

## Risk assessment – Opening of Restaurant Outdoor Service

Company name: Mogford Ltd

Assessment carried out by: Gino Di Napoli

Date of next review: 17<sup>th</sup> May 2021

Date assessment was carried out: 12<sup>th</sup> April 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
<p><b>Spread of Covid-19 Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Restaurant Customers</li> <li>• Delivery Personnel</li> <li>• External contractors</li> <li>• Any individual who physically comes into contact with you or in relation to</li> </ul>	<p><b>General FOH/BOH:</b></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</p> <p>April 21</p>	

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	<p>the business</p>	<ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul> <p>Installing disposable paper towels to all WC in replacement of hand blowers as per government guidelines</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><b>Outside Service:</b> Conversion of outside terrace to allow for outdoor dining as per government guidelines from 12<sup>th</sup> April to 17<sup>th</sup> March</p> <p>No food or beverage to be served inside the business premises</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: <a href="https://www.gov.uk/government/publications/guidance-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-employers-and-businesses-about-covid-19</a></p> <p>Ensure there is sufficient light, heat and cover</p>	<p>Housekeeping</p> <p>Maintenance</p> <p>Maintenance</p>	<p>April</p> <p>April</p> <p>April</p>	

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		<p>Additional seating added into defined carpark areas where possible</p> <p>Revised table plan to provide a minimum 1-2m space between customers and back to back seating where possible</p> <p>Deep clean and sanitisation undertaken kitchens and BOH areas</p> <p>Social distancing to be adhered to in staff canteen this will involve staggered break times to minimise grouping of staff</p> <p>Bar/Waiting Staff regularly hand sanitise (over government recommended guide lines) when handling plates/cutlery/glassware</p> <p>Sanitisation of every table after use</p>	<p>Table plan uploaded on to Opentable</p> <p>All departments return to work pre-opening to ensure all area are deep cleaned and sanitised</p> <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it</p>	<p>Marketing</p> <p>Restaurant</p> <p>Line Managers</p> <p>Line Managers</p> <p>Waiting Staff</p> <p>Waiting Staff</p>	<p>April 21</p> <p>April</p> <p>April</p> <p>April</p> <p>April</p>	

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		<p>Disposable napkins and condiments upon request</p> <p>All guests to check in on the NHS test and trace app, not just per group.</p> <p>All guests are requested to wear masks at all times when entering the building</p> <p>Payments to be taken outside via card machine by the table – no cash payments permitted</p> <p><b>PPE:</b></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>All condiments utensils sanitised after use</p> <p>QR scan code posters upon entry and high traffic areas and staff trained on how to position with guests</p> <p>Additional tech services and equipment required for external coverage and use</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>Waiting Staff</p> <p>HODS</p> <p>IT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>April</p>	



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		<p>Service Chef to wear face mask and regularly hand sanitise (over government recommended guide lines) when handling plates</p> <p><b>Contractors/Engineers:</b></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 contact with anyone who may have had COVID 19.</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>		Ongoing	

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		<p><b>Symptoms of COVID-19:</b></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.</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.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>				

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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)