Evuna Restaurant Group

Deansgate; Northern Quarter; Knutsford; Altrincham

Doc Ref: **E1-4/01/2020**   Risk Assessment Reference: **E1-4/RA001**   Risk Assessment Title: **Covid-19 (Opening Restaurants to the Public)**
Date of Initial Assessment: **19 June 2020**
Date of this Review: **29 June 2020**
Date of Next Review: **Day before opening then weekly or to reflect changes in Government requirements & recommendations**
Assessment undertaken by: **Philip Snell, Green Man Health & Safety**

The UK Government has given a return to work date for most of the hospitality sector, including restaurants, of 4th July 2020. However, the date may be postponed and is dependent on various risk factors associated with the prevalence of Covid-19 within the UK. Official guidance for re-opening has now been made available and this revision reflects the official content. However, a return to work or restaurant openings should only be considered where suitable health and safety precautions can be introduced to effectively mitigate the potential spread of Covid-19. Although the risk of contracting Covid-19 in any workplace is low, the Company also has a wider role to play in preventing spread more generally in society. It is acknowledged that there is no precedent to follow for this pandemic and that many facts or clear and definitive data surrounding contracting the virus and spread of infection are not currently known.

This risk assessment has been formulated after a comprehensive evaluation of the risk element and considers any information that may have been provided to the assessor by the Directors, Managers, Supervisors or other relevant persons as to the ability to introduce appropriate controls. Any information that may have been provided has been taken in good faith. This assessment takes into consideration the latest Government guidance and recommendations relating to safeguarding the workplace from Covid-19 infections and has also relied extensively on published advice from the HSE, NHS, PHE, FSA and IOSH. This assessment is considered suitable and sufficient and has been formulated by a competent person. Review is to be undertaken if there are significant changes to workplace activities, equipment or staff, when legislation changes or when Government, NHS or PHE recommendations are revised. Notwithstanding any of these events, this risk assessment will have a review period of no more than one week and continue at this frequency until the need for mitigating health controls are fully relaxed.

This risk assessment details the additional controls required to ensure the risks associated with the spread of covid-19 are adequately controlled in order to safeguard Company staff, members of the public, visitors and contractors. It is essential that this risk assessment is considered in conjunction with the general site, activity or machinery specific risk assessments appropriate to the work being undertaken.

	Hazard/Risk	Additional Control Methods Required	Comments/Observations
1	Health of the Individual - staff	*Employee screening* *Only employees who do not exhibit the published symptoms for Covid-19 should be permitted to return to work. Typical symptoms should be identified on workplace posters or through individual e-mail communication (or other effective means)* *Temperature checks* *A non-contact infrared scanner is to be used daily for all staff (at the beginning of a shift). Anyone with a temperature in excess of 38 C will not be permitted to enter the restaurant and asked to return home* *Quarantine* *Any employee who self identifies their symptoms as potentially that of Covid-19 must quarantine themselves and contact their medical practice, NHS or dial 111/119 for additional health advice. Quarantine requirements may change and should reflect the latest advice from the Government, NHS or PHE. Quarantine requirements to be exhibited on workplace posters or through individual e-mail communication (or other effective means). Quarantine of employees and those who have been in close contact with the infected person must also be effected if any individual's virus testing indicates a positive result* *Testing* *In line with the Governments current advice, all employees who need to leave home to work and exhibit Covid-19 symptoms can be tested (through contact with the NHS*	*The need to stay away from the workplace if symptoms are exhibited must be repeatedly stressed* *Temperature checks may be self-administered (and recorded) or the task allocated to a responsible and trained individual(s)* *Should an individual be identified by others in their workplace environment as being 'of concern' they should be invited to leave in order to allow other employees to have confidence in continuing to work* *It is important that all individual's testing requests and results are made known to*

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		services or via Evuna as their employer, postal tests can also be applied for). The results of such tests are to be made known to the Evuna HR department (recorded on the HR employment app) in order to monitor any quarantine that is required or to be invited to return to work	*the Evuna HR dept so that a comprehensive picture of testing activity and employee health can be maintained*
2	**Health of the Individual – customers, visitors etc**	***Members of the public*** *It is hoped that members of the public who are confirmed as having Covid-19 or exhibit typical symptoms will not be present at Evuna restaurants. However, should anyone appear distressed or be 'of concern' then maximum social distancing techniques should be undertaken. Signs should be affixed to normal public entry points asking people not to enter if they have symptoms of Covid-19* ***Visitor and contractor health*** *All visitors must be made aware of any additional risk assessments or visit protocols related to Covid-19 in place within the Evuna restaurants, the host (usually the restaurant manager) should ensure that this has been the case. They should not be permitted on site if they exhibit clear Covid-19 symptoms. Temperature checks are to be undertaken prior to entry to the restaurant if there is any significant concern. Social distancing must be maintained at all times. Any meeting with Evuna managers must be by appointment only* ***Customer contact details*** *In line with official guidance, all names and addresses of those visiting the restaurant will be retained for a minimum 21 days. Tables bookings and pre-ordered takeaways will allow for the gathering of this data*	*There is a potential for public aggression or violence if someone believes they are being discriminated against or treated badly. Evuna employees must be vigilant to this threat* *When visitors or contractors make appointments with Evuna personnel it is important they are made aware of current restaurant entry requirements and other relevant protocols* *This is to ensure Evuna can assist in the official track and trace requirements*
3	**Social Distancing - general**	***On arrival or departure (employees)*** *Employee start times have staggered arrival periods (5 minutes) to diminish the opportunity to come into close contact with others. Queuing or congregating in entrance areas is to be avoided at all times*	

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	Within the restaurant Wherever possible, the 2m distance rule should be adhered to at all times within the restaurant, where this is not possible then the recommended 1m plus strategy will be implemented Where appropriate, temporary lines, markings and gauges are to be utilised to help employees and customers reliably estimate a distance of 2m where this can be accommodated (1m where other mitigating controls are in place). These should also be in place at customer facing locations (collection and payment areas – takeaway etc) Where it is not possible to separate employees from customers then consideration should be given to the implementation of spit screens (clear dividers) or other effective barriers **One-Way systems** Where possible, one-way systems are to be introduced around the restaurant floor, kitchen and communal areas **Stairs & blind corners** Stairs are too narrow to accommodate safe passing with social distancing, only one person allowed on staircases at any one time. Leave sufficient space at the top or bottom of the stairs to allow safe transit and passing places Staff are instructed to call out before utilising stairs or approaching blind corners to tell others of their presence. Where it is possible to do so, mirrors may be installed to help navigate areas with poor visibility and sight lines. Suitable signage will remind staff of the need to give verbal warning	Staff have been made aware they must stick to social distancing guidelines at all times, including on arrival and departure. The 2m or 1m plus is an arbitrary measure but is consistent with Government, NHS and PHE advice. The 2m can be reduced to 1m where 2m is not possible providing other mitigating controls are in place. Keep under review to accommodate any future changes Floor markings will assist in keeping the good operation of one-way systems Staff will call out 'one up', 'one down' or 'one round' to inform others of their presence

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		Kitchens	
		Reduced staffing will be effected in the kitchens to ensure better social distancing can be maintained	*A reduced or rationalised menu will help with methods of working in the kitchen*
		Kitchen roles to be revised to ensure employees stick to their stations or area of work and not cross or share areas of work. Interaction with front of house staff will be minimised	
4	**Vulnerable Persons**	***Employees who should not return to work***	
		Anyone who is identified as requiring shielding, clinically vulnerable or extremely clinically vulnerable (as advised by their GP or local NHS trust) should not be permitted to return to work until their shielding requirement has expired. Additionally, anyone who has not received a shielding notification but has long term underlying health conditions, a weakened immune system, are pregnant or over 70 years of age should be advised not to return immediately to the restaurant	*This information may already be in the possession of the Evuna HR department. If not, the need for vulnerable persons to stay away from the workplace must be communicated to all employees*
		Customers	
		Booking confirmations will include Evuna terms and conditions relating to Covid-19 and suitable warnings will be provided to ensure vulnerable people remain safe or are discouraged from visiting	*Ultimately it is the customer who will decide whether they take the risk of coming to a restaurant*
5	**Personal Hygiene / Welfare - staff**	***Hand washing procedures***	
		Handwashing procedures of 20 seconds should be promoted throughout the restaurant, frequency should be as often as reasonably practicable as well as after visits to the toilet or welfare facilities. Hand should be washed after coughing or sneezing	*Use of NHS reminder posters and 'how to' posters will help keep hand washing techniques at the front of employee's minds*
		Encourage staff not to touch their facial area	
		Hands are to be washed immediately prior to handling plates or cutlery	
		Unless using disposable gloves, after each table or party has been served, wash hands in	

