

COVID 19 RISK ASSESSMENT (R3)

Department: Restaurant	Assessment by: Angie Houghton	Date: 02/06/2020
1 st review date due: 16 th June 2020	Manager approval: Liz Brown	Date: 12.05.21
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	
GUEST INFECTING STAFF IN RESTAURANT	AIR PARTICLES LACK OF SOCIAL DISTANCING	RESTAURANT STAFF TO WEAR MASKS AT ALL TIMES AS THE 2M RULE CANNOT BE KEPT GUEST ARE TO BOOK MEAL TIMES TO AVOID THE QUEUES – SET TIMES ARE EVERY 15 MINUTES STAGGERED MEALTIMES MAXIMUM 6 TO A TABLE AND RESTAURANT MUST CLOSE AT 10PM TABLES 2M APART (OR 1M BACK TO BACK) ROOM SERVICE IS AN OPTION – do not enter room WALKWAYS TO BE CLEAR FROM FOOTFALL GUESTS ARE ENCOURAGED TO USE HAND SANITIZER BEFORE ENTERING THE RESTAURANT.	ALL RESTAURANT STAFF		
STAFF INFECTING GUESTS & COLLEAGUES	SURFACES CLOSE CONTACT	MINIMUM PERSONAL ITEMS SERVICE CLOTHS CLEANED IN HOUSE AFTER EACH MEAL TABLES & CHAIRS CLEANED BEFORE EACH CHANGE OVER NO UNESSENTIAL ITEMS ON TABLE, SACHETS USED FOR SAUCES AND SUGARS NO BUFFETS – SERVE BREAKFAST STARTERS FROM THE KITCHEN NO MIXING BETWEEN DEPARTMENTS EACH STAFF TO HAVE OWN PERSONAL TRAYS, PENS ETC KEEP SOCIAL DISTANCING IN KITCHEN WHEN QUEUING KEEP WINDOWS OPEN TABLES TO BE SET BEFORE MEALS RATHER THAN AFTER MEALS	ALL RESTAURNAT STAFF		

GUESTS INFECTING GUESTS	CLOSE CONTACT	TABLES ARE POSITIONED 2 METERS APART OR 1M IF BACK TO BACK ONLY SIX PEOPLE MAXIMUM ALLOWED AT ONE TABLE ALL UNUSED CUTLERY FROM TABLES TO BE WASHED AFTER EVERY SERVICE			
KITCHEN BAR SNACKS	AIR PARTICLES SURFACES CLOSE CONTACT	FOOD PLATED WITH VEG TO AVOID VEG DISHES BEING HANDLED LAMINATED MENUS TO BE SANITISED, BOTH SIDES AFTER EVERY USE USE SPACE IN SHERATON SUITE FOR SOCIAL DISTANCING CHANGE TABLE CLOTHES AFTER EACH MEAL IF GUESTS CHANGE CONSTANT CLEANING OF ALL WORK AREAS ALL STAFF TO USE MASKS WHEN SERVING AND HAND WASHING/SANITIZER IN ALL SETTINGS			