of use (except as a fire door) to restrict possible pinch points</li> <li>15. Menus are one use only.</li> </ol>	<p>Increased signage will be displayed in order that staff and guests are aware of our procedures</p> <p>Explanations of how to use our online ordering system etc will be printed onto the menus</p> <p>A cleaning sheet for the toilets will be displayed</p> <p>Staff Training Record</p>	<p>Responsible person monitors procedures and practices to ensure that controls are being properly implemented</p>	<p>In the case of control failures, procedures will be reviewed and amended as necessary</p> <p>Staff will be retrained as necessary, or dealt with under the disciplinary procedure in the case of a serious breach</p>