

CYC RISK ASSESSMENT COVID 19

Title: Coronavirus – Club offering takeaways	Date of Assessment: 1/06/2020	Risk Assessor: GM
Risk Assessment Reference: CYC Covid – staff and takeaways	People involved in making this assessment: GM, Head Chef, Hospitality Manager, Commodore	
Task/ Process: Operation during Coronavirus pandemic	People at Risk: Club Staff, Club members and Visitors	

Hazard: Uninformed Club Staff

Covid 19 infection due to staff failure to follow guidelines.

Pre mitigation measures score: High

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance. They are kept updated to reflect any changes in the official advice and guidance.
2. Every member of staff has been consulted and fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Communication warning posters are displayed throughout all premises.
4. Plans and procedures have been communicated with all active staff.
5. reduced number of staff to return to the Club, allowing for social distancing and reducing risk for spreading the virus.
6. Phased return into the Club to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
7. Staggered start and finish work times will be considered.
8. PPE is available for all staff
9. Health & Safety communications are available to all Staff
10. Staff can raise concerns with their line manager

Post mitigation score: Medium to Low

Hazard: Workstations and kitchen areas

Potential risk of transfer of virus through cross contamination

Pre mitigation measures score: High

Control Measures:

1. Workstations have been set apart, with one chef assigned its workstation, and marked with signage or tape to allow for social distancing.
2. The total number of staff in the kitchen has been reduced to 2 chefs currently.
3. When the operations resume more fully, kitchen staff will be put into teams to restrict the number of staff interacting with each other.
4. One-way system in the kitchen and chef will take their breaks and rest period in the kitchen
5. Only one person can access walk in fridges, pantries, and freezers at any time
6. Chefs will work side by side or facing away from each other.
7. Access to the kitchen is prohibited for non-kitchen staff except front serving area, pot wash and Cossh cupboard
8. Chefs must wash their hands thoroughly for 20 seconds before and after going in the kitchen and regularly throughout the day
9. Frequent sanitization of all high touch points in the kitchen, throughout the day
10. Contact at “handover” points with other staff has been minimized. Chefs are to leave food at the handover point and leave. Front of house staff can come to collect food once it is safe to do so.

Post mitigation score: Medium to Low

Hazard: Drinks' Preparation Areas

Potential risk or transfer of virus through cross contamination

Pre mitigation measures score: High

Control Measures:

1. Staff are instructed to ensure that good hygiene standards must be maintained when food or drinks are prepared.
2. When spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.
3. Staff must wash their hands thoroughly for 20 seconds before and after going into the drinks' preparation area.
4. Staff should make their own hot or cold drinks during the working day, and clean their hands after using high touch points such as kettle
5. if using equipment such as microwave or kettles, staff must left them in a clean condition with all key contact points sanitised after use.
6. Staff should bring in their own prepared food and drink for lunch breaks. This is a change to the current staff food policy
7. Uneaten food products must be put in a clean, sanitised, sealed wrapper, bag, or container, if they are to be stored in the communal refrigerator.
8. Staff are encouraged to take their lunch break outside
9. Drinks preparation areas and fridges have been set up in the office.

Post mitigation score: Medium to Low

Hazard: Communal facilities, entrance, toilets, stairs. etc.

Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Pre mitigation measures score: High

Control Measures:

1. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health, and hand washing advice posters displayed.
3. Staff are instructed to clean their hands before and after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff must assume that all key contact surfaces (toilets, sinks, door handles, soap dispensers, etc.) could be contaminated. Objects which are visibly contaminated with body fluids must not be touched but reported to a manager.
5. Staff are instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarves, and other outdoor items are stored separately and away from other 's personal items.

Post mitigation score: Medium to Low

Hazard: Waste

Ill-health because of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Pre mitigation measures score: Medium

Control Measures:

1. Waste bins are provided at employee desk areas and within kitchen areas.
2. Staff are instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food, or tissues.
3. Staff are instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by staff, wearing gloves and visor
5. Staff are required to have consideration with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.
6. PPE should be worn when taking bins out, to include gloves and visor.

Post mitigation score: Low

Hazard: Close contact

Staff working on the premises may be at risk of exposure to other Staff or visitors who are carrying coronavirus, knowingly or unknowingly, Members should be included here

Pre mitigation measures score: High

Control Measures

1. Staff are instructed to avoid close face-to-face contact or touching other Staff, visitors, etc. and follow the 2 metres social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. A protection screen is to be used in the reception area and in other areas where heightened risk of exposure has been identified.
5. Directional signage will be in place on all floor areas to allow for social distancing.
6. One-way systems are implemented (where applicable) to allow for social distancing. This will be denoted by signage, posters, or hazard tape.
7. Controls are implemented on all access and egress to buildings.
8. Tea/coffee corner by the kitchen to be limited to one person at a time. Signage or tape markings will highlight this control.
9. Any visitors or contractors to sites are to sign the contractor's book, using their own pen, and sanitizing hands afterwards.
10. Contractors to sites will be given to read CYC guidance and ask to follow the additional control measures put in place.
11. Visitors to sites are to be limited and if possible, video conferencing software will be utilised to reduce face to face contact.

