

RISK ASSESSMENT

Task:	Operating Takeaway During COVID-19 Outbreak
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R.A. No.	15	Version	5
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Address:	Whitby's Fish & Chip Restaurants Rotherham & Doncaster Sites
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Date of Assessment
2 nd June 2020

Assessor Name:	Phil Jackson CMIOSH
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Review Date
2 nd June 2021

Likelihood (L)	Severity (S)	Risk Band (R)
5 = Extremely Likely	5 = Fatality	1 to 6 = Low
4 = Very Likely	4 = Reportable Injury	7 to 15 = Medium
3 = Likely	3 = L.T.A.	16 to 25 = High
2 = Unlikely	2 = Minor Injury	
1 = Extremely Unlikely	1 = Minimal Loss	

HAZARD	WHO MAY BE HARMED AND HOW	RISK RATING			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Transmission of COVID-19 virus	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Where possible staff shall be encouraged to work from home i.e administrative staff. Only the minimum amount of staff are to be on site to enable it to operate safely and effectively. All staff to be informed of this Risk Assessment, control measures and operating procedures through a Tool Box Talk briefing and reminded regularly of the same. Customers and other site visitors to be informed of applicable control measures and operating procedures through suitable signage and reminded regularly of the same. No person is to attend site who is displaying the symptoms of COVID-19 i.e. a high temperature, a new and persistent cough or loss of taste and/or smell, is living with someone who has symptoms or who has been advised to self-isolate as part of the governments "Test and Trace" programme. Particular attention shall be paid to any employee living with a person who is Clinically Extremely Vulnerable (see below for definitions) with each case assessed and discussed with the individual employee. If any person develops a high temperature, a new and persistent cough or loss of taste and/or smell while at work, they shall inform the Duty Manager and return home immediately, avoid touching anything, sneeze or cough into a tissue or the crook of their elbow and follow the Government guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	1	5	5
Clinically Extremely Vulnerable & Clinically Vulnerable Persons	Employees risk contracting Covid-19 virus resulting in serious respiratory illness and potential fatality.	5	5	25	<ul style="list-style-type: none"> Any person who is Clinically Extremely Vulnerable shall not attend work i.e. solid organ transplant recipients, people with specific cancers, people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD), people with 	1	5	5

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					<p>rare diseases that significantly increase the risk of infections, people on immunosuppression therapies & women who are pregnant with significant heart disease.</p> <ul style="list-style-type: none"> Any person who is Clinically Vulnerable shall work from home where possible, however if this is not possible they shall be offered the safest available on-site roles enabling them to stay 2m from others i.e. those aged 70 or older (regardless of medical conditions) and those aged 70 or under with the following health conditions; chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis, chronic heart, kidney or liver disease, chronic neurological conditions, diabetes, a weakened immune system, being seriously overweight (a body mass index (BMI) of 40 or above) & pregnant women. 			
Face Coverings	Employees risk contracting or spreading the COVID -19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> The wearing of a face covering is not required where 2m social distancing is possible, however if individuals choose to do so they may with the following controls; Wash hands thoroughly with warm water and soap for at least 20 seconds or use hand sanitiser before putting a face covering on and after removing it. When wearing a face covering avoid touching the face covering or your face. The face covering should be changed if it becomes damp or it has been touched. Continue to wash / sanitise hands frequently. Change and wash, if washable, the face covering daily. Practice 2m social distancing at all times, wherever possible. 	1	5	5
Human Interaction Travel to site	Employees risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Staff are to be encouraged not to use public transport to site where possible by the use, separately, of car, bicycle or walking. If staff have to use public transport they should maintain 2m social distancing, wear a face covering and avoid touching their face. 	1	5	5
Human Interaction Entering / leaving site	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Shift start times are staggered with fixed teams and rotas. Hand sanitiser to be located at all entrances / exits to site. All persons to use hand sanitiser and maintain 2m social distancing whenever entering or leaving site. Suitable signage to be located at all entrances / exits to advise persons of 2m social distancing and use of hand sanitiser provision. Staff are to change into workwear on site in changing facilities provided whilst maintaining 2m social distancing and effective hand hygiene protocols i.e. washing hands more frequently with warm water and soap for at least 20 seconds or using hand sanitiser. Employees are to double bag workwear and take the same home to be washed. 	1	5	5

