

LOCATION	HEART Café and Kitchen				
DEPARTMENT	Café and Kitchen	HEAD OF DEPT.	Fay, Cafe Manager	DATE	22 nd May 2020
ACTIVITY	Coronavirus Risk Assessment for Cafe				

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This Risk Assessment has been written using the guidance 'Covid-19 Secure': Restaurants offering takeaway or delivery. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Spread of Coronavirus Between Assembly staff	Death or Major Illness	Assembly staff	<p>The kitchen is a prohibited area for visitors, only Assembly staff are allowed to enter the area. Creating 2 metre barriers within the kitchen to keep FOH and kitchen staff distanced.</p> <p>Handwashing regime in place although noted there is only one handwashing sink. Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Severity of hazard :3 Likelihood of event :2 Adequacy of controls:Good</p>	<p>All Assembly staff to have received the Risk Assessment prior to returning to work; and a walk-through on their return.</p> <p>A Covid 'Return to work checklist' will be in place.</p> <p>Staff to follow links within this document</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes,</p>

Drying of hands with disposable paper towels.

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

Hand sanitiser available where soap and water isn't.

FOH space reconfigured to ensure two metre spacing and – at least initially – only two members of FOH staff on duty. No vulnerable staff members and phasing of staff returning has been based on those who can most easily and safely return.

Using only takeaway containers and utensils means no handling of objects where Covid could be transmitted.

Face coverings – although not compulsory – we are actively encouraging to be worn. Gloves will be available and can be used as an aide to good food hygiene practice but should not be considered a substitute for a thorough regime of effective hand washing. The COVID-19 virus (and other viruses as well as bacteria) can contaminate disposable gloves in the same way it gets onto workers' hands. If gloves are used, they should be changed as often as you would wash hands and you must wash your hands when changing or removing gloves.

Gloves must be changed after carrying out non-food related activities, such as

nose or mouth with unclean hands. Tissues will be available throughout the workplace.

A reminder to all staff that washing hands is more effective than using hand sanitiser.

Where possible have the same staff on the same shifts.

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. As an example gloves are not a substitute for good hand washing practices.

opening and closing doors by hand, handling money and emptying bins. Food workers should avoid touching their mouth and eyes when wearing gloves.

Anti bac wipes as well as sanitising spray will be available for wiping down coffee machine, dishwasher spray hose etc.

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods

One hour is being set aside to close down kitchen and FOH each day to ensure thorough clean.

Dishwasher cleans at 65 degrees which should kill any germs.

'Admin' staff to enter and exit café using café door only, not kitchen door.

Covid safety posters are on display.

Zoom meetings have been held to explain processes and a walk-through with all returning staff will be carried out. This risk assessment will be sent to each member of HEART staff.

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

<p>Spread of Coronavirus between Assembly and other HEART staff/volunteers</p>	<p>Death or Major Illness</p>	<p>Staff and volunteers</p>	<p>The kitchen should be off limits to other non-Assembly staff and volunteers. No other staff or volunteer are allowed to use the equipment unless the need arises and only with same precautions as for all Assembly staff. Only kitchen staff to use knives, pans, microwave etc. Assembly staff should avoid entering the office in the same way as 'admin' staff avoid café. Masks – though not compulsory – we will support the use of. If staff choose to wear one they need to be aware of the following: • 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. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • 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. Gloves will be available. Covid safety posters are on display. If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home</p>	<p>Severity of hazard :3 Likelihood of event :2 Adequacy of controls:Good</p>	<p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Senior staff to remind all staff and volunteers about the need not to touch their faces and to avoid touching surfaces.</p>
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			and advised to follow the stay at home guidance.		
Spread of Coronavirus between Assembly staff and customers, (maintenance contractors/delivery drivers etc)	Death or Major illness	Staff, volunteers and visitors	<p>We will use the outside of the building for queuing and collecting takeaway limiting who can enter the premises. A perspex sheet will be placed across the serving area and a 2m distance between staff and visitors to be maintained. 2m spacings have been marked on the ground.</p> <p>A designated staff toilet is allocated. Removing the downstairs toilet by the kitchen further reduces the risk.</p> <p>Deliveries for Assembly to be delivered to the front of the building to avoid going through the kitchen or interfering with queuing customers.</p> <p>Staff will wear HEART aprons as uniform and be asked to have a separate change of clothes at HEART to act as uniform. Each change of clothes should be washed if there has been risk of contamination.</p> <p>We will try and provide storage for clothing and requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Severity of hazard :3 Likelihood of event :2 Adequacy of controls:Good</p>	<p>The marshal's job shall include reporting back if there are any issues or certain precautions aren't working correctly</p> <p>Where evidence exists that the cause of a staff member having Covid has come from HEART we will take all necessary precautions – up to and including closing for a deep clean. However, current guidelines are: It is not necessary to close the business or workplace or send any staff home unless government policy changes. You should keep monitoring the government response to coronavirus for further updates.</p>

			Although there are cases within Covid that are reportable through RIDDOR they are not currently relevant to HEART.		
Mental health issues among the staff/volunteer team	Depression, anxiety and other mental health issues	Staff and volunteers	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>https://www.dpt.nhs.uk/mindful-employer</p> <p>Where possible breaks should be taken outside but away from other people or at least maintaining 2m social distance.</p>	<p>Severity of hazard :3 Likelihood of event :2 Adequacy of controls:Good</p>	<p>We will continue to raise mental health within staff and volunteer meetings and provide assistance where we can.</p> <p>We will look to allocate a dedicated 'staff space' if we can do so sensibly and without causing more issues with one-way systems and overall 'flow'.</p>
Emergency – First Aid, Fire Evacuation	Fatality	Visitors, Staff and Volunteers	<p>First aid kits available from reception and the café. Weekly testing of fire alarm completed. Regular servicing of fire alarm and fire extinguishers by competent contractor. Fire risk assessment undertaken April 2014. Fire exits and routes to fire exits well sign posted. Appointed fire wardens. If the fire alarm is activated the gas supply to the kitchen is automatically cut off. Staff also to notify customers to evacuate to the evacuation points. There are maps in the café and kitchen showing where this is.</p>	<p>Severity of hazard :3 Likelihood of event :1 Adequacy of controls:Good</p>	<p>There has been a slight change in the configuration of the building but the only rooms where there is any change to evacuation are Beckett and Granby – not currently in use.</p> <p>New maps to be placed in those rooms. Exit from Assembly courtyard door will be impeded but exit routes still available through café or both routes out of kitchen.</p> <p>Aim to have evacuation drill within 4 weeks of reopening.</p>
Waste disposal	Infestation and therefore chance of disease	Staff, volunteers and visitors	<p>Three bins available for normal, food and recycling waste.</p> <p>Regular weekly collections will recommence as soon as necessary.</p> <p>Daily emptying from the building.</p>	<p>Severity of hazard :2 Likelihood of event :1 Adequacy of controls:Good</p>	<p>Glass bin, can bin and recycle bin available for customer waste.</p> <p>An additional check of the outside areas to be taken daily to ensure waste products – specifically those that could</p>

					cause vermin – are placed in relevant bins.
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Assessment carried out by	Mike Bird	Date of previous assessment	n/a new assessment for Covid
Job title	Centre Manager	Date of this assessment	22/05/2019
Signed	Mike Bird	Assessment reviewed	As and when required if regulations change but no later than 26/06/20