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		accordance with official guidance before serving the next party	
		Hand drying	
		Hand drying is to be undertaken utilising disposable paper towels or hot air dryers.	*The use of disposable towels will increase waste and the need to dispose of it correctly*
		Hand sanitisers	
		In line with Government advice, the use of hand sanitisers is secondary to the need for washing hands. However, they are useful at strategic locations throughout the workplace and at individual's desks. Hand sanitisers are to be at least 60% alcohol. Encourage, by the use of generic posters, the recommendations that employees try to stop touching their face, mouth or eyes	*Hand sanitisers are useful secondary methods to clean hands and should be used to supplement handwashing or where handwashing is not possible*
		Use of toilet facilities	
		It is not realistic to 'rota' toilet use, however, where possible every alternate urinal or wash basin should be put out of use in order to maintain the ideal 2m social distancing rule. Adjacent self-contained cubicles may still be used	*This is to retain the desirable 2m social distancing requirement*
		Use of restroom or welfare facilities	
		Social distancing of 2m is to be observed at all times unless other mitigating controls are maintained in which case the distance may be reduced to 1m. Breaks for employees must be staggered to avoid potential overcrowding in restrooms	
		Bins	
		Waste bins (tissue and personal waste) are to be emptied daily and monitored to ensure they do not overflow. Waste bins that are suspected of containing contaminated waste (reference cleaning protocol) are to be treated differently to standard waste	*Government catch it/bin it campaigns have championed the use of disposable tissues for respiratory hygiene. Bins need to be emptied safely without staff coming into contact with contents*
		Smoking	

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		Smoking can only be undertaken in approved areas and with social distancing in place. This may result in there being no room under the smoking shelter during inclement weather	*Careful management and supervision of smoking breaks will be required*
6	**Personal Hygiene / Welfare – customers, visitors etc**	***Hand sanitisers*** *In line with Government advice, the use of hand sanitisers is secondary to the need for washing hands. However, a station should be positioned at the restaurant entrance and it be made a requirement of entry that all customers or visitors use the sanitiser. Additionally, a sanitiser location provided at the entrance to welfare areas should be set up with signage directing welfare users to sanitise as well as washing their hands* *Customers will be encouraged to ask staff should they need to use the welfare facilities*	*Make it obvious that customers are expected to sanitise their hands before entry to the restaurant, signage will help* *This is to avoid congestion but it is acknowledged that many customers may not wish to do this as it may be considered embarrassing*
7	**Controls in the kitchen**	*Kitchen extraction systems will be operating at all times* *Wherever possible, all kitchen staff are to work in individual clearly defined areas to avoid cross contamination, current social distancing is to be maintained at all times* *No items are to be shared without washing or sanitising before use by others* *A reduced menu will be in operation to facilitate more effective activity in the kitchen* *Controls and systems relating to HACCP are to be reviewed in the light of changes to the way of working*	*Recirculation only systems should not be used*

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8	Controls in the dining area / bar	**Restaurant capacity** *To maintain social distancing requirements (currently 2m or 1m plus) the main restaurant areas will have decreased table and seating density, areas are to be reconfigured to allow easy transit and safe distances between customers* *Decoration, bar stools and any other object that can be readily removed from the dining area will be stored elsewhere in order to provide extra table capacity and sufficient space between tables.* **Restaurant Screens & Barriers** *To maintain separation in areas where 2m social distancing is not possible, or where commercial considerations dictate, suitable barriers or screens will be erected to prevent possible contagion. Screens and barriers will be of sufficient size and construction to effectively prevent most droplets from coughs, sneezes etc coming into contact with others who may be in the locality* *Where possible, external doors and windows are to remain open to allow a flow of fresh air throughout the building. Internal doors are also to be propped open unless they are required to be closed for security or modesty reasons. Fire doors should not be left opened unless fitted with auto closures* *Air conditioning may be used to increase ventilation or airflow through the building.* **Tables / Crockery etc** *Tables will not have pre-laid place settings, items will be bought to the table after the party has been seated and orders taken* *Condiments will be supplied in sachet form where possible and only upon request. Any unused sachets will be disposed of if found when clearing tables. Products that are not available in sachet form will be decanted into separate containers and washed/sanitised after each use (booked table)*	*This also enables more effective and quicker cleaning to be undertaken* *Experts are of the opinion that fresh air helps to hinder the spread of Covid 19* *Simple recirculation of internal air may distribute the virus and should not be used. A HEPA filter in the system (similar to aircraft) overcomes this problem. If in any doubt, check with the installer or other maintenance engineer to confirm that the air conditioning is suitable for use*

