

Covid-19 Virus Risk Assessment

Hazard	Controls	Monitoring	Corrective Action
Viral transfer from staff	<p>Good personal hygiene</p> <ul style="list-style-type: none"> • Staff instructed in the need to avoid touching the face, mouth, eyes and nose and to avoid direct skin contact with others during work. • Staff trained to frequently and thoroughly wash their hands <p>Social distancing</p> <ul style="list-style-type: none"> • Working practices rearranged to allow staff separation of 2 metres e.g. fixed workstations, access to common equipment separated by time and sanitising of common touch areas between usage. • Staff trained in new procedures • Staff advised about need to travel to work and for work in separate vehicles <p>NOTE. Social distancing requirements do not apply to members of the same household</p>	Responsible person monitors procedures and practices to ensure that controls are properly implemented	<p>In the case of control failures procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>
Contamination of premises or equipment	<p>Cleaning schedules reviewed and updated, and staff trained in enhanced cleaning procedures to ensure:</p> <ul style="list-style-type: none"> • Thorough cleaning and disinfection/sanitising of premises • Frequent use of Viricidal chemicals to sanitise high risk areas e.g. common touch points such as light switches, door handles etc. and Customer touch areas such as Collection points. • Keyboards such as for card readers wiped down after each use <p>NOTE. Sanitiser cloths capable of killing viruses should be used, to avoid damage from quantities of liquid</p>		



Covid-19 Virus Risk Assessment

Hazard	Controls	Monitoring	Corrective Action
Presence of staff with Covid-19 symptoms	<ul style="list-style-type: none"> System in place to report suspected infection without attending workplace e.g. by phone/ email etc. Staff informed about requirement to report any illness with Covid-19 like symptoms i.e. new continuous cough and/or high temperature affecting them or a member of their household Staff reporting symptoms of illness required to self-isolate for 7 days or for 14 days where a member of their household has symptoms , even if the staff member appears well System in place to immediately exclude (send home) any member of staff showing signs of COVID-19 infection at work In the case of a member of staff showing symptoms at work the premises will be closed temporarily to allow decontamination in accordance with Public health guidelines (Details provide in the Covid-19 controls pack) Consideration of the risk of contamination of other members of staff Consultation with Local Authority or NCASS to determine appropriate action in line with Government guidelines 	Responsible person monitors procedures and practices to ensure that controls are properly implemented	<p>In the case of control failures procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>
Contamination by money	<ul style="list-style-type: none"> Use of contactless payment systems wherever possible. In cases where cash handling is necessary staff trained to thoroughly wash hands between transactions. 2 metre separation distance maintained throughout 		
Viral transfer from customer to customer or customer to staff	<p>Order collection Social distancing</p> <ul style="list-style-type: none"> Food pre-ordered to allow collection times to be spread out, limiting customer presence at any one time Queuing system. Controls to separate customers by 2 metres Call forward for collection to allow staff to step back as customer approaches to pay/ collect food <p>Delivery Social distancing</p> <ul style="list-style-type: none"> System to maintain separation distance e.g. food placed on doorstep, delivery driver steps back, alerting customer to arrival of food, whilst maintaining a 2 metre separation distance 		