

Wilson Vale

Coronavirus Controls – Site Risk Assessment

As an employer, Wilson Vale has responsibilities for the health, safety and welfare of its employees, agency workers and others (members of the public) who are affected by its operation. As sites re-commence or increase their operation, it is essential that controls are put into place which provide the necessary protection to employees and others in relation to the risks from coronavirus. The type and extent of controls will by necessity vary from site to site as they need to take into consideration the size and scale of the premises, facilities and site operation, therefore a site-specific risk assessment will need to be undertaken on each site to identify the appropriate controls. Coronavirus controls are new to all of us, therefore the risk assessment will need to be reviewed regularly once operations commence and also whenever the operation changes e.g. increases in capacity or service delivery method.

Coronavirus – one of the problems with Covid-19 (the disease caused by coronavirus) is that people may be infected but show little or no symptoms, therefore for the purposes of the risk assessment every employee must assume that they are potentially infectious.

It is important that employees are reminded of the recommendations relating to symptoms and the action that should be taken. Any member of staff who thinks that they have any symptoms of the virus should self-isolate and not come into work. The most common symptoms are persistent cough, shortness of breath, fever, muscle ache and fatigue, however some people also experience headaches, sore throat, loss of taste and/or smell, abdominal pain and diarrhoea. The availability of testing has increased meaning that anyone with symptoms should now be able to access a test and therefore employees with symptoms (and members of their household) should be encouraged to arrange to be tested. Tests can be arranged at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> and these can either be sent to a home address or the person will be referred to a local testing centre. If the results of a test are positive then further testing of those people that they have been in close contact with in the workplace should also be referred for testing. If negative then the employee can return to work, once they feel well enough to do so.

Objectives – The overriding objective of the risk assessment is to reduce the risk on each site, so far as is reasonably practicable. This is not an absolute standard and accepts that in the real world there may be times when some controls cannot be fully exercised.

One of the principal controls that will need to be considered on a site-by-site basis is social distancing i.e. the need to maintain a space of 2 metres between employees working in the kitchen and servery and also to maintain a similar distance with customers. In order to examine the feasibility of exercising these controls, each site should produce a plan of the catering facilities with measurements clearly shown. This should include kitchen, washing up areas and servery areas. The plans should then be annotated to show how workstations can be established which maintain social distancing controls. The facilities and space available on site varies and this space may limit the number of staff who can work within the area (which may in turn affect the scale and extent of the catering able to be offered). The front of house area will also need to be considered, including the location of grab and go units, etc. It may be appropriate to also consider access routes through the kitchen, servery area and front of house, where access is tight then one-way systems may be appropriate. In servery areas it may be needed to install Perspex screens where effective separation cannot be achieved. Once plans have been drawn up it will be necessary to discuss these with the client, particularly if this is going to affect the scale and extent of the catering on offer and also how it will affect customer behaviour. The client should be requested to consider the layout of tables, etc within the restaurant area and how social distancing can be maintained during service periods (the responsibility for this rests with the client, although assistance should be provided, as required). The client should also be requested to ask all customers to wash their hands before entering the restaurant and/or a supply of hand sanitiser should be supplied at the entrance of the restaurant.

Once the plans and approach have been agreed then it should be considered whether the controls need to be formalised by installing floor markers. Hazard tape can be applied to the floor to designate workstations, one-way systems (where appropriate) and customer controls. These controls should be supplemented by signage in the customer areas, which should be agreed with the client.

Once the physical arrangements have been established, the systems of work should be considered. The working arrangements from the receipt of deliveries, storage, preparation, service, wash up and clean down should be considered to establish whether any additional controls are required. An example is receipt of deliveries, where an area may need to be clearly marked where goods can be left, the driver to then step out of that area while the goods are checked. All the usual food safety checks would still need to be undertaken and recorded in the normal way. Food service should also be considered – how will this be achieved while maintaining social distancing between service staff and customers (again floor markings may assist with this process). Ideally cash handling will not be allowed and contactless payment methods should be implemented.

The use of shared equipment should be minimised, however where equipment has to be shared then cleaning equipment and arrangements should be in place to minimise the risk through contact. The operation of yoghurt bars, salad bars, etc where customers handle common utensils e.g. serving spoons may need to cease. These items may need to be made up in advance e.g.

prepared yoghurts, or served by service staff as part of the counter service. Shared condiment and sauce containers should be removed and replaced with single use sachets.

Handwashing remains one of the most important controls to prevent the spread of the virus, therefore it is important that handwashing facilities are readily available, are working and provided with stocks of liquid soap and disposable paper towels. Notices should be placed on display to remind staff of the importance of hand washing and the proper technique to be used (i.e. 20 second duration, using soap and properly drying hands). Staff should be instructed to wash their hands when they first enter the workplace, after coughing or sneezing, after handling deliveries, before and after using shared equipment and before eating. Where possible hand sanitiser (with at least a 60% alcohol content) should also be available, to supplement (rather than replace) hand washing. If workplaces do not have adequate hand washing facilities then hand sanitiser should be available as an alternative.

Disposable gloves should not be used in the food work environment as a substitute for handwashing. The COVID-19 virus can contaminate disposable gloves in the same way it gets onto workers' hands. Removal of disposable gloves can lead to contamination of hands. Wearing disposable gloves can give a false sense of security and may result in staff not washing hands as frequently as required.

Good levels of ventilation should be maintained within the workplace, ideally by introducing fresh air from outside e.g. opening windows. Where mechanical ventilation is used then this should be in good working order and filters should be regularly replaced.

Levels of cleaning within the workplace should be elevated with hand contact surfaces being regularly cleaned and disinfected throughout the working day. A sanitiser or antibacterial cleaner should be used and sufficient contact time allowed (see the manufacturer's instructions relating to this).

It is recommended that where teams of workers are utilised within the workplace, that the make-up of these teams is kept as constant as possible. Regularly changing the membership of a team increase the risk of infection, as the contact group is constantly changing, therefore this should be avoided, where possible. This may be particularly relevant to the operation of the relief team.

A risk assessment pro-forma is attached, which contains a number of the standard controls which will need to be implemented at all sites. This should be supplemented with additional site-specific controls identified through the foregoing processes.

Step by step guide

1. Obtain/draw a plan of the catering site with measurements clearly marked.
2. Mark the drawing with the workstation locations within the kitchen, washing up area and service area.
3. Mark the drawing with any passenger routes (one-way systems), if appropriate.
4. Identify any signage requirements.
5. Develop proposals regarding the management of the front of house to discuss with the client (markings, signage, queue control, numbers and locations of tables, payment methods, etc.).
6. Once the proposals have been agreed with the client arrange for the controls/markings/signage to be implemented.
7. Consider the systems of work from receipt of goods through to service and clean down and identify any additional controls that are necessary to reduce contact.
8. Populate the risk assessment pro-forma with additional site specific controls and append a copy of the site plan with marked workstations/routes, etc.
9. Arrange a training session with all staff in order to inform/remind them of the controls which need to be implemented on site.
10. After a week of operation (or sooner if issues arise) review the risk assessment to check that the controls are working effectively.

					<p>cleaned and disinfected between uses.</p> <ul style="list-style-type: none"> • Additional on-site controls (add additional on-site controls) • All staff will wash their hands (in addition to normal hand washing associated with food safety controls) when they; <ul style="list-style-type: none"> • Enter the workplace; • After breaks; • After coughing or sneezing; • