

Company name: BH Live

Assessment carried out by David Christie

Date of next review: ongoing

Date assessment was carried out: 14/07/20

What are the hazards? Area of Risk to be evaluated for Covid transmission	Action to be taken by	Additional actions & controls to mitigate risks of transmission of Covid 19/Coronavirus. Updated 29th June 2020.	Completion Date	Signed
<p>Exposure and Spread of Covid 19 to staff, visitors, contractors, delivery drivers causing illness.</p> <p>Food Preparation Summer time external 'pop up' located on the Solent Terrace</p>	<p>Managers Team, Delivery drivers</p>	<p>ALL food preparation & Office workspaces</p> <p>General Controls in all work areas:</p> <ol style="list-style-type: none">1) Senior member of staff to be on duty /present at all times to supervise social distancing both in kitchens & Office Areas and other controls listed below to prevent and reduce the risk of the Covid 19 infection in the workplace2) All staff when working to keep a minimum of 1 meter apart, ideally 2meters where possible.3) Toilets must be thoroughly cleaned and sanitized every 30 minutes, (or sooner if advised) with particular care taken to clean multi-person touch points, such as door handles, wash hand basin taps, WC flush handles. A register of checks is to be advertised. <p>Specific Policies for ALL Staff and workspaces</p> <ol style="list-style-type: none">1. Staff must NOT come into work if they are suffering from symptoms of Covid 19 /Coronavirus illness. (high temperature, new or continuous cough and/or sudden loss of taste or smell). They must notify their line manager/supervisor in line with current HR policy Its worth a check to see if other symptoms have not been added to the official symptoms list		

		<p>They must seek medical advice by calling the NHS 111 helpline and follow their instructions. return to work. Staff should self-isolate if they think they have a symptom. They should then go and receive a test via NHS 111. If they are negative, they can go back to work straight away if positive they continue to self-isolate until symptoms free.</p> <p>See: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <ol style="list-style-type: none"> 2. BH Live team must also self isolate for 14 days and NOT come into work if a person they live with has symptoms of coronavirus. They must notify their line manager/supervisor 3. On presentation to work - ALL staff will be questioned as to their 'wellnesses to work (not showing symptoms <ol style="list-style-type: none"> a. Upon satisfactory response all food production staff to change from outdoor clothing into work clothing (outdoor clothing stored in locker) and PPE consisting of disposable plastic Apron disposable gloves, hair net (if required) and available upon request will be a non-surgical face mask. <p>In the event staff indicate they may be suffering from coronavirus symptoms THEY MUST NOT ENTER THE PREMISES, the employee will ring in ahead, where an employee becomes ill on shift then the employee must step outside immediately inform their supervisor and both team members will be sent home to self-isolate and seek medical advice.</p> <p>IMPORTANT: Staff must NOT travel to /go to work if they are suffering from coronavirus symptoms</p> <ol style="list-style-type: none"> 4. Each workspace area to be evaluated for social distancing, areas to be allocated a maximum space allowable with 1 meter spacing between staff including the offices. If not practicable then Perspex or alternative screening will be installed. 		
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Handwashing

Effective handwashing is extremely important to help prevent harmful bacteria from spreading from peoples' hands. All staff that work with food must wash their hands frequently (30-minute intervals as best practice)

1. when in the kitchen or preparation area
2. before preparing food
3. after touching raw food
4. after handling food waste or emptying a bin
5. after cleaning
6. after blowing their nose
7. after touching phones, light switches, door handles and cash registers
8. After cleaning tables
9. Staff should dry their hands on a disposable towel. This is because harmful bacteria can spread on wet or damp hands. Use a disposable towel to turn off the tap.
10. Place all disposable towels in the bin provided – this rubbish needs to be double bagged on disposal
11. Additional prompts on hand washing to be erected in service area's and WC.
12. Where hard standing hand wash is not available then temporary unit is to be installed.

