

Return to Work Post COVID-19 Risk Assessment Checklist



Deal Pier risk assessment

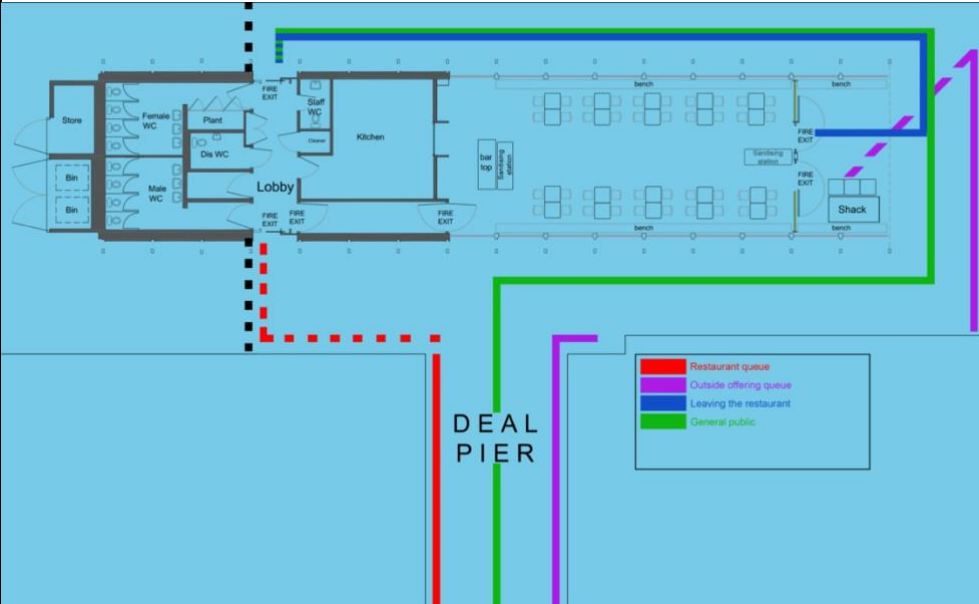
16/06/2020

Return to Work Post COVID-19 Risk Assessment Checklist



Risk Topics – Does this apply?	Suggested or Principle Controls in your Risk Assessment (it is your responsibility to decide which are relevant)	Further Advice –R/A Suggestions, Document Procedure, Additional procedure
General Principles:	<p>Self-isolation/ if you have symptoms: Continue to follow advice for self-isolation: If you have symptoms of coronavirus, self-isolate for 7 days. After 7 days:</p> <ul style="list-style-type: none"> • if you do not have a high temperature, you can stop self-isolating • if you still have a high temperature, keep self-isolating until your temperature returns to normal You do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone. <p>If you live with someone who has symptoms If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear. If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <ul style="list-style-type: none"> • If you get symptoms while self-isolating – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days. • If you do not get symptoms while self-isolating – you can stop self-isolating after 14 days. <p>Washing of hands/ general awareness:</p> <ul style="list-style-type: none"> • Employees should be reminded to change gloves and wash hands regularly for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Drying of hands with disposable paper towels. <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> • Catching 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>Carry out occupancy calculations to establish limit of personnel who can be on site – allow for variations such as visitors, members of the public and delivery drivers</p> <p>Make sure that all staff are aware of what the current guidelines are for their personal safety and the safety of other. If they don't direct them to the government website https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>

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<p>Arrival, Getting Around Premises Organisation</p>	<ul style="list-style-type: none"> • Stagger start, finish, change over, break times • Potentially keeping the same core groups of people working together. • Display clear signage of procedures for entering, exiting and getting around including for visitors (e.g. delivery personnel) • Locate hand sanitiser/ washing facilities on entrances/ exits 	<p>Complete Movement and touch map of premises and process to calculate pedestrian routes, designated entry and exit points and high-risk areas, including queuing areas and emergency evac muster points.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
<p>Hand Sanitiser/ Hand Washing</p>	<ul style="list-style-type: none"> • Issue employees/ visitors with hand sanitiser • Locate additional hand washing stations/ sanitisers around the premises and near high touch areas • Display hand washing signage prominently 	<p>Complete touch map of process/ equipment to calculate pedestrian routes, designated entry and exit points and high-risk areas.</p>

