

COVID 19 RISK ASSESSMENT

RARE (H) GAUCHO

Restaurant: Rare Restaurants
 Department: All Restaurant
 Assessor Full name: Tatiana Mosquera
 Signature: *Tatiana Mosquera*

Date of Review:	30/06/2020
Next Review Date:	30/06/2021

Areas Covered: All Restaurant

Date Amended:

Hazards: The spread of COVID 19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to contact area to hand.

Task	Person at risk?	Existing controls/safe system of work	SEVERITY*	LIKELIHOOD*	DEGREE OF RISK	RISK CATEGORY (RC)*	ACTION PLAN		
			1 Minor 2 Serious 3 Major	1 Low 2 Medium 3 High 4 Very High			DR= Severity X Likelihood	Low (1 -2) Medium Low (3) Medium (4) High (6-8) Very High (>9)	Additional controls are needed if the Degree of Risk is higher that 3
Re- opening sites	All employees Members of public	<ul style="list-style-type: none"> All restaurants have been sterilized with a 'Decontamination fogging' COVID19 return to work questionnaire to be completed for all employees prior re-commencing work. This includes specific questions to assess whether a person may be clinically extremely or vulnerable or clinically vulnerable. Clinically extremely vulnerable employees to be advised not to work outside the home where possible during the pandemic peak. this includes people with: specific cancers, organ transplant, severe respiratory conditions, rare diseases with significant risk of infection, people on immunosuppression therapies with significant risk of infection, pregnant woman with a heart disease Clinically vulnerable employees to be advised to stay at home and work from home where possible, or have amended duties or extra checks in place. this includes people with: chronic (long-term) mild to moderate respiratory diseases, chronic heart disease, chronic kidney disease, chronic liver disease, chronic neurological conditions, diabetes, a weakened immune system, being seriously overweight, pregnant women All employees need to complete and sign-off the Covid-19 training and assessment with the line manager upon returning to your restaurant If an employee or someone she/he lives with has any symptoms in line with Covid-19, the employee MUST NOT come to work. The employee must inform their line manager and self-isolate for the required period. Legionella checks on water systems take place prior to reopening 	2	1	2	Low (1 -2)			

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Travel to and from workplace	All employees Members of public	<ul style="list-style-type: none"> • People who can work from home should continue to do so. • Where possible travel to and from workplace should be done at the quietest times and use of public transport should be avoided. • Staggered shift patterns may be implemented to allow better travel times. • All employees must travel into work in separate clothes to those that they will be wearing inside the site, this includes shoes. • All employees must travel to and from work in their own mask. • Social distancing of 2 m apart from others need to be maintained throughout the journey. <p>Refer to the specific entering and leaving the premises safe system of work</p>	2	1	2	Low (1 -2)					
Arriving at work & leaving work	All employees Members of public	<ul style="list-style-type: none"> • Rotas have been staggered to avoid overcrowding BOH areas, entrances and exits on arrival and departure times • All employees MUST always wash and sanitise their hands thoroughly immediately upon arriving to work. • Before entering the premises all employees must have their temperature checked and complete the daily health check register. If someone has any symptoms, the employee will be sent home and ask to self-isolate for the required period. • Employees must change into a clean uniform (including shoes) • Personal clothes to be stored in locker or a sealed bag • Phones, personal belongings, or accessories (i.e. jewellery, watches etc) are stored in a designated area to prevent use and touching whilst at work or if they must be used, these are sanitised effectively before use • Employees MUST Leave the site promptly following their shift and not loiter or wait for others. <p>Refer to the specific entering and leaving the premises safe system of work</p>	2	1	2	Low (1 -2)					