		<p>BH Live use of Catering Van</p> <ol style="list-style-type: none">1. One Driver will be allocated the van for their shift for which they are responsible for maintaining in a clean and hygienic condition.2. At the start and end of each shift the inside of the drivers cab especially the controls that will be touched by hands (steering wheel, indicators, gear lever etc.) to be cleaned with a sanitizer. This should also be done at frequent intervals during the shift3. Drivers to wear PPE including disposable face masks and gloves provided by BH Live, windows to be wound down where possible4. Drivers will load up their own vans with products etc. to be delivered to specific locations (i.e. company locations only)5. Upon delivery drivers to place items in an agreed/designated area for collection by customer applying the 1-meter social distancing rule where practicable6. If the van driver becomes ill / showing signs of Covid-19 then the van cabin will be deep cleaned / sanitized. The driver will revert back to the above rules on isolation.		

Summer Time Chalet



ALL
employees

Food Preparation.

Wash hand basin to be located internally, all team members to observe strict hand wash procedures at all times.
This is a shared hand wash basin so only one member of the team permitted to use at any one time and must be sanitized immediately after use
As the dimensions in the chalet are limited only one member of the team at any one point.
Limited menu to pre-cook low risk items only
Food Safety practices to be followed in line with Food Safety Policy
No direct food handling to be permitted, the use of tongs only
Full disposables only and no glass ware or crockery

MAX occupancy 1 team member

	All Employees	<p>Floor markings to be placed to denote customer serving location</p> <p>Wash hand basin at rear to the workspace so staff can wash hands before entering/leaving the area.</p> <p>Note: only one member of the team permitted and must be sanitized after use.</p> <ol style="list-style-type: none">1. EPOS terminal only to be used by the same server and sanitized every 60 minutes2. Customers encouraged to use wave and pay, where a PIN needs to be entered the keypad is to be sanitized3. PPE to be worn as per policy4. All condiments to be replaced with single serving units and delivered to the customer with the order5. Any used condiments will be discarded6. Large bins to be located outside for customer self-use in clearing their own tables after use7. Food Safety practices to be followed in line with Policy		
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<p>Customer Seating area</p> 	<p>All Users</p>	<p>Main Seating Area</p> <ol style="list-style-type: none"> 1. Customers will be required to either access the track and trace e-application (local reference points to be advertised) or state name & contact details along with date and time of visit before purchase – this will enable track and trace capability (should the need arise) 2. Customer flow to be determined with single way traffic (i.e. in and out) 3. Customer sanitizing station to be located by initial point of entry & signage to advertise 4. Floor marking to signify customer route, egress and access with floor mounted signs detailing 1m distance 5. All tables and chairs to be spaced out 1 meter apart 6. Picnic benches to be located outside placed 1m apart 7. Preferred payment via credit cards ideally wave and pay 8. Service is only permitted in disposables for on and off sales 9. All menus to be wall mounted 10. All Staff will politely refuse service to any customer who behavior or failure to socially distance. 11. The on-shift manager will consistently monitor capacity and if circumstances dictate will operate on a 1 in and 1 out basis, with external queuing 12. Should service demand a second person to manage the seating area then this person shall wear a face shield <p>Rubbish Removal</p> <ol style="list-style-type: none"> i. Existing bins to be used for managing internal wastage and food waste ii. Staff to wear gloves when removing to main rubbish store iii. See handwashing above iv. Refer to food safety policy 		
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Bar Area	All Users	<p>Bar Area</p> <p>Wash hand basin at rear to the workspace so staff can wash hands. Note: only one member of the team permitted and must be sanitized after use.</p> <ol style="list-style-type: none">1. Only one member of the team to facilitate service2. As drinks are poured and offered for collection, the server shall instruct the customer that the drinks are ready for collection.3. No drinks are to be handed to the customer4. Any drinks offered for off sales will be serve in plastic single use cups5. Returns should be via floor server and not collected / handed to mobile bar6. All barrels / gas and other consumables should be in place before service starts7. PPE as per policy		
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