

**General Risk Assessment for: Prevention and Control of Covid 19 at the Bistro Pavilion**

**Company name: BH Live**

**Assessment carried out by: David Christie**

**Date of next review: 17<sup>th</sup> May 2021 and ongoing**

**Date assessment was carried out: 30/03/2021**

<b>What are the hazards? Area of Risk to be evaluated for Covid transmission</b>	<b>Action to be taken by</b>	<b>Additional actions &amp; controls to mitigate risks of transmission of Covid 19/Coronavirus</b>	<b>Completion Date</b>	<b>Signed</b>
<p><b>Exposure and Spread of Covid 19 to staff, visitors, contractors, delivery drivers causing illness.</b></p> <p><b>Food Preparation Areas Bistro</b></p>	<p>Managers Team, Delivery drivers</p>	<p><b>ALL food preparation &amp; Office workspaces where possible (without exception)</b></p> <p><b>General Controls in all work areas:</b></p> <ol style="list-style-type: none"> <li>1) Senior member of staff to be on duty /present at all times to supervise social distancing both in kitchens &amp; Office Areas and other controls listed below to prevent and reduce the risk of the Covid 19 infection in the work place</li> <li>2) All staff when working to keep a minimum of 2 meters apart</li> <li>3) Toilets must be thoroughly cleaned and sanitized 1 x shift basis (every 6 hours), with particular care taken to clean multi-person touch points, such as door handles, wash hand basin taps, WC flush handles &amp; not open for public use</li> <li>4) First-aider to be available either at the BIC or Pavilion</li> </ol> <p><b>Specific Policies for ALL Staff and workspaces</b></p> <ol style="list-style-type: none"> <li>1. Staff must NOT come into work if they are suffering from symptoms of Covid 19 /Coronavirus illness. (high temperature, new or continuous cough). They must notify their line</li> </ol>		

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		<p>They must seek medical advice by calling the NHS 111 helpline and follow their instructions. If symptoms are “mild” then you will need to self-isolate for 7 days and then you may return to work. See: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p> <ol style="list-style-type: none"> <li>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</li> <li>3. On presentation to work - ALL staff will be questioned as to their ‘wellness’ to work (not showing symptoms)             <ol style="list-style-type: none"> <li>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 Apron, disposable plastic cover over Apron, disposable gloves, hair net (if required) and available upon request will be a non-surgical face mask.</li> </ol> <p style="text-align: center;">In the event staff indicate they may be suffering from coronavirus symptoms <b><u>THEY MUST NOT ENTER THE PREMISES</u></b> and will be sent home to self-isolate and seek medical advise. <b>IMPORTANT : Staff must NOT travel to /go to work if they are suffering from coronavirus symptoms</b></p> </li> <li>4. Each workspace area to be evaluated for social distancing, areas to be allocated a maximum space allowable with 2 meter spacing between staff including the offices. If not practicable then Perspex or alternative screening will be installed.</li> </ol>		
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		<ol style="list-style-type: none"> <li>5. ALL production of food is only permitted in the designated area i.e. to the rear of the first counter</li> <li>6. There will be NO communal rest spaces. 2 meter social distancing to be enforced at all times</li> <li>7. There will be no sharing of food preparation equipment such as knives, boards etc. Once used they will be hygienically cleaned in the dishwasher</li> <li>8. There will also be no sharing of office supplies, pens, phones.</li> <li>9. Normal high standards of cleanliness will be applied in all food production /storage areas. All food preparation areas to be frequently cleaned and sanitized during the day ( every 30 mins) and at the end of the shift.</li> <li>10. All attending staff will be provided with training and guidance on the measure's they must follow and adopt at BH Live to control and prevent the spread of Coronavirus.</li> <li>11. Staff will sign disclaimer/training record to confirm they will follow BH Live Controls to prevent spread of Coronavirus in the work place including social distancing requirements and only present for work if in a healthy condition and NOT exhibiting any symptoms of Coronavirus.</li> </ol> <p>Where a team member chooses to wear a mask, the individual should ;</p> <ol style="list-style-type: none"> <li>a. wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it</li> <li>b. when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>c. change your face covering if it becomes damp or if you've touched it</li> <li>d. continue to wash your hands regularly</li> <li>e. change and wash your face covering daily</li> </ol>		
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		<p><b>BH Live use of Catering Van</b></p> <ol style="list-style-type: none"> <li>1. One Driver will be allocated the van for their shift for which they are responsible for maintaining in a clean and hygienic condition.</li> <li>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 shift</li> <li>3. Drivers to wear PPE including disposable face masks and gloves provided by BH Live.</li> <li>4. Drivers will load up their own vans with products etc to be delivered to specific locations (i.e. company locations only)</li> <li>5. Upon delivery drivers to place items in an agreed/designated area for collection by customer applying the 2 meter social distancing rule where practicable</li> </ol>		


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<p><b>Food Preparation Space</b></p> 	<p>ALL employees</p>	<p><u>Food Preparation Space – Bistro</u></p> <p>Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area.          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          Physical barrier between team member preparing food and barista station          No cross over into each workspace          Limited menu to be created          Food Safety practices to be followed inline with Policy</p> <p><b><u>MAX occupancy 1 team member</u></b></p>		
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<p>Customer Service Station</p> 	<p>All Employees</p>	<p>Hot Beverage Service Station</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. Physical barrier between team member preparing food and barista station. No cross over into each workspace</p> <p>Amendments to include.</p> <ol style="list-style-type: none"> <li>1. Projective screen to be placed in front of coffee machine providing customer and team protection</li> <li>2. Physical barrier to be installed at rear of coffee machine (adjacent to coffee machine grinder)</li> <li>3. EPOS terminal only to be used by the same server and sanitized every 60 minutes</li> <li>4. Customers encouraged to use wave and pay, where a PIN needs to be entered the keypad is to be sanitized</li> <li>5. PPE to be worn as per policy</li> <li>6. Condiment station to be re-purposed as drinks finishing station, all condiments to be replaced with single serving units</li> <li>7. Large bins to be located outside for customer self-use in clearing their own tables after use</li> <li>8. Food Safety practices to be followed inline with Policy</li> </ol>		
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<p>Customer Seating Area Bistro</p> 	<p>All Users</p>	<p>Main Seating Area</p> <ol style="list-style-type: none"> <li>1. Customer flow to be determined with single way traffic (i.e in and out doors)</li> <li>2. Customer sanitizing station to be located by initial point of entry</li> <li>3. Customer track and trace QR scanning code in front of entrance</li> <li>4. Floor marking to signify customer route, egress and access</li> <li>5. All tables and chairs inside the Bistro to be behind tensator barrier so unable for customer usage</li> <li>6. Picnic benches to be located outside placed 2m apart</li> <li>7. Self-service fridge to be relocated for ease of customer access along pre-determined route for take away services</li> <li>8. Preferred contactless payment</li> <li>9. All menus to be wall mounted and pricing indicators in self service fridge</li> <li>10. Wipeable menus to be available for table service and sanitized after each use</li> <li>11. When customers sitting outside table service only, all tables to be sanitized after each use before new customers sitting down</li> </ol>		
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