PIZZERIA MINORI

Covid 19 Risk Assessment

Five Steps to Safer Working Together.

1. We have carried out a Covid 19 risk assessment and shared the results with the people that work here.

2. We have cleaning, handwashing and hygiene procedures in line with guidance.

3. We have taken all reasonable steps to help people work from home.

4. We have taken all reasonable steps to maintain a 2m distance in the workplace.

5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

1. Managing risk

Objective: <u>To reduce risk to the lowest reasonably practicable level by taking preventive measures, in order of priority.</u>

2.Who should go to work.

2.1 Considering who is essential to be on site: for example, those not in customer facing roles such as administrative staff should work from home if at all possible.

2.2 Planning for the minimum number of people Needed on the premises to operate safely and effectively.

2.3 Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are working.

2.4 Keeping in touch with off site workers , including their welfare, mental and physical health.

2.5 Providing support for workers around health and wellbeing.

2.6 Enabling workers to self isolate who have

symptoms and those who live with others who have symptoms.

3. Social distancing at work.

Objective: To maintain 2m social distancing wherever possible, including arriving at and departing from work, while in work and when travelling between sites.

3.1 Reducing congestion, for example, by having more entry points to the workplace. If you have more than one door, consider having one for entering the building and one for exeting.

3.2 Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.

3.3 Providing storage for staff clothes and bags.

3.4 Requesting staff change into work uniforms on site using appropriate facilities\ changing areas, where social distancing and hygiene guidelines can be met.

Workplaces and workstations.

3.5 Reviewing layouts and processes to allow staff to work further apart from each other.

3.6 Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face.

3.7 Only where it is not possible to move workstations further apart, using screens to separate people from each other.

3.8 Using floor tape or paint to mark areas to help people keep to a 2m distance.

3.9 Using screens to create a physical barrier between people where appropriate, for example, considering areas such as till points.

Food preparation.

3.1 Following government guidance on managing food preparation and food service areas.

3.2 Allow kitchen access to as few people as possible.

3.3 Minimising interaction between kitchen staff and other workers, including when on breaks.

3.4 Putting teams into shifts to restrict the number of workers interacting with each other.

3.5 Spacing workstations 2m apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider cleanable panels to separate workstations in larger kitchens.

3.6 Providing floor marking to signal distances of 2m apart.

3.7 Using one way traffic flows to minimise contact.

3.8 Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.

3.9 Minimising contact at handover points with other staff, such as when presenting food to serving staff and delivery drivers.

Food consumption areas.

3.1 Using signage to make clear to customers and the public that these areas are closed.
Common areas.

1. Installing screens to protect staff in front of house areas or serving customers at till points.

4.Managing your customers, visitors and contractors.

Manage contacts.

4.1 Providing handwashing and hand sanitiser and encouraging visitors to wash their hands regularly.

4.2 Regulating entry so that the premises do not become overcrowded, and placing 2m markers on the floor to maintain social distancing inside the premises.

4.3 Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email.

4.4 Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Selling food or drink.

4.1. Minimising contact between kitchen workers and front of house workers, delivery drivers or riders, for example, by having zones from which delivery drivers can collect packaged food items.

4.2. Using front of house staff to serve customers purchasing food and drink, minimising the time they spend in the kitchen.

4.3. Encouraging contactless payments where possible.

4.4. Limiting access to premises for people waiting for or collecting takeaways. Setting out clear demarcation for 2m distances for customers queuing . asking customers to wait in their cars.

4.5. Asking customers to order online, on apps or over the telephone to reduce queues and stagger pick-up times.

4.6. Making regular announcements to remind customers to follow social distancing advice and clean their hands regularly.

Providing and explaining available guidance.

Objective: To make sure people understand what they need to do to maintain safety.

4.1 Displaying clearly to customers the social distancing guidelines in place.

4.2 Where site visits are required for example, inbound supplier deliveries or safety critical visitors, providing site guidance on social distancing and hygiene on or before arrival.

4.3. Reviewing entry and exit routes for customers, visitors and contractors to minimise contact with other people.

5. Before reopening.

Objective: to make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: an assessment for all sites, or parts of sites, that have been closed, before restarting work. Changing procedures and providing hand sanitiser before restarting work.

5.1 Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

5.2 Opening windows and doors frequently to encourage ventilation, where possible.

Keeping the workplace clean.

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

5.1 Following government guidance on cleaning food preparation and food service areas.

5.2 Wedging doors open, where appropriate to reduce touchpoints. This does not apply to fire doors.

5.3 Cleaning laminated menus or disposing of paper menus after each use.

5.4 Providing only disposable condiments or cleaning non disposable condiment containers after each use.

5.5 Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.

Kitchen of cafe cleaning.

Objective: To ensure the highest hygiene standards are operated in kitchen areas.

5.1 Following government guidance on cleaning food preparation and food service areas.

5.2 Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures.

5.3 Having bins for collection of used towels and staff overalls.

5.4 Asking workers to wash hands before handling plates and takeaways boxes.

5.5 Continuing high frequency of hand washing throughout the day.

Hygiene - Handwashing, sanitation facilities and toilets.

Objective: [To help everyone keep good hygiene through the working day.](#)

5.1 Using signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.

5.2 Providing regular reminders and signage to maintain hygiene standards.

5.3 Providing hand sanitiser in multiple locations in addition to washrooms.

5.4 Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.

5.5 Providing more waste facilities and more frequent rubbish collection.

5.6 Providing hand drying facilities - either paper towels or electric dryers.

Changing rooms and showers.

Objective: to minimise the risk of transmission in changing rooms and showers.

5.1 Where showers and changing rooms facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.

5.2 Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

Handling goods, merchandise, other materials and onsite vehicles.

Objective: <u>To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</u>

5.1 Cleaning procedures for goods and merchandise entering the site.

5.2 Cleaning procedures for the parts of shared equipment you touch after each use.

5.3 Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

5.4 Enhance handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.

6. Personal protective equipment (PPE) and face coverings for the front of the house.
<u>Disposable apron, face mask or shield, gloves to be worn at all times and provided free to all staff.</u>

6.1 Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser

before putting a face covering on, and after removing it.

6.2 When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

6.3 Change your face covering if it becomes damp or if you've touched it.

6.4 Continue to wash your hands regularly.

6.5 Change and wash your face covering daily.

6.6 If the material is washable , wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

6.7 Practise social distancing wherever possible.

7. Workforce management

Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

[On arrival all staff's body temperature will be taken and recorded](#)

7.1 As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so where contact is unavoidable, this happens between the same people.

7.2 Considering where congestion caused by people flow and pinch points can be improved. Using a one-way system, staggered shifts and assigned staff mealtimes are possible ways to minimise the risk of transmission.

Communications and training

Objective: [To make sure all workers understand COVID-19 related safety procedures.](#)

7.1 Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.

7.2 Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

7.3 Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

Ongoing communications and signage.

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

7.1 Communicating approaches and operational procedures with suppliers, customers or trade bodies to help their adoption and share experience.

7.2 Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.

7.3 Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdown or materials shortages without the need for face=to=face communications.

8. Inbound and outbound goods.

Objective: To maintain social distancing and avoid surface transmission where goods enter and leave the site, especially in high volume stations, for example, distribution centres, dispatch areas.

8.1 Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.