

Risk Assessment



Details	
Group	INKO NITO BROADWICK STREET LTD.
Site	INKO NITO BROADWICK STREET
Title	RA_INKO NITO BROADWICK STREET
Assessed By	INKO NITO BROADWICK STREET MANAGER

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	21-08-2020

COVID-19 Risk assessment 9 - Accepting deliveries
Hazards?
Infection spread by supplier personnel with COVID-19
Infection spread from delivery items contaminated with COVID-19
Who might be harmed and how?
Staff
Visitors
Members of the public
Suppliers
Controls in place
Deliveries to be accepted by designated personnel only
Suppliers to be contacted and requested to provide detail of their own COVID-19 control procedures. Only suppliers providing suitable information to be permitted to complete deliveries
Delivery drivers to requested to place deliveries in specific delivery location and to not enter the premises at any time
Set delivery times to be agreed with the supplier prior to deliver being undertaken
Delivery notes are to be printed off prior to the delivery. No paperwork or delivery notes are to be taken from the delivery driver
Deliveries to be removed from the delivery point and placed into storage as soon as possible
Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver
Delivered items to be removed from external packaging as soon as possible. Packaging to be disposed of in external refuse bins
Signage to be displayed at the point of the delivery to remind the delivery drivers of the COVID-19 controls in place at the premises
Hand sanitiser to be placed at or near to the delivery area for use by staff when receiving deliveries
Personnel receiving deliveries are to be reminded to ensure physical distancing controls are in place at all times and that they do not come into contact with the delivery personnel

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	21-08-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

Task: COVID-19 Risk assessment 9 - Accepting deliveries

Trained employees	Training date	Signature

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Group	INKO NITO BROADWICK STREET LTD.
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Title	RA_INKO NITO BROADWICK STREET
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Task	Completed date of assessment
COVID-19 Risk assessment 2 - Physical distancing	21-08-2020

COVID-19 Risk assessment 2 - Physical distancing
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Guests
Staff
Suppliers
Visitors
Members of the public
Controls in place
Floor markings will be positioned inside the premises to facilitate compliance with current physical distancing advice, particularly in the most crowded areas, such as reception counters and in front of guest toilets
Tables and chairs will be set out to provide the current recommended gap between seated customers/groups inside and outside of the premises.
Where customers are required to queue to access the premises, the queuing area is to be identified and distance markers placed on the floor at 2 metre intervals (or no more than 1 metre if mitigating controls are set in place)
The occupancy level of the business is to be reviewed to allow for adequate physical distancing to be achieved and determined and a record of this number kept.
Signage is to be placed at the entrance door to advise customers of physical distancing rules within the premises
Where there is more than one point of access, doors will be designated for entry and exit. Consideration will be given to the safety of access and egress routes e.g. avoiding exiting onto busy main roads, unmade surfaces etc.
The layout of the floor will be adjusted and the number of tables and chairs within the premises reduced to allow for appropriate physical distancing to be achieved.
Signage shall be placed throughout the premises to remind customers of the need to maintain a physical gap to current recommended distances between social groups
Where physical distancing cannot easily be achieved then mitigating controls will be set in place to reduce the risk of face to face seating of different social groups e.g. tables layout, floor markings between working staff, at reception, etc.

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Completed date of assessment:	21-08-2020		
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Task: COVID-19 Risk assessment 2 - Physical distancing
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Trained employees	Training date	Signature

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Task	Completed date of assessment
COVID-19 Risk assessment 8 - At risk groups	21-08-2020

COVID-19 Risk assessment 8 - At risk groups

Hazards?

Infection spread by staff with symptoms of COVID-19

Infection spread by customers or visitors with COVID-19

Infection spread from surfaces and equipment infected with COVID-19

Who might be harmed and how?

Customers

Staff

Visitors

Guests

New and expectant mothers

Controls in place

All staff will be required to complete a pre-return to work questionnaire specifically asking for information regarding their own health and that of their direct contacts

Where staff indicate that they are clinically extremely vulnerable or clinically vulnerable, steps will be taken to minimise their risk of exposure to COVID-19 e.g. work from home

Only essential staff will be required to be on the premises

Where vulnerable staff cannot work from home, they will be placed in lower risk roles, provided with PPE where necessary and physical distancing measures will be implemented

Meetings will where possible be completed virtually with group gatherings in the business restricted (physical distancing requirement implemented) or be non-permitted

Staff who need to self isolate will be required to do so and will not be permitted to enter the premises. Measures will be taken to support self isolating staff during their period of self isolation

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Task: COVID-19 Risk assessment 8 - At risk groups

Trained employees	Training date	Signature

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Task	Completed date of assessment
COVID-19 Risk assessment 3 - Cleaning (general)	21-08-2020

COVID-19 Risk assessment 3 - Cleaning (general)
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Staff
Suppliers
Visitors
Controls in place
Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings
Manufacturer's instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business. Staff must be trained in the effective and safe use of all chemicals
Only company approved cleaning chemicals shall be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID-19
Touch surfaces will be routinely cleaned using a sanitiser solution and disposable roll on a routine basis of no less than every 30 mins.
Customer dining areas will be cleaned and disinfected/sanitised between each service. This will include the sanitising of all hard surfaces i.e. tables & chairs.
Where customer toilets are open for use, they will be checked to ensure hand washing and hygiene provisions are in-place every 2-hours. Toilets will be taken out of use for customers whilst cleaning and checks take place.
Refuse from bins, customer tables, rooms etc. will be double bagged and disposed of appropriately
All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place. All surfaces and touch points will also be cleaned and sanitised as a last task at the end of the working day

