

HAZARD: Spread of Covid-19 Coronavirus C-19

WHO MIGHT BE HARMED:

Staff Customers Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business

How might harm occur?

Inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms

Written by: The Old Grocery

Date 01 Aug 2020

Controls Required	Additional Controls	Action by who?	Status
Social Distancing Measures (Team Members) Revised procedures will be adopted which allows for the maintenance of social distancing between Team Members. Covid-19 Health questionnaires completed by all staff prior to starting work. If social distancing cannot always be adhered to, staff will be split into 'work shifts' to minimise contact with others. Individuals will work back to back where possible rather than face to face and PPE must be used. Non-essential activities will not be carried out. Credit card is preference. Cash payments are accepted however correct handwashing must occur when handling money. Alcohol based hand gel will be available to all team members The use of visors or masks by all team members with exception of head office based employees Social distancing reminders to all employees will be displayed in all back of house areas. Staggered arrivals/breaks/departures of employees to maintain social distancing All team members will undergo company 'COVID19' training and evidence of training record available on return to work and before starting a shift.	Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme	Staff and management	Ongoing

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<p>Social Distancing Measures (Customers)</p> <p>Advice about the measures adopted to encourage social distancing will be provided to customers via posters and verbally A premises layout plan will be created to evidence the social distancing and displayed particularly to show restrictions on numbers for entry Queue management procedures will be implemented including floor decal Dedicated entrance and exits will be in place and signposted Covid19 Secure (Government) 2020 poster will be displayed Limits on numbers of people entering the premises will be calculated and enforced based on size of premises. Social distancing floor decal and/or signage in place Directional arrow floor decal and/or signage in place Notice advising that cashless transactions are preferred method of payment. Service payment rules explained as necessary Floor/window decal signage to manage movement e.g. please wait to be seated.</p> <p>Social distancing champion available during opening hours - identifiable to customers to ask questions and accountable for implementation of social distancing, cleaning and handwashing measures Display of Risk Assessment on company website.</p> <p>Social distancing in toilets managed through signage Reconfigured outdoor seating to maintain social distance and support table service.</p> <p>Bookings policy in conjunction with Government guidance and regulations to prevent large groups gathering.</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government The government recommends that you keep two metres away from people as a precaution or one metre when you can mitigate the risk The Old Grocery Limited is taking steps to review work schedules, business patterns and ways of working for all roles throughout the business.</p> <p>Redesigning processes to ensure social distancing in place at all times. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in staff areas and smoking area.</p>	<p>https://www.hse.gov.uk/skin/professional/healthsurveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice –</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures and social distancing measures are being followed and recorded. The Old Grocery Limited has implemented a plan to provide a safe environment for both our guests and our team members.</p> <p>The Old Grocery Limited is table service only to reduce the movement of guests throughout</p>		
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<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in multiple areas throughout the front and back of house areas.</p> <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as counters, switches, door handles, chip and pin machines, kitchen work tops, tables, toilet doors, toilet flush handles, keyboards, any phones in use (team phones must be shut away during working time), delivery tablets, tills, all contact surfaces and kitchen utensils.</p> <p>Using appropriate cleaning products and methods following the cleaning schedule. Thorough cleaning schedules implemented for BOH areas</p> <p>All crockery and glassware will be washed at the compliant temperatures.</p> <p>Provision of Personal Protective Equipment (PPE)</p> <p>The Old Grocery Limited will make available the following equipment for use by Team Members:</p> <p>Disposable Protective Gloves</p> <p>Team Members will be reminded that wearing gloves does not stop virus particles being taken into the body; only thorough and regular washing hands can do this especially before touching your face. Gloves should be changed in the same circumstances as the advice for when you should wash your hands including:</p>	<p>the restaurant. The use of the bar is prohibited.</p>		
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<ul style="list-style-type: none"> • After handling waste • After carrying out cleaning tasks • After handling cash • Before taking breaks • Between tasks and when contaminated Procedures for changing gloves trained to staff and observed in practice: • Remove gloves • Dispose of gloves in a bin • Wash / sanitise hands • Put on new gloves <p>Wearing of Gloves Where an Old Grocery Limited Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Face Protection Masks and/or Visors will be available for all Team Members. These Team Members will be reminded of the importance of:</p> <ul style="list-style-type: none"> • Continuing to work to the 2m social distancing guidelines • Washing hands before putting on the visor/mask • Storing the visor in a clean environment • Changing the mask as soon as it begins to get damp • Washing hands after removing the mask • Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working near someone with a Covid-19 infection and where there is limited or no opportunity to maintain social distancing. The measures to maintain social distancing and / or provide a physical barrier between Team Members and customers is the main control along with washing hands regularly. Face Protection – 			
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<ul style="list-style-type: none"> • Protective Visors: An allocation of full face protectors will be made available to Team Members. These provide a physical barrier over the users face. As with the use of face masks, wearing a protective visor is company policy. The cleaning of the visor should be carried at the beginning and end of every shift and at regular intervals thereafter to maintain visibility and cleanliness. Cleaning should be carried out using a sanitiser spray and blue paper towels. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. To minimise the risk of transmission of COVID-19 all Old Grocery Limited employees are required to wear a mask or visor. Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. <p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/</p>			
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