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Reducing Contact, Payments Transactions	<ul style="list-style-type: none"> • QR code for menu access on customers individual devices • Paper ramakins for sauces that can be thrown away after use • Paper napkins and cutlery will be given to the tables as they are needed and not left on the tables • Throw away menus for those members of the public who are not smart phone users • All staff wearing PPE at all times • Letting the customer know that all payment will be taken at the table and that contactless payment is preferred • Telling the customer about our cake sales rather than letting them look at the display 	
Social Distancing, Room Dimensions, Space & Workstations	<ul style="list-style-type: none"> • Implement contact free operation of devices (doors, windows, light switches) and if we can't have contact free, we should have wall mounted hand sanitizing units for the staff and customers to use • Designate jobs to different people for the entire day to reduce contamination. For example: Olly on the door, Sara on coffee, Jess on the glass wash • Where employees must work in teams/ gangs etc these should be kept the same • Assign employees to specific tasks and do not rotate where there is a risk of creating cross contamination 	Procedures should dovetail with control of infection procedures.
Avoiding Face to Face Working & Where Social Distancing is not Possible	<ul style="list-style-type: none"> • Calculate maximum occupancy allowing for persons to maintain social distancing We can only have 40 customers at one time. The tables will be all set up in fours along either side of the restaurant to allow free movement within the space for staff and customers. The large middle tables will be used as sanitizing stations. • Conspicuously mark seating areas and working areas using tape, paint or signage to clearly identify areas to be kept apart • Stagger break times • Display prominent signage 	Where new workstations are created this should be assessed to ensure all basic needs are met in terms of lighting, heating, ventilation etc Longer term further assessment may be needed for Ergonomic, Assessment of Repetitive Tasks (ART) or Display Screen Equipment (DSE)
Reducing face to face, barriers and distance	<ul style="list-style-type: none"> • Use barriers or screens – one of the large tables will be placed in front of the bar to enforce a metres distance and reduce the risk of customers getting too close to the staff • Limit frequency and duration of contact. Staff will have to keep a distance from the customers when they are taking orders and delivering food. • Review layout so workstations are not face to face 	Task based risk assessment should be completed where physical separation of persons (i.e screens) cannot be implemented
Cleaning/ Washing/ Changing	All cloths that are used need to be separated and kept in an obviously labelled place. Staff changing must happen in the staff toilet and it must be sanitized after each use.	The cleaning cupboard need to be kept organised and clean at all times to ensure no contamination occurs.

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Management and Control of contamination by tools	<ul style="list-style-type: none"> • Use disposable equipment/ materials where possible (PPE etc) • Every iPad/unit will be sanitized after every use • Phones will not be permitted. People do not wash their hands after use of their phones. • Clutter of any variety will be cleared away and will not be tolerated. • The tables, chairs and seats or surfaces will be sanitized after every use • Anything left on the tables will be cleared as quickly as possible 	
Deliveries	<ul style="list-style-type: none"> • Any deliveries to the business must be checked thoroughly and put away immediately to avoid space being taken up by produce and to lessen the chance of it being touched by customers • All packaging should be disinfected if possible • Delivery drivers will be made aware hand of the sanitising stations when they enter the building. • The host will be made aware that a delivery is being delivered to ensure that the walkways are clear 	Ensure good communication of COVID19 control arrangements between drivers and – create Safe System of work and share with contractors.
Cross Contamination/ Control of Infection (discreet), including Toilets and Wash Rooms	<ul style="list-style-type: none"> • Limit touching of high touch controls by keeping lights on, doors and window open etc (bearing in mind balance of fire safety and other risks) • a member of staff needs to continue to sanitize the doors throughout the day if the doors can't be kept closed 	Need to talk to the council about getting paper towels in the bathrooms and not hand dryers and about keeping the soap topped up at all times so that people can adequately wash their hands. If this is not possible then they need to get wall mounted hand sanitising stations.
Waste Materials:	<ul style="list-style-type: none"> • Use touch/ movement map to identify new areas where enhanced cleaning procedures may be needed • Issue employees/ visitors with hand sanitisers • Discreet procedure (verbal – shout outs for example) for access to areas with limited space to maintain social distancing such as toilet and kitchen areas 	
Handling Materials/ Deliveries	<ul style="list-style-type: none"> • Gloves to be worn when emptying bins and hands washed thoroughly after handling waste. The gloves used for the handling of waste need to be disposed of and a new pair need to be put on. • Employees should avoid touching bins 	More relevant if high volumes of waste are produced