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Handwashing & Hygiene	All employees Members of public	<ul style="list-style-type: none"> Hand sanitizer stations have been installed in all reception areas, washrooms, and at all FOH and BOH staff entrances and key points in the restaurant i.e. handwash sinks, changing rooms, waiter stations, kitchen pass, meeting rooms. Hands are washed and sanitised thoroughly for at least 20 seconds upon leaving home and immediately upon arriving to work, and then at a minimum of 30 minutes intervals throughout your shift. Posters displayed in guest toilets and BOH areas to remain guest and employees to wash and sanitise their hands regularly and how to do that. Cough or sneeze into a tissue and bin immediately. If a tissue is not at hand then cough or sneeze into the crook of your elbow (inside of your elbow) <p>Refer to the specific handwashing safe system of work</p>	2	1	2	Low (1 -2)				
Uniform & Personal protective equipment	All employees Members of public	<ul style="list-style-type: none"> All employees must wear unsoiled clean laundered uniforms every day. Chefs must wear masks and hats as standard while on shift. Chefs to place used uniform in dirty laundry bin. All front of house staff to place their working cloths into sealed bag to carry home. BOH teams and food runners MUST wear approved disposable mask while on shift (provided onsite). These should be changed once a shift or if they become damp, soiled, or if you have touched it. When wearing disposable gloves and disposable aprons for any duty the employees must remember to dispose of and refresh them every 30 minutes, and also if they leave the premise at any point (break etc). Hands need to be always wash before putting gloves on If leaving and returning the site after a long break, the team member will complete the process as if it was the beginning of their shift. This includes a full change of 	2	1	2	Low (1 -2)				
Delivering First Aid	All employees Members of public	<ul style="list-style-type: none"> Hands are washed or sanitised before and after dealing with a casualty wherever possible First Aider will wear a mask wherever possible when treating injured party. First Aider will wear gloves prior to handling any dressings. Gloves are always worn when dealing with open wounds Cuts and grazes will always be covered with waterproof dressing and gloves Waste is disposed of safely If CPR is required, any helpers must remain 2m away from the first aider and the casualty. The helper may swap roles with the first aider, but will maintain 2m distances from each other A towel or piece of material will be placed over the mouth and nose of the casualty where possible as a makeshift mask. 	2	1	2	Medium Low (3)				
Suspected case whilst working on site	All employees Members of public	<ul style="list-style-type: none"> If a team member develops a high temperature or a persistent cough while at work, they will: <ol style="list-style-type: none"> Return home immediately . Avoid touching anything . Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Follow the guidance on self-isolation and not return to work until their period of self isolation has been completed. Once the team member has left, a precautionary clean is carried out . Testing is encouraged to provide confirmation of whether the symptoms are COVID-19. If the test returns negative, then the individual and family unit may return to work. <p>Refer to the specific Hygiene and cleaning safe system of work.</p>	2	1	2	Low (1 -2)				

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Social distance in: working areas Back of house and Common areas	All employees Members of public	<ul style="list-style-type: none"> All restaurant capacities have been reduced by 30% group wide Start times are staggered to avoid overcrowding entrances, changing rooms, BOH and exits. Putting teams into shifts to restrict the number of workers interacting with each other. Teams to be split into smaller groups working the same shifts where possible to reduce the spread of infection. Enter and leave the building using the one-way' or 'give way' traffic system accordingly. where possible the site will have more than one entry point use one for entering the building and one for exiting. A minimum safe social distance of 2 meters or 1m with risk mitigation needs to be maintained between employees and also between employees and guests, suppliers or visitors. This includes all work areas, entrances, receptions, exits, rest areas, toilets, lifts and kitchen Reviewing layouts and processes to allow staff to work further apart from each other. Where it is not possible to move working areas further apart, arranging people to work side-by-side or facing away from each other. Also, if a task requires 2 people then minimise the time team are in close proximity with one another. Keep these periods under 15 mins Entrances, reception, outside areas set-up with floor markers to help employees, guests and visitors comply with social distancing guidelines . Break times are staggered to reduce pressure on the staff break rooms or places to eat and ensuring social distancing Social distancing is adhered to in the queue, both inside and outside of the premises Live performances are not carried out. If someone is not respecting the safe social distancing space, they need to be reminded about the measures that are in place in a calm, polite and friendly way. If Head Office staff intend to visit multiple sites, physical distancing must be adhered to. 																	
		<ul style="list-style-type: none"> All employees must refrain from physical contact where possible and where not deemed necessary for their employment. For example: shaking hands or kissing hello/goodbye, sharing of food or drinks is not permitted and sharing of work equipment, tools or office supplies should be avoided. If that is not possible a drop off zone needs to be assigned. All washroom doors and cubicles have been fitted with forearm pulls to avoid hand contact. Doors to kept open, where possible to avoid hand contact. This does not apply to fire doors. A 'one-way' or 'give away' traffic system are implemented in restaurants where possible. Employees to reduce movement around buildings by discouraging non-essential movements. Use radios where possible. Employees that work in one place, must remain there without moving to other areas unless necessary. Kitchen access is limited to essential people only. Only designated employees are allowed to access walk-in pantries, fridges and freezers. This should be at one at a time only Kitchen employees should minimise interaction with front of house staff, or delivery drivers, including when on breaks Discourage visitors to the restaurant, with meetings being conducted remotely. Where visitors/contractors are necessary, inform them of the controls on site before arriving. Use telephone systems and teleconferencing to reduce face to face meetings. If meeting must be held in person, a 2m distancing should be maintained and avoid sharing appliances. Holding meetings outdoors or in well-ventilated rooms whenever possible. Meeting room layouts should be changed to ensure 2m distancing can be maintained. Maintenance work should be organised when minimal people are on site such as overnight or early morning. Prioritise safety during incidents - In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. Once the emergency is over, wash hands. Each shift with reduced team will still have a First Aider and Fire Warden as a minimum. Urinal dividers installed <p>Refer to the specific social distance safe system of work</p>	2	1	2	Low (1 -2)													