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Task: COVID-19 Risk assessment 3 - Cleaning (general)

Trained employees	Training date	Signature

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Task	Completed date of assessment
COVID-19 Risk assessment 4 - Customer safety	21-08-2020

COVID-19 Risk assessment 4 - Customer safety
Hazards?
Infection spread by staff with symptoms of COVID-19.
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Guests
Staff
Suppliers
Visitors
Controls in place
Customers will be encouraged to use contactless payments where possible, without disadvantaging older or vulnerable customers.
Physical distancing measures will be in place to permit customers and social groups to physically distance whilst queuing, and whilst inside the premises (see physical distancing risk assessment)
Posters and notices will be displayed detailing the rules in place to prevent the risks of infection from COVID-19 at point of entry and throughout the premises. Such posters will include detail of physical distancing and hand washing arrangements
Customers exhibiting symptoms of COVID-19 will be politely asked to leave the premises for the safety of others.
Hand wash stations in public areas and toilet facilities will be stocked with suitable hand soap, hand drying facilities and 70% alcohol hand gel. Hot water will also be available to all hand wash basins
70% alcohol hand sanitising gel stations will be positioned throughout the premises for customers to use. Staff will be encouraged to remind guests of the need to use these gels
All tables will be completely set before customers are seated to ensure least contact with guests. Tables will be cleared and sanitised before seating guests
Staff interaction with customers will be limited, for example table maintenance will be limited to the bare minimum and check backs will be limited to once.
Menu's will be single use, disposable copy only. QR codes will be displayed on tables to promote ordering without use of paper menus. Digital solutions will include menu allergen information
Live music will not be played. Additional background music will be kept to a low volume to avoid guests shouting to make themselves heard
Records of customer names and contact details shall be held for a period of 21 days to assist with the operation of the NHS Test & Trace scheme

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Task: COVID-19 Risk assessment 4 - Customer safety

Trained employees	Training date	Signature

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Task	Completed date of assessment
COVID-19 Risk assessment 5 - Employee safety	21-08-2020

COVID-19 Risk assessment 5 - Employee safety
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Guests
Staff
Suppliers
Visitors
Controls in place
Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home
Training will be provided for all employees on new provisions to combat the spread of COVID-19. Staff will apply the controls in place to prevent the risks of infection to each other and our customers
Shaking of hands is discouraged - we encourage the use of other verbal greetings and smiling as non-contact methods of greeting
Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc, they should wash their hands immediately
Hand washing regimes will be in place using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and water are not available
Health screening questionnaires will be completed daily on arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days
Training and guidance will be provided on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place
Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes
Dirty surfaces will be cleaned with soap and water/detergent before disinfection with a sanitiser
The use of PPE will be carefully assessed. The use of gloves will only be considered for essential tasks where personal hygiene standards are not considered to be a suitable control. Face masks will be worn at all times. See PPE risk assessment
As far as reasonably possible, physical distancing to current recommended standards will be maintained between employees at work
Staff uniform requirements will be reviewed. Extra uniforms will be provided where need be to ensure staff will be able to wear a clean uniform every day.
Staff will be encouraged to avoid the use of public transport to get to work. Where they do have to use public transport then they will be advised to wear face coverings which will be provided by the company
Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected
Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time.
Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test & Trace Scheme operation

Additional controls required	Action by whom	Action by when	Completion date - comments
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Task: COVID-19 Risk assessment 5 - Employee safety
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Task	Completed date of assessment
COVID-19: Risk Assessment 7 - Offices	21-08-2020

COVID-19: Risk Assessment 7 - Offices
Hazards?
Risk of infection by COVID-19 whilst cleaning work areas.
Risk of infection whilst working in offices
Who might be harmed and how?
Cleaners
Staff
Visitors
Contractors
Controls in place
Cleaning procedures will be followed to help avoid transmission of COVID-19. Company approved chemicals will be used for cleaning. See COVID-19 cleaning (general) risk assessment
Access to offices will be limited to designated personnel only
Personnel will be designated desk space, PC, keyboard and phone. Sharing of such equipment will be avoided as far as possible. Where equipment is shared, it will be sanitised between users.
Refuse bins will be emptied daily
Notices will be displayed in the office reminding staff of the need to maintain physical distances between each other and to observe good personal hygiene practices at all times
Office arrangement will be reviewed to help avoid face to face working with personnel working side by side or back to back
Where cash payments have been received, cashing up will be completed by one designated member of staff. Disposable gloves will be worn for the process (see PPE risk assessment)
Staff will be trained in safe procedures during cashing up including the need to avoid hand to face contact. All surfaces with which cash has come into contact will be sanitised after cashing up is completed

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Task: COVID-19: Risk Assessment 7 - Offices
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Trained employees	Training date	Signature

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Task	Completed date of assessment
COVID-19 Risk assessment 1 - PPE	21-08-2020

COVID-19 Risk assessment 1 - PPE			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Staff			
Suppliers			
Visitors			
Controls in place			
Face masks will be worn by all staff when they are working and in the restaurants			
Tasks shall be assessed to determine the use of PPE as a method of avoiding COVID-19 infection			
Where gloves are deemed necessary as PPE, they must be worn for relevant tasks only. Hand washing rules must be applied as per normal where gloves are not worn			
When gloves are being removed from hands, they must be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves should be disposed of and hands washed immediately using hot water and soap			
Face coverings will be encouraged where staff use public transport to get to work. Face masks have been purchased by the company and all staff provided with 3			
Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	21-08-2020		

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)

Task: COVID-19 Risk assessment 1 - PPE
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Trained employees	Training date	Signature