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First aid	<ul style="list-style-type: none"> Government guidance suggests that the likelihood of an infected person contaminating commercial goods is low Employees handling materials, components or other items personnel must use the appropriate PPE gloves and wash/ sanitise hands regularly – ensure that any designated production targets account for this need. 	<p>For specific items that may be 2 or more person lift and social distancing cannot be maintained.</p> <p>If additional or new handling aids are brought on to the premises risk assessment should be reviewed/ carried out and any training in place</p>
Fire Safety	<ul style="list-style-type: none"> Ensure number of first aiders is adequate to meet number of personnel returns to the premises First aiders to be given information from the Resuscitation Council (https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) 	Potential review of needs assessment
Use of Kitchen,	<ul style="list-style-type: none"> All staff must wear PPE at all times All staff will be given certain jobs to limit contamination Phones will not be permitted unless the staff are on a break, in which case they must thoroughly wash their hands before they return to the work space. They must also wear a new pair of gloves on their return to the kitchen Menu will be made smaller to stop the necessity of too many staff in a small space No washing up to be left at the end of the day under any circumstances Thorough cleaning and sanitizing of every surface and floor Bin sheds to remain organised Cleaning cupboard to remain organised and as clean as possible No more than 3 people to be in the kitchen space at one time Everything must go through the dishwasher. If it can't go through the dishwasher it must be sanitised properly. 	

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Mental Health and Wellbeing	<p>Mental Health</p> <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>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	Regular communication of mental health information and open-door policy for those who need additional support.
Personal Protective Equipment	<ul style="list-style-type: none"> • Provide employees with information on mental health and wellbeing • Providing masks and gloves for all employees • Buying a temperature sensor to ensure staff are safe • Allow sufficient time in breaks/ shift change over to allow employees to comply with enhanced control of infection/ handwashing procedures • Have very open and regular communication to help employees understand and feel comfortable with how their safety is being looked after 	We will also be providing an online course for all employees to make sure that everyone understands the virus and the reasons for all these changes.
Confirmed cases	<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow the stay at home guidance.</p> <p>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 contact with them and will take advice on any actions or precautions that should be taken</p> <p>https://www.publichealth.hscni.net/</p>	<p>Internal communication will be carried out regularly to reassure and support employees in this fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

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DPK shack risk assessment

Risk Topics – Does this apply?	Suggested or Principle Controls in your Risk Assessment <i>(it is your responsibility to decide which are relevant)</i>	Further Advice –R/A Suggestions, Document Procedure, Additional procedure
General Principles:	see above as the same applies	See above as the same applies
Arrival, Getting Around Premises Organisation	<ul style="list-style-type: none"> • Stagger start, finish, change over, break times • Potentially keeping the same core group of people working outside rather than switching over roles. • Display clear signage of procedures for entering, exiting and queuing for customers • Having a wall mounted hand sanitizing unit on the outside of shack for customers and one on the inside for staff 	<p>Complete Movement and touch map of premises and process to calculate pedestrian routes and high-risk areas, including queuing areas and emergency evac muster points.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
Hand Sanitiser/ Hand Washing	<ul style="list-style-type: none"> • Issue employees/ visitors with hand sanitiser • Locate additional hand washing stations/ sanitisers around the premises and near high touch areas • Display hand washing signage prominently • Having a wall mounted hand sanitizing unit on the outside of shack for customers and one on the inside for staff 	Complete touch map of process/ equipment to calculate pedestrian routes, designated entry and exit points and high-risk areas.