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Cleaning	All employees Members of public	<ul style="list-style-type: none"> • 30-minute cleaning and sanitisation of surfaces programme are in place to prioritise potential hand contact areas and preparation surfaces. • All common areas, surfaces, tools, and equipment that are frequently touched should be wiped down with sanitizer spray on every 30 minutes and after every use. • Aggressive spray bottles of disinfectant on a surface are avoided to minimise the risk of spreading any virus. With soft spray or pouring technique in use. • Mops and brushes are assigned for each area • Staff should wear disposable gloves or washing-up gloves and aprons for cleaning. Throw them away in the regular rubbish after cleaning is finished • Sanitiser that is effective against COVID 19 to be used. Ensuring correct contact time and dilution rate • A procedure is in place for handling any potentially contaminated waste. • Each department must have their own wipe down checklist ready and in place for every shift. Timed and signed. • A specific team member is designated to complete cleaning of toilet areas to prevent potential contamination • During peak periods, full time cleaners will be in attendance. • Any member of the team using the office to work must sanitize the desk, computer, keyboard, mouse, and phone before and after its use. • All working areas should be clean and cleared of clutter. • Ensure all cloakroom areas are sanitized as part of your closedown procedure. • After cleaning, wash your hands according to the handwashing safe system of work <p>Refer to the specific Hygiene and cleaning safe system of work</p>	2	1	2	Low (1 -2)				

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Goods Deliveries	All employees Members of public	<ul style="list-style-type: none"> Reduce the number of deliveries to the site, for example by increasing the size of orders reducing frequency. Stop personal deliveries to the workplace. To maintain distance Items should be dropped by suppliers in a designated location. If employees are on site whilst the delivery is being made, it needs to ensure they keep 2 meters distance from the supplier when deliveries are received. Ensure a sign is in place at the point of delivery instructing delivery persons to observe the 2 meters rule and where delivery is to be left. If products need to be transferred between sites send by courier or taxi where possible, avoid to send an employee to collect them. Whilst unpacking the deliveries staff should wear a disposable apron and it is disposed of after the job is completed Hands should always be washed thoroughly after handling delivered items. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always. Creating one-way flow of traffic in stockrooms 	2	1	2	Low (1 -2)			
Delivery & takeaways	All employees Members of public	<ul style="list-style-type: none"> Deliveries to be completed by Deliveroo only Packing order procedures in place For collection a designated pick up area defined, and physical distancing enforced Sanitiser stations are available, and use encouraged upon entry to the premises <p>Refer to the specific delivery & takeaways safe system of work</p>	2	1	2	Low (1 -2)			

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Service of food and drinks	All employees Members of public	<ul style="list-style-type: none"> • Ensure all reservation times are staggered to avoid queuing at reception. • *Return times* will be given to all reservations. • All tables are to be spaced 2 meters apart. • To help avoid further queuing the coat check will not be offered to guests on arrival. • Guests will no longer be given coat tags • Menus will now be printed on disposable. Guests can also access our menus online • Table mise en place is now reduced to avoid contamination • Laundered napkins will no longer be used • The guest self---service of food, cutlery and condiments will be minimised to reduce risk of transmission. For example, providing cutlery and condiments only when food is served. request. Packaged paper straws will be served with drinks as standard. • Waiter stations in our restaurants will be stocked with sanitising wipe packs for your request. • Making guest aware of, and encouraging compliance with, limits on gatherings on arrival or at booking. Indoor gatherings are limited to members of any two households. outdoor gatherings are limited to 6 people from any number of households • Don't exceed the maximum number of guests allow according to the restaurant capacity to meet the social distance guidelines. • Guests will be offered 'Mindful Dining' or 'Non-Contact' service options to minimise staff contact with guests. • A pre-order service will be offered to those guests choosing to dine on 'Non-Contact' service. • Ensure guests queue at a safe distance for toilets • Remind guest who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines • In the event of adverse weather conditions, being clear that guest cannot seek shelter indoors unless social distancing can be maintained. • For payment, all leather bill folders have been replaced with bill trays to minimize contact. • Rare restaurants are now a cashless restaurant as standard • clear guidance on expected guest behaviours, social distancing and hygiene to people on or before arrival, in online booking forms, our website and on---site signage. Our guests must understand that failure to observe safety measures will result in service not being provided. • Written and spoken communication is provided about the latest guidelines to both our teams and guests inside and outside of the restaurants 	2	1	2	Low (1 -2)			

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Bar operations	All employees Members of public	<ul style="list-style-type: none"> • All bar stools have been temporarily removed from bar and lounge areas. Vertical drinking will not be permitted until further notice. • Bar tops will be cleared of garnishes, herbs, and caddies to ease the cleaning and sanitizing of it. • Bartenders must sanitize their bar tools regularly and after sharing. • All water and wine bottles must be sanitized before serving. • Packaged paper straws will be served with drinks as standard. 	2	1	2	Low (1 -2)				

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