



COVID-19 – Safety for Food Outlets – Brasserie Take-Away Service

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA014a v0.1
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard & A. Bisconti
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	08/03/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Work Areas.

In every workplace, maintain 2meter distancing where possible (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

- Gov.UK - Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services (Updated 10-02-2021)
- [Restaurants, pubs, bars and takeaway services - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)
- Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in further and higher education - Updated 22-02-2021
- [Further and higher education: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 10-02-2021
- [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment
- Workplaces
- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating
- Occupational Health
- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/ diseases
- Other Hazards
- Lone working
- Display screen equipment
- Manual handling of loads

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
 Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed
 Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
 (The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Other Hazards (Specify):

 Viral: Infection/cross transmission of COVID-19 virus; Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action				Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures				Rating Revised			Further Actions / Recommendations / Observations
			L	S	R					L	S	R	
COVID H&S RA ref. 014a.1	Ingress, Egress & Waiting Area Risk: Spread of virus through close contact with transmission by respiratory aerosols and/or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	Entry to the ground floor Bar area for ordering and payment will be at the main doors with queuing to be managed for social distancing. A one-way-flow system to be in place for placing orders, paying, and then proceeding to wait for order to be brought from the kitchen. Exit will be again through the main doors following the flow system arrows allowing for social distancing at the door 'pinch-point'. Social distancing to be exercised when queuing and waiting for food, signage to be displayed – distancing of 2metres apart where possible/practical. All staff and customers to wear face coverings/masks. All cash handlers to wear disposable gloves. Gloves to be sessional use with change of gloves if damaged. Payment by card should be encouraged where possible to reduce transmission. All customers are to use hand sanitiser – this is to be provided at entry points. Increased regular cleaning/sanitising is to be conducted by cleaning staff paying particular attention to key touch points: - door handles, stair banister rails, push pad points on doors & automatic doors. Tables and chairs used during waiting times should also be regularly cleaned/sanitised. Safety notices to be displayed identifying requirements for social distancing, sanitising of hands and wearing of face coverings and no eating of food in the areas.				1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014a.2	Cleaning & Clearing Risks: Spread of virus through respiratory aerosols and/or touching of surfaces	a,b,c,d,e,f	4	5	20	A full cleaning schedule is to be produced for cleaning staff to follow for increased cleaning/sanitising of key 'touch point areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc.				1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014a.3	Toilets Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces	a,b,c,d,e,f	4	5	20	Access to all toilet areas will be on a 'one only' basis – one in and one out. Access is to be on a 'Knock and Call' process – signage to be displayed. 2m social distancing guidelines should be followed in all communal areas. Toilet areas will be regularly cleaned/sanitised by cleaning staff as directed by their employer/cleaning company and UCB Estates Department..				1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID H&S RA ref. 014a.4	<p>Transmission of COVID-19 Virus</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>There should be no mishandling of any food or packaging on delivery of food to the customer. All take-away food to be pre-packaged in kitchen areas complete with disposable napkin and knife/fork/spoon – requirements dependant on the food ordered. All staff delivering food should regularly sanitise their hands.</p> <p>Provide posters/signage for clear guidance on social distancing and hygiene requirements.</p> <p>Reduce congestion and contact between customers, controlled queue management with one-way flow system in place.</p> <p>All staff and customers are to wear masks/face coverings at all times.</p> <p>Encourage contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>All cash handlers to wear disposable gloves. Gloves to be sessional use with change of gloves if damaged.</p> <p>Signage to be displayed to advise of social distancing when queuing and waiting for food – and that the no food is to be consumed in the dining area.</p> <p>No food is to be consumed in the waiting area, - this is a take-away service only. Area to be patrolled to ensure compliance.</p> <p>Persons receiving their meal should leave the area immediately – no unnecessary gathering/waiting should take place.</p> <p>No staff to work in the areas if having a positive result from COVID-19 testing or showing symptoms of COVID-19</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014a.5	<p>Ventilation (Estates)</p> <p>Risks: Spread of virus through transmission by respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Ventilation into the Bar/waiting areas should be optimised to ensure a fresh air supply is continually provided and increased wherever possible. Open (wedge) doors (not fire doors) and windows to aid provide flow of ventilation.</p> <p>Ventilation systems should provide an adequate supply of fresh air.</p> <p>Ventilation should be increased where possible, supply and extraction fans should be turned on using fresh air sources only (not when supplied or extracted to other rooms/areas), and by opening doors (excluding fire doors) and windows where possible to increase natural air flow of the area.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014a.6	<p>Fire</p>	a,b,c,d,e,f	3	5	15	<p>All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route.</p> <p>Social distancing should be exercised as best possible at the emergency assembly point.</p>	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) - Updated 1st March 2021

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Further education coronavirus (COVID19) operational guidance: February 2021

[Further education coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91142/fe-covid-19-operational-guidance-feb-2021.pdf)

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. They should be advised to avoid public transport where possible. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken. If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Review Record	This risk assessment must be reviewed at periods not exceeding 2 years or when circumstances surrounding the risk have changed		
Review Date / Reference	Review Assessed By	Findings / Changes	Signed
08/03/2021 - RA014a v0.1	Gary Howard	New assessment	<i>G. Howard,</i>

Copy of the completed assessment must be retained for review by the assessor or the department competent person.