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Reducing Contact, Payments Transactions	<ul style="list-style-type: none"> • menu will be displayed outside of the shack on boards • sauces will be added to meal by staff personally not customers to avoid contamination • Paper napkins will be given to the customers as they are needed and not left for customers to help themselves to • All staff wearing PPE at all times • All payment will be taken at the shack when they take away their food and that contactless payment is preferred • Takeaway cups and recyclable material (plastic cups and paper bags) will be used for takeaway menu so it can be recycled after use by the customer. We will have a special two-part bin to ensure that recycling is separated from normal waste 	
Social Distancing, Room Dimensions, Space & Workstations	<ul style="list-style-type: none"> • Implement contact free operation of devices (doors, windows, light switches) and if we can't have contact free, we should have wall mounted hand sanitizing units for the staff. • Where employees must work in teams/ gangs etc these should be kept the same • Assign employees to specific tasks and do not rotate where there is a risk of creating cross contamination, For example: Olly on coffee and payment and Ayesha on food and ice cream 	Procedures should dovetail with control of infection procedures.
Avoiding Face to Face Working & Where Social Distancing is not Possible	<ul style="list-style-type: none"> • Calculate maximum queuing spaces 2m apart to ensure customers are social distancing. • Mark clearly 2m from the front of the shack to avoid face to face contact between customers and staff • Conspicuously working areas using tape, paint or signage to clearly identify areas to be kept apart • Stagger break times • Display prominent signage 	Where new workstations are created this should be assessed to ensure all basic needs are met in terms of lighting, heating, ventilation etc Longer term further assessment may be needed for Ergonomic, Assessment of Repetitive Tasks (ART) or Display Screen Equipment (DSE)
Reducing face to face, barriers and distance	<ul style="list-style-type: none"> • Use barriers or screens – one of the large tables will be placed in front of the shack to enforce at least a metres distance and reduce the risk of customers getting too close to the staff • Limit frequency and duration of contact. Staff will have to keep a distance from the customers when they are giving them the food • Review layout so workstations are not face to face 	
Cleaning/ Washing/ Changing	See above as the same applies	See above as the same applies

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Management and Control of contamination by tools	<ul style="list-style-type: none"> • Use disposable equipment/ materials where possible (PPE etc) • Every iPad/unit will be sanitized after every use • Phones will not be permitted. People do not wash their hands after use of their phones. • Clutter of any variety will be cleared away and will not be tolerated. • The surfaces will be sanitized after every use • Anything left in the space will be cleared as quickly as possible and rubbish disposed of 	
Deliveries	See above as the same applies	See above as the same applies
Cross Contamination/ Control of Infection (discreet), including Toilets and Wash Rooms	<ul style="list-style-type: none"> • Limit touching of high touch controls by keeping lights on, doors and window open etc (bearing in mind balance of fire safety and other risks) • a member of staff needs to continue to sanitize the doors throughout the day if the doors can't be kept closed/ open 	See above
Waste Materials:	See above as the same applies	
Handling Materials/ Deliveries	<ul style="list-style-type: none"> • Gloves to be worn when emptying bins and hands washed thoroughly after handling waste. The gloves used for the handling of waste need to be disposed of and a new pair need to be put on. • Employees should avoid touching bins whenever possible 	More relevant if high volumes of waste are produced
First aid	See above as the same applies	See above as the same applies
Fire Safety	See above as the same applies	See above as the same applies

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Use of Kitchen,	<ul style="list-style-type: none"> • All staff must wear PPE at all times • All staff will be given certain jobs to limit contamination. • Phones will not be permitted unless the staff are on a break, in which case they must thoroughly wash their hands before they return to the work space. They must also wear a new pair of gloves on their return to the shack • Menu will be small to enable it to work with only 2 staff • No washing up to be left at the end of the day under any circumstances • Thorough cleaning and sanitizing of every surface and floor • The two-part bin to be kept clean and to be emptied completely after each day • Inside of shack to remain organised and as clean as possible • No more than 2 people to be in the kitchen space at one time • Everything tool used in the shack must go through the dishwasher. If it can't go through the dishwasher it must be sanitised properly. 	
Mental Health and Wellbeing	See above as the same applies	See above as the same applies
Personal Protective Equipment	See above as the same applies	See above as the same applies
Confirmed cases	see above as the same applies	See above as the same applies