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					<ul style="list-style-type: none"> Where practicable one way pedestrian traffic routes are to be implemented with these clearly marked. 			
Human Interaction Moving around site	Employees risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Where practicable one way pedestrian traffic routes are to be implemented with these clearly marked. All persons to maintain 2m social distancing and observe good hand hygiene protocols whenever moving around site. Passenger lift is not be be used to move between floors where applicable. Suitable signage to be located around site to advise persons of 2m social distancing and good hand hygiene protocols. Duty Managers and supervisors are to ensure that 2m social distancing is adhered to and take appropriate action if not. 	1	5	5
Human Interaction Food Prep & Range	Employees risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> All persons to maintain and observe 2m social distancing at work stations and observe good hand hygiene protocols. Where practicable workstations to be clearly marked by safety hazard floor tape. If 2m social distancing can not be maintained for any task then this shall be for as short a duration as possible and persons shall work side-by-side or facing away from each other. 	1	5	5
Human Interaction Takeaway	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> All persons to maintain and observe 2m social distancing at work stations and observe good hand hygiene protocols. Where practicable workstations to be clearly marked by safety hazard floor tape. If 2m social distancing can not be maintained for any task then this shall be for as short a duration as possible and persons shall work side-by-side or facing away from each other. Provisions of physical perspex screens between staff and customers on the takeaway. Customers encouraged to place orders by telephone and to use contactless payment methods where possible. Maximum number of 1 customer to be in takeaway at any one time with 2m social distancing maintained and guided by floor markings and signage. The use of any outdoor seating areas is to be prohibited and notices posted advising customers and visitors to site of the same. 	1	5	5
Human Interaction Welfare	Employees risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> All persons to maintain and observe 2m social distancing in welfare areas and observe good hand hygiene protocols particularly before and after eating or drinking and after using the toilet. Table and seating arrangements in rest rooms to be reconfigured to ensure social distancing is observed. Ensure all waste is disposed of correctly in welfare areas, do not leave it for others to clean up. Break times are to be staggered to minimise personal interaction and prevent overcrowding in welfare facilities. 	1	5	5

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Human Interaction Deliveries / Contractors	Employees and visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Minimise contact between staff and delivery drivers / contractors by arranging for these to attend site out of hours where practicable. All persons involved in delivery of goods to site to maintain and observe 2m social distancing and observe good hand hygiene protocols. Persons handling deliveries of goods / materials to site are to observe effective hand hygiene protocols i.e. washing hands more frequently with warm water and soap for at least 20 seconds or using hand sanitiser. Where practicable goods and merchandise entering site shall be cleaned with anti-bacterial wipes or spray and paper towels with waste disposed of in a bin. Employees are to restrict personal, non-business deliveries to site. 	1	5	5
Food Preparation	Employees and customers risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Food Safety Management System (FSMS) including existing food hygiene (safer food, better business) and HACCP processes to be followed. All persons to maintain and observe 2m social distancing at work stations and observe good hand hygiene protocols i.e. washing hands more frequently with warm water and soap for at least 20 seconds or using hand sanitiser. 	1	5	5
Use of Kitchen Equipment	Employees risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> All existing controls i.e. Risk Assessments, Safe Systems of Work, COSHH Assessments etc. apply to the use of kitchen equipment and work processes. Ensure all kitchen equipment is cleaned down at the end of each work period as per existing hygiene controls. 	1	5	5
Poor Personal Hygiene	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Do not sneeze or cough into your hands. Cough or sneeze into a tissue, which must be then disposed of appropriately, or into the crook of your elbow. Observe good hand hygiene protocols, especially after coughing or sneezing, i.e. washing hands more frequently with warm water and soap for at least 20 seconds or using hand sanitiser. Suitable signage posted at hand wash / sanitisation points to provide information on good handwashing technique, increased frequency and other effective hygiene procedures. 	1	5	5
Contaminated Surfaces	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none"> Enhanced cleaning of facilities and surfaces to be implemented prior to opening, during the day and at the end of each day. Frequent cleaning of work / shared areas and equipment between uses, using existing cleaning products and hygiene procedures. Provision of hand sanitiser at all entrances and exits to minimise the potential contamination of surfaces. Condiments and disposable cutlery removed from Takeaway counters and issued only by staff. Open doors and windows where possible to improve ventilation. If cleaning of contaminated surfaces is being carried out after a known or suspected case of Covid-19 on the premises specific Government guidance shall be followed. 	1	5	5

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Emergency & First Aid Provision	Employees, customers and other visitors to site risk contracting or spreading the Covid-19 virus resulting in mild to serious respiratory illness and potential fatality	5	5	25	<ul style="list-style-type: none">In an emergency situtaion i.e. accident or fire, social distancing of 2m does not have to be maintained if it would be unsafe to do so.Persons involved in providing First Aid assistance to others shall pay particular attention to sanitation measures immediately afterwards including the safe disposal of any waste and washing hands with warm water and soap for at least 20 seconds.	1	5	5
Stress	Staff could be affected by issues such as concerns over Covid-19, financial worries, job security etc.	5	5	25	<ul style="list-style-type: none">Staff understand what their duties and responsibilities are.Staff advised that they can talk confidentially to supervisor or manager if they are feeling unwell or are ill at ease regarding issues at work.Staff made aware that the company operates a zero tolerance policy to bullying and harassment in the workplace.	1	5	5
PPE REQUIREMENTS	Long Sleeved Chefs Whites / SRC Rated Anti-slip Footwear / Apron / Hat / Food grade, single use, non-latex gloves							
If there is any doubt about what action to take work must not proceed and the Line Manager / Kitchen Supervisor must be consulted. The Health & Safety Manager can then be consulted for further advice/assistance if required.								