



## Fraser's Covid-19 Risk Assessment 27<sup>th</sup> June 2020 (Food and Drink)

Hazard	Controls	Monitoring	Corrective Action
Viral transfer from staff	<p>Good personal hygiene</p> <ul style="list-style-type: none"> <li>• Staff will sanitise prior to entering the building</li> <li>• They will change both their clothes and shoes and store these in a sealed bag</li> <li>• Work uniform will be required to be washed at 80 degrees</li> <li>• Staff will then wash their hands and sanitise prior to entering the kitchen</li> <li>• Staff temperatures will be taken and recorded prior to entering the building. In the case of a staff member with a temperature above 38°C they will be sent home. The premise will be temporarily closed and a deep clean carried out. Ashford BC notified</li> <li>• Mobile phones and personal items will not be brought into the building.</li> <li>• Staff trained to avoid touching the face, mouth, eyes and nose to reduce the risk of infection transfer. If they accidentally touch any of these areas, they will immediately wash their hands thoroughly In the case of a staff member with a temperature of above 38°C they will be sent home. The premise will be temporarily closed and a deep clean carried out</li> </ul> <p>Social distancing</p> <ul style="list-style-type: none"> <li>• Working practices rearranged to permit staff separation of 2 metres. Access to common equipment separated by time</li> <li>• Staff encouraged in back-to-back or side-to-side working</li> <li>• Reduction in the number of people each person has contact with by reducing the compliment of staff on site</li> </ul>	Lisa Fraser will be the Responsible person monitoring procedures and ensuring controls are properly implemented	<p>In the case of control failures, procedures to be reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>



## Fraser's Covid-19 Risk Assessment 27<sup>th</sup> June 2020 (Food and Drink)

<p>Contamination of premises or equipment</p>	<ul style="list-style-type: none"> <li>• Cleaning schedules reviewed and updated and staff trained in enhanced cleaning procedures</li> <li>• Disinfection products meet the BS EN standards of BS EN 1276 or BS EN 13697</li> <li>• Enhanced cleaning of touch points such as light switches, door handles etc</li> <li>• Bank card reader keypad to be cleaned after each use</li> <li>• All deliveries to be de-boxed prior to entering in to the kitchen. Staff to wear disposable gloves for the task</li> <li>• All customers to be made aware encouraged to use hand sanitisers upon arrival</li> <li>• Payment with cash not accepted</li> <li>• All tables and chairs thoroughly sanitised between customers</li> <li>• Any personnel required to enter the premises such as for emergency maintenance, will be required to operate social distancing. Where possible appointments will be made prior to staff entering the building. PPE including masks and gloves will be provided</li> <li>• Disposable gloves will be worn when delivering picnic hampers and changed between customers</li> </ul>	<p>Lisa Fraser and Manager (kitchen and General) will be responsible for monitoring procedures and ensuring controls are properly implemented</p>	<p>In the case of control failures, procedures to be reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>
<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</li> <li>• Staff aware of Covid-19 Special Measures Risk Assessment</li> <li>• Staff informed about requirements to report any illness with Covid-19 like symptoms e.g. continuous cough and/ or high temperature affecting them or a member of their household. Covid-19 testing to be undertaken.</li> <li>• Staff with symptoms of Covid-19 infection will not be allowed back to work for a minimum of seven days and where a member of the household is showing symptoms, they will not be allowed back to work for a minimum of</li> </ul>	<p>Lisa Fraser will be the Responsible person monitoring procedures and ensuring controls are properly implemented</p>	



### Fraser's Covid-19 Risk Assessment 27<sup>th</sup> June 2020 (Food and Drink)

	<p>14 days. Testing for suspected Covid- 19 will be carried out at as soon as possible.</p> <ul style="list-style-type: none"> <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.</li> <li>• Ashford Borough Council Environmental Health Team to be notified</li> </ul>		
Contamination by money	<ul style="list-style-type: none"> <li>• Use of contactless payment systems where possible</li> <li>• Bank card keypad sanitised after each use</li> <li>• Cash not accepted</li> </ul>	Lisa Fraser and Manager will be responsible for monitoring procedures and ensuring controls are properly implemented	
Viral transfer from customer or customer to staff	<ul style="list-style-type: none"> <li>• Food pre- ordered to allow allocated collection times, limiting customer collection times</li> <li>• Food and drink will be delivered to a “collection table” thereby enabling social distancing</li> <li>• Reservation times for eating inside will be staggered to adhere to social distancing</li> <li>• For outside reservations guests will be allocated a 1.5 hour slot</li> <li>• A 30 minute time period between reservations will be in place to facilitate effective cleaning</li> <li>• All tables and chairs are thoroughly sanitised between customers</li> <li>• A protective screen will be in use at the reception desk</li> <li>• Toilets operated by a ‘one in, one out’ procedure. Hand washing notices located in the customer toilets. Toilets sanitised between use. A sanitiser station is located outside the lobby for customers to sanitise hands prior to entering the W.C . A one-way flow instigated in and out of the lobby area with a further sanitising station as they leave the lobby to the rear of the building</li> </ul>	Lisa Fraser and Manager will be responsible for monitoring procedures and ensuring controls are properly implemented	<p>In the case of control failures, procedures to be reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>



**Fraser's Covid-19 Risk Assessment 27<sup>th</sup> June 2020 (Food and Drink)**