

Covid-19 Risk Assessment

Company name: Tarts Kitchen Ltd Assessment carried out by: Jessica Clarke

Date assessment was carried out: 19/10/2020

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 • Visitors • Customers collecting and/or shopping in Deli • Cleaners • Contractors 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. Stringent hand washing taking place. • Staff and visitors have to use hand sanitiser on arrival. • Drying of hands with 	<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, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Manager, staff and all visitors</p>	<p>3/7/20</p>	<p>29/6/20</p>

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	<ul style="list-style-type: none"> • Drivers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in 	<p>disposable paper towels.</p> <ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly. • Gel sanitisers in any area where washing facilities not readily available. <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles,</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Manager	3/7/20	29/6/20

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	<p>relation to your business</p>	<p>light switches, reception area using appropriate cleaning products and methods.</p> <p>All glassware, crockery and cutlery to be washed in an industrial dishwasher at high temperatures, ensuring all bacteria are killed.</p> <p>Frequent cleaning and disinfecting of bathroom facilities, with signage displayed to reassure customers that we are taking rigorous measures.</p>	<p>Staff to be reminded regularly to check facilities to ensure high standards of sanitisation are kept and that the facilities are well stocked.</p>	<p>Manager and staff</p>	<p>3/7/20</p>	<p>3/7/20</p>

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		<p><u>Social Distancing</u> Practising social distancing by limiting the number of customers in the bathroom to 2 at one time, to comply with the 1 metre gap. There is a sign outside the entrance asking for a maximum of 2 guests inside at one time.</p> <p>Tape marking on the floor at entrance (by host station) to show customers where they should stand in the queue to ensure at least 1 metre gap.</p> <p>Keeping the number of staff</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>Manager , staff, and customers</p> <p>Manager and staff</p>	<p>3/7/20</p> <p>3/7/20</p>	<p>3/7/20</p> <p>3/7/20</p>

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		<p>onsite at one time to a minimum, encouraging staff to work from home whenever possible.</p> <p>Redesigning processes to ensure social distancing in place. Chefs at least 1 metre apart in kitchen workstations, or when this is not possible working side by side.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing to be adhered to in staff dining and smoking</p>		<p>Manager</p> <p>Manager and staff</p>	<p>3/7/20</p> <p>3/7/20</p>	<p>29/6/20</p> <p>29/6/20</p>

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		<p>areas.</p> <p>Space bookings to be 15 minutes apart to prevent too many customers arriving at the same time.</p> <p>Limiting bookings to a maximum of 6 people per table.</p> <p>All payments will be made via card payment.</p> <p>Have designated food and beverage runners to minimise how many staff interact with</p>	<p>Staff will only take bookings of 6 or fewer to ensure they do not go above this number.</p>	<p>Manager</p> <p>Manager and staff</p> <p>Manager and staff</p>	<p>3/7/20</p> <p>3/7/20</p> <p>3/7/20</p>	<p>29/6/20</p> <p>29/6/20</p> <p>29/6/20</p>

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		<p>one table.</p> <p>Asking that each booking is either from one household or social bubble (except for government permitted exceptions).</p> <p><u>Wearing of Gloves and Masks</u> Staff will wear face masks, provided by the company, when serving customers seated at tables and at bar.</p> <p>Gloves and masks are available for all staff who would</p>	<p>Adding a note to our booking emails and all forms of communication (newsletters, social media) that we are adhering to the government's guidelines.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Manager</p> <p>Manager and staff</p> <p>Manager</p>	<p>17/10/20</p> <p>3/7/20</p> <p>3/7/20</p>	<p>16/10/20</p> <p>29/6/20</p> <p>29/6/20</p>

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		<p>like to wear them at any time whilst onsite.</p> <p>All guests entering the venue must wear masks at all times, except when seated at the table.</p> <p><u>Temperature Checks</u> The company has a contactless temperature thermometer onsite at all times, which will be used to check staff temperature for signs of a fever.</p>	<p>Signage posted to remind guests to wear masks when not seated at tables. Manager also keeps an eye out to ensure this is being adhered to by guests.</p>	<p>Manager</p> <p>Manager</p>	<p>21/09/20</p> <p>3/7/20</p>	<p>21/09/20</p> <p>29/6/20</p>

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		<p><u>Staff Travel To/From Work</u> All staff encouraged to avoid public transport where possible, and travel by bike, walking or car. If the only option is public transport, then the manager will attempt to plan rotas to allow staff to travel at off-peak hours.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature and/or a loss of smell/taste in the workplace they will be sent home and advised to follow the stay at</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>Manager</p> <p>Manager</p>	<p>3/7/20</p> <p>3/7/20</p>	<p>29/6/20</p> <p>29/6/20</p>

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		<p>home guidance. Line managers will maintain regular contact with staff members during 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</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Manager</p>	<p>3/7/20</p>	<p>29/6/20</p>

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		<p>contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Test & Trace Maintain database of customers dining with us via Seven Rooms, our booking system.</p> <p>Post NHS QR code at entrance and on menus to ensure all</p>	<p>We will ensure information for all customers are recorded in our system, including walk ins.</p> <p>Staff to remind guests to check in via the app & to show that we have the QR on menus.</p>	<p>Manager & staff</p> <p>Manager & staff</p>	<p>3/7/20</p> <p>13/10/20</p>	<p>29/6/20</p> <p>12/10/20</p>

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		<p>guests are checking in upon entry to the premises.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Manager</p>	<p>3/7/20</p>	<p>29/6/20</p>

