

**Activity:** Cookery classes for groups and individuals, with demonstration and production of food items, including social lunch and arrival drinks.

**References:** HM Gov (May 2020: Recovery Strategy) + Working safely during COVID-19 in restaurants offering takeaway or delivery (11.May 2020) and Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services (24.6.2020) + Working safely during coronavirus (10.7.2020)

**Risk Level**

**H**

### DESCRIPTION (please describe the operation)

Cookery courses are booked online. Bookings are managed by a member of staff (honesty) while classes are tutored by a sub-contracted chef. Attendees are individuals or groups. After the course all attendees share a meal (lunch) and upon arrival they are served hot beverages.

### RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Setup and preparation	Contamination with COVID-19 via transmission from surfaces	Contamination with virus, including death	3	5	15	Barn is prepared prior to arrival of attendees and tutors (see NOTES 1)	Pre-course inspection to ensure compliance (see NOTES 1)	Organizer	Day before course	10
						All surfaces are cleaned and sanitized before and after each course	Ensure appropriate sanitizer is available (Dettol Surface Cleanser)			
Communication with Tutor and Attendees	Contamination with COVID-19 via transmission from staff	Contamination with virus, including death	3	5	15	Tutor briefed about measures in place, and advised to keep 2m rule in place at all times	Risk Assessment or similar document available to the public and sub-contracted personnel.	Organizer	As soon as possible	10
						Attendees receive confirmation email with information on specific measures adopted				

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RISK ASSESSMENT										
ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Cookery classes	Contamination with COVID-19 via transmission from customers	Contamination with virus, including death	3	5	15	Tutors and attendees informed of measures in place to ensure Social Distancing	PPE mandatory (Face Shields) – ensure plentiful supply	Organizer	As soon as possible	10
							Posters at entrance and sanitizing station reminding guests of rules in place.			
						Limit the number of attendees per course (Food – 8 people + Tutor + Helper Non Food – 12 people + Tutor + Helper)	Limit bookings on website to these figures			
						When groups exceed 2 people, ensure additional work surfaces are installed	Counter is big enough for 2 attendees. Additional tables are available to a max of 6.	Organizer	Before each course	10
					Each attendee uses their specific set of tools and equipment	All used utensils, crockery and silverware are washed straight away. Helper wears gloves to remove these and place in dishwasher. Dishwasher working at long hot cycle (above 56°C for 20mins minimum)	Helper	For each use	10	

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## RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Lunch / Social gathering	Contamination with COVID-19	Contamination with virus, including death	3	5	15	Food is served in a buffet style to avoid passing on bowls, plates, etc.	Setup on counter/island	Helper	For each use/service	10
						All used crockery, glassware, cutlery, etc is washed straight away	All used utensils, crockery and silverware are washed straight away. Helper wears gloves to remove these and place in dishwasher. Dishwasher working at long hot cycle (above 56°C for 20mins minimum)			
						All staff/tutors/helpers wear adequate PPE	Face shield to be worn when circulating			
Arrival Drinks (Coffee and Tea)	Contamination with COVID-19	Contamination with virus, including death	3	5	15	Coffee is made by a Honesty Team Member. Machine, handles and accessories are cleaned and sanitize after each use	Ensure cleaning and sanitizing are taking place constantly	Helper	For each use/service	10

## RISK ASSESSMENT

**NOTES:**

- A checklist was created to ensure the barn is prepared for the courses, including table setting, floor marking, PPE and sanitizers. This checklist can be used for guidance on setup and for inspection. Filled checklist to be archived.

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**ADDITIONAL MEASURES**

- INFORM GENERAL PUBLIC OF THE ACTIONS TAKEN (Risk Assessment), via WEBSITE.
- INFORM STAFF OF THE ACTIONS TAKEN VIA:
  1. WEBSITE or EMAIL of this document

2. Making the “Staying Safe” Poster available in all work areas
  3. Management to be available at all times to clarify questions or doubts, and to update information as per Government’s communications
- ACCESS CONTROL: All doors and access doors to remain open where possible (except fire doors).
  - SOCIAL DISTANCING: Although Gv. Guidelines changed to 1m (24.6.2020) Honesty has decided to keep the 2m rule across the cookery school, since mitigating actions are not easily implemented.
  - All guests are briefed of the use of the barn, toilet facilities and social distancing. Use of Face Shield during course is mandatory (except meal times).

### DECLARATION

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Prepared by: *Tiago Figueiredo*

Date: *20.7.2020*

Approved by:

Date:

#### ADDITIONAL INFORMATION ON THIS DOCUMENT:

- This document was prepared in July 2020, with information provided by HM Government, including Working Safely guidance.
- The WHO documents were consulted for additional information on “Covid-19 and NCD”
- Risk Rating Matrix:

	LIKELIHOOD	IMPACT	RISK RATING	
			Result (L x I)	Action
1	Very unlikely	Insignificant – no injury	20-25	STOP – Stop activity and take immediate action
2	Unlikely	Minor – Minor injuries requiring first aid	15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
3	Fairly likely	Moderate – Up to three days absence	8-12	ACTION – Improve within specified timescales
4	Likely	Major – More than seven days absence	3-6	MONITOR – Look to improve at the next review or if there is a significant change
5	Very likely	Catastrophic – Death	1-2	NO ACTION – No further action but ensure controls are maintained and reviewed