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	Menu	
	The menus will either be of a disposable nature and be re-newed for each new table booking or laminated allowing for full sanitising after each table use	*Reduced menu range*
	Music / Entertainment	
	No music will be played or other entertainment take place within the restaurant (front or back of house)	*This is to ensure that customers or staff do not have to raise their voice or shout to be heard. Doing this increases the risk and spread of droplets on the breath*
	Customer interaction	
	Where possible and whilst maintaining an acceptable level of service, staff interaction with customers will be minimised, front of house staff will be allocated particular tables and restrict their actions elsewhere if at all possible	
	The restaurant will only permit entry to customers who have pre-booked table reservations or pre-ordered a takeaway	
	When making bookings, Evuna staff will reiterate the existing Government rules for groups or meetings and that they are encouraged to comply in order for a booking to be accepted	*This is currently restricted to a maximum of 2 households*
	When acknowledging a booking with the appropriate terms and conditions, advice is to be given not to utilise public transport to visit the restaurant if at all possible	*Increased risk of being in contact with a Covid-19 case when using public transport*
	After being seated, customers will not be permitted to leave the table for any reason apart from using the welfare facilities. No drinking or eating at the bar is permitted at any time	
	Children are the responsibility of the booked group and any party must be made aware of the need for adequate and suitable supervision of children	

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		Where possible, there will be a separate entry and separate exit point to the restaurant	
		All restaurant orders (food and drink) will be taken at the table	
		All food or drink orders are to be made via an approved 'app' if one is available	*Where an app can be used, this should be the preferred option*
		All customers bare to be encouraged to make payment by card, contactless where possible. Any staff handling cash will wash their hands immediately afterwards. Bill holders will be utilised and cleaned/sanitised after each table use	
		Card payment terminals, if being shared or touched by customers, will be sanitised after every use	*Also sanitise after use if more than one member of staff may touch the terminal*
		Front of house staff will wear appropriate PPE (see section 13)	
9	**Controls in external areas**	*The restaurant will endeavour to make every use of external areas including public pavements providing the Government and local authorities and councils have given appropriate permission*	*It is thought that local councils are to make it easier to utilise outside spaces without seeking planning consent. Do not utilise unless permission has been granted*
		External seating and gathering areas will still be subject to all current social distancing rules and guidance	
		Those seated in external areas must be made aware that they cannot shelter indoors in the event of rain or other inclement weather	*This is likely to compromise correct social distancing*
10	**Controls for take-away**	*A dedicated take away location will be provided where pre-ordered food only can be collected and payment made. No takeaway food will be provided unless pre-ordered. This will be separate from areas where diners are sitting. Ordering and payment area is to be protected by suitable and sufficient screening if appropriate social distancing cannot be accommodated*	*Staff could alternatively take items to the customers outside*
		Take-away customers are not to enter or remain in the restaurant if their purchases are not ready but should return to an external public area	

