



*This risk assessment has been developed from the government's guidance for working safely in restaurants open for eat in & takeaway and the Food Standards Agency for food businesses in order to reopen Lovelies Delights safely & responsibly, taking into account all the potential risks & how to mitigate against these to keep our team & customers safe. All the Lovelies Delights team are required to read this guidance thoroughly before returning onsite. This supplements Lovelies Delights assessment of other risks and does not override any usual safety protocols.*

<b>Hazards</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Responsible for actioning</b>	<b>Action Date &amp; Signed</b>
<i>The spread of Covid-19 Coronavirus</i>	<i>Team on their travel to &amp; from work</i>	<ul style="list-style-type: none"> <li>* Shifts to be planned to limit the number of people travelling &amp; on site.</li> <li>* Audit of team travel options undertaken</li> <li>* Team encouraged to find routes with the least contact (walking/cycling/driving/least busy public transport options) and longer commutes expected</li> <li>* Team to follow government regulations regarding wearing their own face mask if travel will bring them within 2m of others.</li> </ul>		Owner	
<i>Spread of Covid-19 Coronavirus</i>	<i>Team during their shift</i>	<p><b>Arrival on Site:</b></p> <ol style="list-style-type: none"> <li>1. All team to enter via the front door of the shop. Staggered entry if multiple team arriving at a similar time with others waiting 2m behind to enter the building.</li> <li>2. All outdoor clothing &amp; bags to be taken off (including personal face covering) &amp; placed in a provided bag &amp; locked in the back cupboard of the storeroom. Clean clothes to be worn every day to work.</li> <li>3. Additional shopping not permitted to be bought into the building</li> <li>4. Hands washed immediately after outdoor</li> </ol>	<i>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</i>	Owner  Team Members	

		<p><i>clothing stored (WHO Hand Washing Guidance displayed)</i></p> <ol style="list-style-type: none"> <li><i>5. Clean apron &amp; provided face mask to be worn from now until shift ends</i></li> <li><i>6. Touchpoints (door handles etc) to be cleaned thoroughly</i></li> </ol> <p><b><i>During Shift:</i></b></p> <ol style="list-style-type: none"> <li><i>1. Where possible team to remain 2m distance from other team members (Number of staff on shift &amp; workflow stations taken into account)</i></li> <li><i>2. Where 2m distancing isn't physically possible between team, team to work back to back or side to side</i></li> <li><i>3. Hands washed thoroughly &amp; regularly</i></li> <li><i>4. Service screens set up in front of bar station to provide distancing from customers</i></li> <li><i>5. Contactless payments encouraged, cash accepted. Hands to be sanitised after handling cash, receipts etc</i></li> <li><i>6. Card machine to be sanitised regularly</i></li> <li><i>7. Take out products placed on table provided for customer to collect. Ask the customer to step away in order for member of the team to place item on table</i></li> <li><i>8. Doors open where possible to ensure airflow</i></li> <li><i>9. Touchpoints limited where possible &amp; sanitised regularly</i></li> <li><i>10. Frequent cleaning of work areas, equipment &amp; utensils</i></li> <li><i>11. All team to follow Gov guidance for hygiene rules regarding food preparation &amp; handling</i></li> <li><i>12. All staff displaying Covid19 symptoms required to check symptoms &amp; take test if recommended by NHS. They must not come into work, &amp; remain at home until they have the all clear or have self-isolated for the appropriate time frame</i></li> </ol>	<p><i>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to</i></p>	<p><i>Owner</i></p> <p><i>Team Members</i></p>	
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<p>Spread of Covid-19 Coronavirus</p>	<p>Customers</p>	<ol style="list-style-type: none"> <li>1. Hand sanitising station provided upon entering</li> <li>2. Customers to wait by the door to be seated</li> <li>3. Team member to greet customers, ask customers to sanitise hands and take track and trace details (Names of members of the group, number of people in group, a contact number for each member, date of visit, arrival time &amp; departure time where possible), record to be kept for a minimum of 21 days. Verification of customers name with item such as bank card or driving licence</li> <li>4. Customers sat at table, given a disposable menu and asked to wait for a member of the team to let them know when to come to the bar to order</li> <li>5. Markers on the floor to manage queues &amp; distancing</li> <li>6. Drinks taken to the customers table on a tray, customers asked to remove cutlery &amp; drinks (ensure hot drinks aren't filled to the top of cups or teapots), if help required, team member can place drinks on table for the customers</li> <li>7. Toilet facilities provided with notice for hand sanitiser to be used on entry to and from the toilet.</li> <li>8. Toilets checked and cleaned on a regular basis</li> </ol>		<p>Owner</p> <p>Team Members</p>	
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Visitors to your premises</p>	<p><b><u>Hand Washing</u></b></p> <p>* Hand sanitizing station provided by the front door</p> <p>*Hand washing facilities with soap and water in place.</p>	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	<p>Owner</p> <p>Team Members</p>	

		<p>* Stringent hand washing taking place.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  * Drying of hands with disposable paper towels.  * Staff encouraged to protect the skin by applying emollient cream regularly  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>  * Alcohol sanitiser provided by the till and coffee machine</p> <p><b><u>Wearing of Gloves</u></b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>		
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