



COVID 19 - Risk Assessment Maintaining Social Distancing/Welfare Arrangements

	Task	What are the Risks	Measures to manage the risk	Owner
1	Fitness to work	<ul style="list-style-type: none"> Unwell or vulnerable people coming to kitchen 	<ul style="list-style-type: none"> Display 'symptoms' at entrance Raise awareness as part of induction briefing Brief your Manager on symptoms Brief your Manager on those people considered vulnerable e.g People over the age of 70 Communicate control measures and standards with our supply chain. 	Management Team
2	Traveling to and from work	<ul style="list-style-type: none"> Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> Avoid the use of public transport Lone travelling, i.e. by car, motorbike, bike, walking, etc. If workers have no choice but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly Vehicles must not park in ways likely to cause concern or nuisance to customers and the local community. Provision of suitable parking facilities Plan, where possible for an 'over-flow' car park Consider split shifts to reduce number of vehicles 	Management Team
3	Signing in	<ul style="list-style-type: none"> Exposure to infected people and/or surfaces, etc. 	<p>Standard Kitchens</p> <ul style="list-style-type: none"> Consider other means of registering on kitchen, i.e. text, WhatsApp, etc. Provide hand sanitiser or sink at entrance Tape or markings on floor/ground to indicated 2m minimum 'social distancing' Split shifts or staggered times to reduce numbers arriving in the kitchen at any one time 	Management Team



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			<ul style="list-style-type: none"> • Signs displayed to reinforce social distancing • Workforce briefed on signing in process as part of the Induction and/or a Safe Briefing by appointment <p>Other arrangements</p> <ul style="list-style-type: none"> • Wash hands prior to using the 'finger-print' reader, provide hand sanitisers for use • Where possible replace with remote access entry to minimise contact • Finger-print reader to be disinfected regularly • Security to monitor 	
4	Kitchen inductions, briefings and meetings	<ul style="list-style-type: none"> • Exposure to infected people and/or surfaces, etc. 	<p>Inductions</p> <ul style="list-style-type: none"> • Conduct inductions in the open air • In poor weather, conduct in a well-ventilated area, such as a loading area • No more than 2 inductees per induction • Keep 2m apart • Establish induction areas with floor/ground markings to indicate 2m safe distance <p>Kitchen Safe Briefings, etc.</p> <ul style="list-style-type: none"> • Conduct briefings in the open air • In poor weather, conduct in a well-ventilated area, such as a garage • No more than 2 attendees per briefing • Keep 2m apart • Use 'induction areas' with floor/ground markings to indicate 2m safe distance 	Management Team



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			<p>Changing / Cold / Freezer rooms</p> <ul style="list-style-type: none"> • Restrict access to one at any one time – display notice to communicate this • Encourage personal to take clothing home to dry/additional clothing, employer to supply • Regular and frequent cleaning/clearing • Consider provision of additional drying/changing facilities • Spilt shifts/staggered starts to reduce numbers at peak times, etc. 	Management Team
6	Office	<ul style="list-style-type: none"> • Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> • Arrange office furniture to allow 2m social distancing for management teams • Visitors to wait at door before entering office – display notice to communicate this • Provide floor markers to maintain 2m social distancing • Regular and frequent cleaning, including any tea/coffee making equipment • No sharing of computers, laptops, or phones and to be cleaned/wiped down regularly 	Management Team
7	First Aid	<ul style="list-style-type: none"> • Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> • Minimum of 1 qualified first aider in the kitchen always • Avoid person to person contact where possible, if not then wash hands before and after giving first aid • Clean and disinfected all equipment used after use 	Management Team
8	Cleaning and hygiene	<ul style="list-style-type: none"> • Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> • Daily cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the kitchen offices, welfare facilities, etc. • Cleaning to pay attention to high contact areas, such as door handles, light switches, work tops, kitchen appliances, etc. • Waste bins in office, rest room, toilets, etc. to be emptied daily & washed • Supply of cleaning products with correct anti-bacterial components • Arrangements for waste removal on daily basis 	Management Team



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9	<p>Close contact work where people are less than 2m apart, for example:</p> <ul style="list-style-type: none"> Lifting Heavy Deliveries Moving Equipment 	<ul style="list-style-type: none"> Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> Restrict any 'close contact work' to a maximum of two persons and a 15 minutes per task. 'Close contact work' operatives to wear face shields. Limited the number of 'close contact work' to a maximum of 3 tasks per day per person. Where possible either work 'side-by-side' or back-to-back' Wash hands before and after each task Where possible provide local 'pop-up' hand washing near to the task. Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single use PPE should be disposed of so that it cannot be reused 	Management Team
10	<p>Chefs / All Kitchen Staff - where people are less than 2m apart, for example:</p> <ul style="list-style-type: none"> Food Preparation Cleaning 	<ul style="list-style-type: none"> Exposure to infected people and/or surfaces, etc. 	<ul style="list-style-type: none"> Restrict any 'close contact work' to a maximum of two persons and a 15 minutes per task. 'Close contact work' operatives to wear face shields and gloves Limited the number of 'close contact work' to a maximum of 3 tasks per day per person. Where possible either work 'side-by-side' or back-to-back' Wash hands before and after each task Where possible provide local 'pop-up' hand washing near to the task. Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single use PPE should be disposed of so that it cannot be reused 	Management Team



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11	Delivery Drivers	<ul style="list-style-type: none"> Exposure to infected people and/or surfaces, etc. whilst making deliveries 	<ul style="list-style-type: none"> Where possible leave deliveries unattended in agreed delivery spot – observe 2m distancing Documentation will be kept with the delivery – no signature – photographed log of all orders Wash hands before and after each task Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single use PPE should be disposed of so that it cannot be reused Vans to be cleaned inside the cab area after each shift is completed 	Management Team