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		Markings are to be applied in external areas to help take away customers comply with social distancing (this will be 2m spacing as other mitigating controls cannot be guaranteed)	
11	**Cleaning Regime**	***New cleaning protocol***	
		A revised cleaning protocol based on PHE and FSA advice is to be introduced detailing cleaning activities and processes associated with safeguarding the workforce, customers and others from Covid-19. The cleaning protocol also identifies what PPE must be worn and when	*To be discussed/agreed with full co-operation and input from all staff and cleaning personnel (including contractors where engaged)*
		Routine cleaning	
		Regular or standard cleaning is to concentrate on areas of greatest potential infection, e.g. kitchens, toilets, welfare areas and bar areas where employee concentrations or the touching of objects is greatest. A new cleaning schedule is to be devised to clearly identify all aspects of the new cleaning regime with frequencies (including frequent touch zones and making reference to any new cleaning protocol).	*Cleaning staff must wear appropriate PPE (gloves, overall, apron). Eye protection and respiratory protection may be required depending on activity and cleaning materials used*
		Touch zones	
		Regular and thorough cleaning off all touch zones is to be implemented with suitable cleaning materials. Touch zones are door handles, stair rails, push bars, locks, dispensing equipment etc. Hourly cleaning of touch zones, tables and other horizontal surfaces may be considered the standard or as otherwise identified in the cleaning protocol and rotas	*Items personal to individuals may be cleaned by the individual user providing they have suitable cleaning materials*
		Cleaning Rota	
		A revised cleaning rota is to be introduced highlighting touch zones and frequency of cleaning. A competent person is to be put in charge of the cleaning and also have responsibility for monitoring and supervising where necessary. Cleaning records will be kept and rotas and frequency of cleaning also kept in constant review	*A customer visible cleaning rota with check off facility, particularly for toilets areas, will instil confidence with the public*

Hazard/Risk	Additional Control Methods Required	Comments/Observations
	Effectiveness of cleaning products *Upgrade any cleaner, anti-bac or hard surface cleaner to 'hospital' standard. Many commercial standard items are unlikely to effectively kill viruses (anti-bac is not necessarily suitable as an anti-virus).* *Ensure any revised cleaning materials and chemicals are 'food safe' and meet the required EN standards* *Disposable wipes, towels and mops are to be utilised in all areas in preference to more resilient cloths etc that require proper cleaning and sanitising before each individual use. Soiled items to be disposed of appropriately* ***Deep Cleaning*** *All areas of the restaurant will undergo a thorough and suitable deep clean prior to re-opening* *If any employee tests positive for Covid-19 or has a need to self-isolate due to contact with an infected person the immediate workplace is to be deep cleaned. This should mean all contact surfaces thoroughly cleaned and sanitised along with other hard and soft surfaces up to and around a minimum 2m radius from the employee's main work position(s). Where the employee moves around an area it may require a full room deep clean* ***Clothes & Uniform*** *Partial uniform is provided but no travelling to work in the uniform is permitted. Changing takes place within the restaurant in approved welfare areas only* *Uniforms (outer clothing) is laundered on a regular basis, should there be a suspect case of Covid-19 within the restaurant, all clothing worn by staff in the locality or who may have come into contact with the case should launder their clothes without delay*	*The use of mists and aerosols sanitisers may need to be considered for large areas. Alternatively, the use of ozone generators could provide a thorough deep clean. Ensure suitable risk assessments are developed if such systems are utilised* *Washing at normal temperatures with appropriate detergent is sufficient*

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12	Communication / Information	**New rules & regulations from Evuna** *A revision to the Evuna operating manual has been made to include Covid Secure guidelines. All newly introduced rules and regulations regarding the return to work and opening of the restaurant needs to be made available, without exception, to all employees. If the manual does not contain the relevant information or it cannot be accessed this may mean individual e mails, letters and workplace posters etc. All supervisors and managers are to become well acquainted with any changes to allow the undertaking of adequate monitoring and enforcement* *Any revised or newly introduced risk assessments (such as this) are to be made available for all employees to read* **Consultation** *There is a requirement (legislative) to consult with the workforce about significant health and safety issues when changing working methods etc. All site managers have been consulted in the preparation of this risk assessment and the updating of the operations manual* **Standard NHS / GOV advice** *Many of the new measures introduced at Evuna for the opening of the restaurants are based on Government or NHS advice. Posters or references to the prevention of infection etc coming from these institutions should be utilised (with logos etc) to provide confidence in the information Evuna is providing. Advice may change from week to week and it is therefore very important that any Evuna advice reflects any alterations (this risk assessment is to be reviewed at least once per week)* *Display the Government recommended Covid-Secure sign in a public entrance area*	*It is important to spell out the Company's requirements for a safe return to work and restaurant re-opening clearly and without ambiguity* *Employees are often in a better position than management to advise on what changes are working and the changes that are not* *Generic posters can be down ,loaded from various websites (.GOV, NHS & PHE amongst others) along with accurate interpretations of the current law and regulations* *Available on-line from.GOV*