Post mitigation measures score: Medium to low

Hazard: Vulnerable Staff

Vulnerable Staff with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Pre mitigation measures score: High

Control Measures:

1. In accordance with Government guidelines, Staff who are in the vulnerable and high-risk categories are, where possible, to work from home, if their job allows.
2. Staff with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Government guidelines are taken on a case by case basis.
3. Those Staff who fall within the extremely vulnerable category (Shielded) in accordance with Government are to continue to work from home, if their job allows.
4. For Staff who are high risk vulnerable (but not extremely clinically vulnerable) and cannot work from home, the Club management will look at the possibility of offering the safest available on-site role, enabling them to stay 2 metres away from others

Post mitigation measures score: low

Hazard: Cleaning and hygiene

Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Pre mitigation measures score: High

Control Measures:

1. Government guidance as laid down by EH and FSA on hygiene standards in food preparation and food services areas is being followed
2. Cleaning regimes have significantly increased as has the frequency of cleaning of hard surfaces (floors, handrails, door handles, lift, building equipment buttons, switches, etc.). Cleaning staff resources have been increased in line with the increased cleaning regimes.
3. Suitable disinfectant cleaning products are used by all (contracted and in house) cleaning staff.
4. A colour coded cleaning system is used by cleaning staff to prevent cross contamination of surfaces.
5. Sufficient hot water, liquid soap, disposable towels, and hand sanitiser dispensers are provided throughout the buildings.
6. Line management and Staff are required to report anything contaminated or spilt that requires cleaning.
7. Collection bins are available for used towels and chefs white.
8. The Collection bins have been relocated away from the kitchen
9. Regular cleaning throughout the day for equipment such as tills, card machines and any other surface regarded as high contact point

Post mitigation measures score: Medium to low

Hazard: Personal hygiene

Poor personal hygiene standards pose a risk of passing or contracting the infection.

Pre mitigation measures score: Medium

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose, or mouth.
2. Staff are instructed to clean their hands frequently, hand washing their hands with soap and water for at least 20 seconds and using alcohol-based hand sanitisers in between handwashing. Soap and hand gels are provided.
3. Staff are instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container and disposed of as instructed.
4. Staff are instructed that disposable tissues should be used when coughing and or sneezing. Used tissues must be bagged and put into a bin or pocketed and taken home for safe disposal.
5. Hand sanitisers are in place at access points.
6. As the alcohol-based hand sanitiser falls under a COSHH item. Staff who use this to disinfect their hands are not to touch their face until the sanitiser dries out due to irritation risk if goes into the eyes. If alcohol gel gets into the eyes, staff are to remove glasses or contact lenses and rinse eyes with water for several minutes before seeking first aid assistance.
7. Staff with a diagnosed skin condition are advised not to use the alcohol hand sanitiser as this may exacerbate their condition, but to use soap and water for 20 seconds

Post mitigation score: Low

Hazard: Food consumption areas

Risk of cross contamination and pathogens spreading by members of the public using seated areas to consume food and beverages Difficulty in enforcing social distancing and enhanced cleaning measures

Pre mitigation measures score: Medium

Control Measures:

1. The Club is operating as a takeaway only.
2. Seating from external areas have been removed or access blocked off to discourage members using them
3. Signage is in place to explain the situation

Post mitigation score: Low

Hazard: Club Members and visitors

Risk of cross contamination and pathogens spreading by Club members, visitors and staff coming into close contact

Pre mitigation measures score: High

Control Measures:

1. FoH staff will wear PPE to include visors, masks, and disposable aprons
2. Prebooked takeaway orders are encouraged and collection staggered
3. All payments are made either using contactless payment method or pre-payment.
4. Social distancing markers for queuing areas
5. Signage at the entrance of the premises informs the Members and visitors of our policy and social distancing measures. These measures have also been communicated on our website/e-newsletter and on social medias
6. Customer collection area is separate from the ordering area
7. All high touch equipment e.g. terminals to be sanitised after each use
8. Staff regularly remind Members and visitors to follow social distancing

Post mitigation score: Low

Hazard: Handling goods merchandise or other supplies (inbound)

Contamination and transmission of Covid 19 through merchandise entering the business could travel through food preparation and via takeaway food/boxes.

Pre mitigation measures score: Medium

Control Measures:

1. All kitchen deliveries to take place of our takeaway activity i.e. before or after.
2. All goods will be brought into the Club using a sanitised trolley
3. Where possible, the deliveries will be sprayed and sanitised and all outer packaging will be reduced down to the bare minimum before the goods are brought into the Club
4. Staff who handle goods and merchandise are to wash their hands or use sanitisers on a much more frequent basis
5. Where practicable, equipment should not be shared. When that is not possible, cleaning procedures have been implemented and should be followed.
6. Staff have been asked not to arrange for personal mail and packages to be delivered to the Club until further notice

Post mitigation score: Low

Hazard: Handling goods merchandise or other supplies (outbound)

Contamination and transmission of Covid 19 through merchandise and stock leaving the Club.

Pre mitigation measures score: Medium

Control Measures:

1. Staff are to wash hands before and after handling any takeaway boxes or serving containers
2. All products to be served in disposable containers or on disposable plates/cups/cutlery
3. Social distancing measures have been put in place to separate staff preparing food and staff serving customers as much as is practicable
4. Collection areas are minimising direct handling.

Post mitigation score: Low

Documents Associated with this Risk Assessment:	Bright HR Toolbox for staff, HM Gov guidelines, Business Safe
Review Date:	Reviewer: