

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to business 	<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. • See hand washing guidance in operation manual. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as counter surfaces, till screens, card machine buttons, computer keyboards and mouse, door handles, light switches, entrance area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 1+ metre (3.5 foot) gap recommended by the Public Health Agency</p>	<p>STAFF TO WASH HAND ON ENTRY AND EXIT OF THE BUILDING</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, nose or mouth with unclean hands. Encourage staff to report any problems to MD. To help reduce the spread OF COVID-19 reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Hand gel supplied at all points of service, both for customer and staff use.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Surfaces cleaned between customers where possible, otherwise every 15 mins. Perspex screens sanitised on 30-minute basis.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Keep 1+ metres distance in kitchen and prep areas and also in café service area – staff divided so one on till, one making drinks, one serving food. Do not enter walk ins or prep area if a person already there.</p>	<p>Manager on duty and all team members</p>	<p>Daily – Regular intervals</p>	

Covid 19 Risk Assessment

Venus Café

July 2020

		<p>Redesigning processes to ensure social distancing in place.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Tape to be used to mark out 1m + spacing for queues and one-way system to be put in place. Separate entrance and exit clearly marked. Management checks to ensure this is adhered to.</p> <p>Tables spaced out as per government guidelines, all condiments wrapped and given out on request, all plates, cups and cutlery one use and disposable, tables fully sanitised between customers. Customers to clear own tables into bins provided.</p> <p>Enforced table service to avoid queues within the café and ensure distancing between staff and customers can be maintained.</p> <p>Customers to be taken to their table by staff and are not permitted to enter the building until a table has become available for use.</p> <p>One-way system applied to café & promenade area to assist with social distancing. Direction arrows and one-way signs placed.</p> <p>Accepting credit/debit card payments only to avoid contact between people. Card reader extends through screen so is not handled by staff during transactions. Reader sanitised frequently. Card reader sanitised every 15 mins. Where cash payments are made, staff wear gloves during the transaction and sanitise hands afterwards.</p> <p>Customer service streamlined – ordering at one till, promoting a smooth transition of people moving and avoiding congestion along the customer walkway. All food and drinks delivered to the table by staff to avoid people congregating by till points.</p>			
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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.