

COVID-19 Risk Assessment 2021

Company name: Caffè Rojano

Assessment carried out by: Simon Phillips

Date of next review: 09-05-21

Date assessment was carried out: 09-04-21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading COVID-19 by not washing hands or not washing them adequately	Staff	We provide hot water, soap and hand dryers / paper towels at washing facilities on every floor of the building	Monitoring and supervision to make sure people are following controls	Managers and supervisors	Ongoing	✓
	Guests					
	Delivery	We provide hand sanitizer all around the building for occasions where people cannot wash their hands	Put up signs to remind people to wash their hands	Managers and supervisors	15.04.21	✓
Drivers						
	Contractors		There's a legal duty to provide welfare and washing facilities for delivery drivers	General Manager	In Place	✓

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Getting or spreading coronavirus in commonly used or high traffic areas</p>	<p>Staff</p>	<p>Restaurant Entrance - manage guests coming in and out</p>	<p>Monitor and supervise high-traffic areas, making sure everyone is following the controls we have in place, including social distancing</p>	<p>Manager / Host</p>	<p>Continuously</p>	<p>✓</p>
	<p>Guests</p>	<p>Restaurant floors and stairs - advise guests about social distancing when they are seated</p>		<p>Front-of-house team</p>	<p>Continuously</p>	<p>✓</p>
	<p>Delivery Drivers</p>	<p>Toilets - advise social distancing where possible and to knock first</p>		<p>Front-of-house team</p>	<p>Continuously</p>	<p>✓</p>
	<p>Contractors</p>	<p>Kitchen and bar - advise team to face away when coughing/sneezing, try to use corridors one at a time</p>		<p>Head chef / Managers</p>	<p>Continuously</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Getting or spreading coronavirus in commonly used or high traffic areas</p> <p>(Continued)</p>	<p>Staff</p> <p>Guests</p> <p>Delivery Drivers</p> <p>Contractors</p>	<p>We have increased spacing between tables And installed screens in the dining room to separate some tables.</p> <p>We send team on breaks at different times in the afternoon to allow them to use the staff eating and changing areas safely.</p> <p>We stagger shift patterns so that staff use the communal areas at different times.</p> <p>Management use radio microphone sets between the main entrance, kitchen and upstairs to avoid having to congregate during service</p> <p>Non-fire doors are always open where possible, to allow good ventilation, also the large glass window at the front 'cube' section is open when weather allows</p>	<p>Maintain good practice of staggered start times and break times for team members,</p> <p>Keep radios in good condition and keep non-fire doors open where possible.</p> <p>Take care of air conditioning units</p>	<p>Head chef / Managers</p>	<p>Continuously</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff Guests Contractors Drivers</p>	<p>Government guidance on managing food preparation and food service areas is followed always.</p> <p>The whole team is drilled in the 'clean as you go' approach in the workplace. They clean their hands each time they visit the kitchen or leave the restaurant floor, and all surfaces are constantly monitored and cleaned if used.</p> <p>During service, kitchen access is only for kitchen team and front-of-house team only when collecting or delivering food and dishes.</p> <p>Whole team use their own pens, knives and anything that is shared in the kitchen is cleaned between uses.</p> <p>There are no doors to the kitchen and most doors are open, including the main entrance and door to each restaurant area, making it easier to move about and not have to contact any surfaces.</p> <p>'A place for everything and everything in its place'; we manage clutter and ensure nothing is left lying around where it shouldn't be.</p> <p>There are bins in the kitchen, in both bars and also the staff communal areas.</p> <p>We provide secure storage for people's belongings, so that they do not have to carry everything during service.</p> <p>If someone develops symptoms we follow the government guidance and send that person home straightaway.</p>	<p>We task our supervisors to replenish cleaning products by ordering from the relevant suppliers.</p> <p>During the day we make checks on the cleaning products used by the guests so to not run out.</p> <p>We have already in place daily and weekly cleaning schedules for the team, that must be completed 100% each time. These help us keep on top of covid-19 awareness and cleanliness.</p>	<p>Whole team</p>	<p>Continuously</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Contracting or spreading the virus by not maintaining social distancing</p>	<p>Staff</p> <p>Guests</p> <p>Contractors</p> <p>Drivers</p>	<p>Guests given specific booking times and encouraged to arrive on time. Guests are taken straight to their table.</p> <p>We are limited to a single entry and exit point in the establishment, we will have to remain extra vigilant when walk-in guests pass other diners, whilst maintaining a minimum 1 m (with mitigating circumstances). This will be controlled by the manager on shift.</p> <p>During busy services we can have a maximum number of staff working, however we stagger their start and finish times to minimize contact in the communal areas and whilst they get changed.</p> <p>We have a staff room and back yard area with benches for the team to use safely. There are no parking spaces and the team either park in nearby roads or walk to work from our off-site accommodation.</p> <p>We have screens between tables that are not 2 metres apart, we have removed some tables on site that were too close together.</p> <p>The front-of-house team use face coverings and regular use of hand sanitizer to mitigate their proximity to the guests where it is absolutely necessary.</p> <p>We do not pour drinks or wine at the table and stand a distance from the table when interacting with the guests.</p>	<p>Front-of-house team are all instructed to remain vigilant and encourage guests to remain in their seats in their particular sections of the restaurant.</p> <p>Guests are advised to remain seated as they are shown to their tables for the first time by the hosts.</p> <p>Guests are advised to remain vigilant and knock on the toilet door before entering, to use common sense and to avoid close contact with other guests using the facilities where possible.</p> <p>Kitchen team all have specific work areas during service and work side by side.</p>	<p>Whole team</p>	<p>Continuously</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Poorly ventilated spaces leading to risks of coronavirus spreading</p>	<p>Staff Guests Contractors</p>	<p>Windows and non-fire doors are all opened at the start of the day. The main entrance and the Cube glass window are opened when the weather allows.</p> <p>There are air conditioners on both restaurant floors and extraction fans in the kitchen area and toilets.</p> <p>We have desk fans in the offices</p>	<p>Ensure windows are opened as part of opening duties for the team every morning</p>	<p>Front-of-house Staff</p>	<p>Continuously</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups</p>	<p>Workers</p>	<p>We identify who in our work force could be clinically extremely vulnerable and follow the government guidance.</p> <p>Any vulnerable person or person living with a clinically extremely vulnerable individual will be individually risk-assessed and measures put in place to protect them, including working from home or working in a manner complying with social distancing rules.</p>	<p>Continue to be aware of team members that are identified as vulnerable and ensure they are working under the relevant measures put in place.</p>	<p>Managers / Head Chef</p>	<p>N/A</p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Returning to work after prolonged period of shutdown	Workers	<p>Site has been deep cleaned, new kitchen installed, constant check of utilities and infrastructure during lockdown. Building maintenance checked, fixed and improvements made.</p> <p>All ventilation and extraction systems working correctly.</p> <p>Plans in place for team to return to work from May 17th onwards. Takeaways from Friday 23rd April will see some team return to work and integrate back (limited hours) until we reopen properly.</p> <p>Lockdown training has kept team up to date with COVID precautions and guidelines relevant to our restaurant.</p>	Brief the whole team upon return about the government guidelines and our COVID-19 safety measures	Managers	17 th May 2021	

Further information

HSE's latest advice on coronavirus

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

You can order HSE priced publications. HSE priced publications are also available from bookshops.

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

© Crown copyright If you wish to reuse this information visit www.hse.gov.uk/copyright for details. First published 07/20. Published by the Health and Safety Executive 04/21