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	Monitoring and surveillance	
	Supervisors and managers will undertake monitoring and surveillance of employees to ensure compliance to Evuna requirements.	*Self-policing of the workforce may help (peer pressure) but current evidence shows that young people (making up a good proportion of Evuna's workforce) are the most likely to flout lockdown or social distancing requirements*
	All employees are to be encouraged to comply with any contact tracing and tracking requirements issued by the government or NHS	
	When available, all employees should be encouraged to utilise the NHS contact tracing app to help determine whether they have been in close association with an infected person	
	The restaurant manager or an appointed person will police or patrol the public areas to ensure customers are adhering to all necessary control, particularly social distancing. Customers not abiding by the requirements will be urged or encouraged to comply for the health of themselves and any others in the restaurant. Ultimate sanction for repeated non-adherence or aggressive or provocative behaviour is to ask them (or the group if appropriate) to leave. The police will be called if there is any significant concern for the safety of staff and others	*This is always going to be a problem area and discretion and appropriateness is key*
	Reporting non-adherence	
	Supervisors and managers have a duty to report repeated staff non-adherence to revised work safety requirements. Ensure a formal process for cautioning or admonishing such employees is in existence	*Education and information is key to compliance but a fall-back position has to be in place and seen to operate*
	Penalties for persistent non-adherence	
	Repeated offenders are potentially putting other employees (and the wider public) at risk. Any employee who is not following the Company rules will not be permitted to enter the restaurant. The Evuna HR department is to consider whether these employees continue to receive furloughing or are to receive any other disciplinary action	*A temporary condition of employment could be introduced during the pandemic to ensure compliance with all health rules specifically related to Covid-19*

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13	**Personal Protective Equipment**	**When should it be worn** *PPE should always be worn by employees where the workplace activity or machinery risk assessment identifies. Additionally, where there are two person operations that cannot be eliminated and the social distancing requirement of 2m cannot be maintained (and that other barriers or mitigating controls cannot be introduced) then simple face masks or face coverings should always be worn* *All front of house staff are to wear face coverings at all times within the main restaurant dining areas. Visors or face shields are also to be worn to help prevent staff touching their faces* *Back of house staff will not be required to wear visors or face shields due to the problems of steam and vision* *Disposable gloves will be made available to staff for serving or clearing dishes and plates, however the correct and frequent washing of hands will be the preferred method of infection control* **Re-ordering PPE** *With current shortages and poor quality products flooding into the market it is important that sufficient and timely re-ordering takes place. Sourcing should only be undertaken from competent suppliers*	*No flesh contact (e.g. shaking hands etc) should be entertained. Although facemasks appear to offer limited protection it is important to review Government recommendations as these have the potential to change* *There is considerable debate as to the effectiveness of face coverings it does give reassurance to others* *Ensure there are sufficient hand creams or emollients available as frequent washing of hands will strip natural oils from the skin and could cause workplace dermatitis type issues* *Ensure all PPE products have met the appropriate BSI, CE or equivalent standards*
14	**Civil Liberties / Data Protection**	**Keeping records safe** *The Evuna HR department is to keep all records related to Covid-19 safe and in accordance with DPA and GDPR requirements. Data is to be stored in the approved HR application. Additionally, information from the Information Commissioners Office is to be incorporated, where appropriate, into the use or storage of collected data. All Covid-19 data is to be appropriately disposed of when 'normal' working resumes*	*There is general concern about data protection and the inclusion of specific health data in Company and wider records may increase this concern*

