

COVID 19 RISK ASSESSMENT (R3)

Department: KITCHEN	Assessment by: Graham Gardner/Liz Brown	Date: 30 th June 2020
1 st review date due:	Manager approval: Liz Brown	Date: 12/5/21
Description of activities: 1. Avoid the hazard where possible (Remote work/no physical contact etc.) 2. Maintain 2 metre safe distancing	3. Put guards and other measures in place 4. Clean workplace, equipment and hands	5. Supervise, Educate and communicate 6. PPE

Risk	How can the risk cause harm and who could be at risk?	What do we have and what do we need to put in place control this risk?	Action		
			By Whom	Date	
	Coronavirus has been a world-wide pandemic; not susceptible to any race or gender. COVID-19 can be very severe and could lead to loss of life – to Staff, Visitors, Guests, Delivery Drivers	Follow all general hotel procedures for staff and guests to reduce the chance of contracting the disease. (see additional sheet)			
Kitchen porters or chefs touching clean plates with infected hands		KPs must wash hands for 20 seconds in clean warm soapy water or use hand gel before touching clean plates or kitchen equipment. They must wear gloves to touch dirty dishes and take them off for clean dishes. Chefs and KPs to wear surgical masks as they may not be able to keep 2m apart at all times. Chefs to work side by side where possible, not facing each other.			

Contaminated deliveries		Suppliers such as Encore, Silverfish, Hanover, Thomas Moss have to supply their protocol on deliveries and confirmation that they are Covid secure. The KPs or chefs must wipe down or sprayed all deliveries before putting them into the fridge/store room. The deliveries must be left at the back door, checked and then collected by the kitchen porters or chefs.			
Covid passing between front of house and kitchen staff		Chefs to avoid direct contact with guests if guests are concerned about their dietary requirements. This maybe done by email or at time of booking. If this is not possible chefs can meet in Sheraton Suite keeping a 2m distance. Staff meals to be ordered over the phone and prepared labelled and collected from 2 nd kitchen.			

		All items from the restaurant need to be washed, sanitised or disposed of after every service such as Crockery, cutlery, teapots, jugs, trays, toast racks – to be washed Portions of jam, butter, plastic sachets - to be wiped down Full paper sachets to be left in container for 48 hours before being used again. Trays – sanitised on both sides after use Use disposable sachets for all items apart from salt and pepper.			
Contaminated surfaces		Follow normal government guidance on managing food preparation and food surface areas. Introduce additional cleaning and disinfectant measures in the kitchen. Record these on a sheet. Having bins for the collection of used towels and for overalls. Wash hands before handling any plates, cutlery, utensils and equipment. Implement cleaning procedures for shared equipment between each use.			
Social distancing		Control to queues of restaurant staff with floor markings. Do not allow any delivery drivers to enter the kitchen. Minimalize access to walk in fridges and store rooms Minimalize contact at handover points such as when presenting food to the serving staff.			