



RISK ASSESSMENT Crown & Garter (kitchen) - COVID 19 -

Activity: PRODUCTION OF FOOD FOR TAKEAWAY VIA SHOP + KITCHEN OPERATION FROM 1st JULY (TBC by HM Gov.).

References:

HM Gov (May 2020: Recovery Strategy) + Working safely during COVID-19 in restaurants offering takeaway or delivery (11.May 2020)
+ Risk Assessment (PUB TAKEAWAY) which focus on Front of House.

Risk Level



DESCRIPTION (please describe the operation)

The Crown and Garter will start providing take away service of food and other items from the 1st of June. Planning a reopening on the 1st of July (pending government approval), this document includes guidelines for such operation (kitchen only)

RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Staff arrival and preparation	Contamination with COVID-19 via transmission from surfaces, clothes, equipment.	Contamination with virus, including death	3	5	15	Uniform is washed in premises (laundry).	Ensure laundry provider is washing clothes at temperature above 60°C for at least 15mins. Staff to change to uniform upon arrival.	Manager or Supervisor	As soon as Possible	5
						Sanitizer widely available, hand washing facilities. Staff trained to wash and sanitize hands before and after every operation.	Ensure availability of sanitizer and hand wash soap. Ensure PPE is widely available, including face visors/shields, masks and gloves	Manager or Supervisor	Constantly	5
						All surfaces, handles and equipment to be sanitized prior to opening for business (every AM) and after close down (every PM)	Ensure availability of disposable cloths and surface sanitizers	Manager or Supervisor	Constantly	5
Staffing (rotas and staff levels)	Contamination with COVID-19 via others (co workers).	Contamination with virus, including death	3	5	15	Max Staff at one time: 4 (mains, prep, desserts, KP) including at handover	Rotas should be arranged in a way to minimize contact between staff members (fixed teams)	Manager or Supervisor	As soon as Possible	10
							Stagger breaks to minimize contact with colleagues			

RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Kitchen Porter	Contamination with COVID-19	Contamination with virus, including death	3	5	15	Kitchen Porter area is physically separated from production areas	KP not allowed beyond his area (visual floor marking to be installed)	Manager or Supervisor	As soon as Possible	10
						All cutlery to be soaked in sanitizing solution before washed.	Monitor controls to ensure they're adequate and being followed.			
							Ensure washing machine is working at min. 75°C			
							Clean utensils / cutlery / plates to be distant from "dirty area" – use rack			
PPE available	KP to wear gloves and face mask at all times.									
Reception of goods	Contamination with COVID-19	Contamination with virus, including death	3	5	15	Majority of Deliveries happen before staff arrives.	Deliveries during work hours to be controlled (access by drivers limited to the dry stores in the kitchen.	Manager or Supervisor	As soon as Possible	10
							Create poster for the door (kitchen) to inform drivers that they are not allowed in past the floor marking.			
						Good in are stored in fridge and dry stores	Staff handling goods to wear gloves and dispose of gloves immediately after restocking shelves.	Manager or Supervisor	As soon as Possible	10
Where possible, food and drinks are stored after being taken off original packaging,										



RISK ASSESSMENT Crown & Garter (kitchen)

- COVID 19 -

RISK ASSESSMENT

ACTIVITY	HAZARD	POSSIBLE EFFECTS	L	I	RISK RATING	Detail existing controls	ACTION PLAN			Revised risk rating
							Action	Who	When	
Service (interaction with FoH) (see Kitchen Porter)	Contamination with COVID-19	Contamination with virus, including death	3	5	15	FoH staff is allowed in the kitchen to collect plated food and return dirty crockery and cutlery.	Mark floor area where FoH staff is allowed.	Manager or Supervisor	As soon as Possible	10
							Instruct Chefs and FoH that Chefs should step back and allow 2 mts space when FoH comes to collect food.			
							Kitchen door to be closed, only opened with the use of feet or elbow. (create poster)			
						Chefs have access to PPE	Ensure chefs and KP's are wearing PPE at all times. Namely Masks and Gloves			
End of Service / Close down	Contamination with COVID-19	Contamination with virus, including death	3	5	15	Close down procedures include cleaning and sanitizing entire kitchen, including fridges and dry stores	Chef in charge to monitor cleaning of all areas, handles, shelves, floor, dishwasher and KP work area. Internal and external door areas. All the above to be sanitized daily (twice at least)	Manager or Supervisor	As soon as Possible	10

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. Provide training and supervision throughout the course of each work day
 4. Management to be available at all times to clarify questions or doubts, and to update information as per Government’s communications
- STAGGERING BREAKS AND MEAL TIMES: For as long as possible, shop will operate with only 1 staff. Breaks are covered by a relief worker, and social distancing is maintained at shift change times.
- ACCESS CONTROL: All doors and access doors to remain open where possible (except fire doors). Customer access to toilets is interdicted.
- SCREENS: Where possible screens will be installed to separate customers from staff – this is an additional to social distancing policies, which shall be kept (2 mts). Alternately, staff will be given visors to shield their face.
- FRONT OF HOUSE: A Safety procedure was developed to ensure all practices are easily understood and followed.

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: 21.05.2020

Approved by:

Date:

ADDITIONAL INFORMATION ON THIS DOCUMENT:

- This document was prepared in May 2020, with information provided by HM Government, including Working Safely guidance. The coffee shops fall into the “food preparation or food service setting where food is sold for takeaway or delivery” category.
- The WHO documents were consulted for additional information on “Covid-19 and NCD” and
- 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