

Risk assessment – Restaurant Indoor and Service

Company name: Mogford Ltd

Assessment carried out by: Gino Di Napoli/E Dickson

Date of next review: 17th January 2022 or sooner subject to government updates/advice

Date assessment was carried out: Previously April 2021-Updated on 17th December 2021

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
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Restaurant Customers • Delivery Personnel • External contractors • Any individual who physically comes into contact with you or 	<p>General FOH/BOH:</p> <p>Workspaces to be kept clear and all waste should be removed. All personal belongings must be removed from work areas at the end of their shift ie. Water bottles, mugs, stationery</p> <p>Hand washing with soap and water in place and guidance for hand washing guide distributed to back of house areas:</p>	<p>Line Managers and Duty Managers to ensure this is adhered to at the end of and start of the shift</p> <p>Employees to be reminded on a regular bases to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>	<p>All staff</p> <p>All staff</p>	<p>April 21/ongoing</p> <p>April 21/ongoing</p>	

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	<p>in relation to the business</p>	<ul style="list-style-type: none"> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Installing disposable paper towels to all WC in addition to hand blowers</p> <p>Installation of wall mounted hand sanitisation units throughout buildings focusing in high traffic and high contact areas such as reception, restaurant, lift entrances, staff rooms, laundry cupboards, back office, goods delivery entrance and meeting rooms</p> <p>Outside Service: Conversion of outside terrace to allow for outdoor dining</p> <p>Table plans to provide a minimum 1m space between customers and</p>	<p>Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose and mouth</p> <p>Maintenance to install and carry out RA to ensure suitable coverage Posters, leaflets and other materials are available for display:</p> <p>https://www.gov.uk/government/publications/guidance-employers-and-businesses-about-covid-19</p> <p>Ensure there is sufficient light, heat and cover</p> <p>Table plan uploaded on to Opentable</p>	<p>Housekeeping</p> <p>Maintenance</p> <p>Maintenance</p> <p>Marketing</p> <p>Restaurant</p>	<p>April 21/ongoing</p> <p>April 21/ongoing</p> <p>April 21/ongoing</p> <p>April 21/ongoing</p>	

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		<p>PPE:</p> <p>All servers to wear face masks at all times</p> <p>Housekeeping to wear face masks with gloves in communal areas</p> <p>Housekeeping:</p> <p>All communal areas to be deep cleaned and sanitised regularly</p> <p>Public area attendants increased throughout building covering all high traffic/contact areas including all doors, lift controls, bannisters WC</p>	<p>All HODs to ensure they have stock for their department</p> <p>Rigorous checks will be carried out by supervisors and HOD to ensure that necessary procedures are being followed</p> <p>Rigorous checks will be carried out by supervisors and HOD to ensure that necessary procedures are being followed</p>	<p>HODS</p> <p>HODS</p> <p>Head Housekeeper and Public Attendants</p>	<p>April 21/ongoing</p> <p>April 21/ongoing</p> <p>April 21/ongoing</p>	

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		<p>Kitchen:</p> <p>Revised process and procedure to ensure we meet social distancing guidelines where possible</p> <p>All cold food to be handled with disposable gloves and food probes used to minimise hand to food contact</p> <p>Chef whites changed every shift</p> <p>Service Chefs to wear face masks and regularly hand sanitise (over government recommended guidelines) when handling plates</p> <p>Contractors/Engineers:</p> <p>All business-related visitors will be required to sign in at reception as per standard procedure. They will be asked if they have shown any symptoms of COVID 19 in the last 7 days, whether they have been in</p>	<p>HOD to ensure stock control is managed accordingly with the demand</p> <p>Head Chef and Sous Chef to ensure stock control is managed accordingly with the demand</p> <p>Line Managers to ensure sufficient stock and laundry collection</p> <p>Sufficient stock of face masks is provided for every shift</p> <p>Reception to implement, add questions to the signing in process</p>	<p>Head Chef</p> <p>All HOD's/ Staff who take deliveries</p>	<p>April 21/ongoing</p> <p>April 21/ongoing</p> <p>April 21/ongoing</p> <p>April 21/ongoing</p>	

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		<p>contact with anyone who may have had COVID 19.</p> <p>Symptoms of COVID-19:</p> <p>Regular Lateral flow testing to be carried out by all team members</p> <p>Unless exempt, anyone advised to self-isolate by HNS test and trace must do so</p> <p>If notified of contact with Omicron variant, isolation must happen, regardless of vaccination status and exemption will not apply</p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will remain in contact with staff members at this time. If symptomatic, PCR tests to</p>	<p>All employees at all levels to be aware of government guidelines and advice from test and trace</p>	<p>All staff members</p>	<p>April 2021/ongoing</p> <p>December 2021/Ongoing</p> <p>December 21/ongoing</p> <p>April 21/ongoing</p>	

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		<p>be done-isolating until results are received.</p> <p>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. https://www.publichealth.hscni.net/</p>			<p>April 21/ongoing</p>	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/