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		Notification to employees (positive test or the need to quarantine) *Notification of action or intended action is to be communicated to individual employees discretely where action needs to be taken in light of contracting Covid-19. Where possible, the person will not be identified to colleagues or other employees but it is accepted that this may not be possible if Evuna is to keep everyone safe. Part of any programme of notification to the workplace should be the potential for sharing personal Covid-19 records with others*	*The Evuna HR dept should consider whether details of infected, quarantined or employees 'of concern' are kept private or released to better inform others, this may need individual agreement*
15	**Miscellaneous**	*Employee Numbers* *Reduced staffing will be put into effect to ensure good social distancing can be accommodated and to reflect the restricted capacity* *The recommendation by the Government to work from home if at all possible should still be considered even in relation to the hospitality sector. Only those involved with the direct running of the restaurant should be present when the restaurant is open to the public* *Fixed teams & partnering* *To limit interaction and employees mixing extensively with others, where possible employees should remain in 'teams' or 'partnerships'. Congregations of people and personal or work visits to other workstations or locations should be minimise wherever possible and if this is not possible then social distancing must be exercised.* *Other workplace risks* *The potential for contracting Covid-19 is low but does represent a significant risk to certain groups of people. Whilst employees undertaking normal workplace activity must be mindful of this it is important that other hazards are still adequately controlled and it is not acceptable to significantly increase the risk of these other hazards simply to better implement Covid-19 controls. It is therefore important that all existing risk assessments, method statement and other safe systems of work are adhered to at all times.*	*Ensure all Evuna risk assessments and other safety documentation is updated and appropriate. Where other hazard controls may interfere with the prevention of infection alternative control methods should be identified*

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	Supervisors and managers are to be reminded of this fact	
	Tracing contacts	
	The Company may consider introducing an in-house contact tracing system, the details of this will be passed to all employees should the introduction be agreed. The NHS app, if successful in current or future trials, will be recommended to all employees and it's use may become a requirement of entry to the workplace. Evuna will follow all official guidance relating to track and trace	*The results of NHS trials have not been conclusive and roll-out has been delayed*
	Aggression / security	
	There are some concerns amongst elements of the population about Covid-19 controls impinging on civil liberties. Whilst this can be understood the Company is only undertaking the additional controls to allow the business to continue running and provide a service to the public along with employment security for a large number of people. Supervisors and Managers who will be monitoring compliance need to be aware of these concerns and should not invite aggression or risk significant confrontation. Reports of problems should be made using the normal channels to senior managers or directors, or in an emergency situation, the police should be called	*Confrontation may not only occur with staff but also with customers who resent the additional controls or requirements demanded by the restaurant*
	Meetings	
	All physical meetings, e.g. pre-shift briefings etc, if essential, are to respect social distancing requirements of 2m or 1m plus. Where possible undertake meetings through digital means (Zoom, Skype etc).	
	Deliveries	
	Where possible, delivery drivers are to remain in their vehicles to minimise contact. Employees are to collect goods and bring into storage wherever possible although it is acknowledged that this may be impossible for some items or services	*Delivery drivers must be allowed to use welfare facilities if required*

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	Re-opening checklist *Utilise a re-opening check list to ensure that all suitable controls identified in this risk assessment and other associated documents are in place and that actions have been undertaken that make the restaurant a safe place to eat, drink and work.*	*Basic checklist is available on the FSA website*
	Mental Health *A positive Covid-19 case in the workplace (or even the prospect of it) is likely to adversely affect the mental health of many employees. There needs to be a quick referral method for affected employees to be given information or treatment and a mechanism to advise what their employment rights are if they believe they cannot work or should not work* *Ensure anyone who cannot work and is at home, quarantining or otherwise, is kept informed of changes and actions within their restaurant and when they might return. Communication is key to keeping these employees onside and to help maintain their mental state*	*There is the prospect that mental health illness is used as an excuse not to risk coming into work. Robust HR policies must be in place for reporting absences from work and any follow up*
	Reporting under RIDDOR *Although not considered an occupational disease, Covid-19 does need to be reported under RIDDOR in certain circumstances. These are:* 1 *An incident in the workplace has led to potential or actual exposure or* 2 *When there is reasonable evidence to suggest that someone has contracted Covid-19 from exposure in the workplace or* 3 *If a worker dies as a result of occupational exposure*	*Full reporting requirements are contained within the HSE website*

Signature & Review

Signed: **Philip Snell,   Consultant,   Green Man Health and Safety**

Signed:

Date of Original Assessment: **21 June 2020**

Date of 1st Review: **29 June 2020**
Date of 2nd Review:
Date of 3rd Review:
Date of 4th Review:
Date of 5th Review:
Date of 6th Review:
Date of 7th Review:
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Date of 10th Review: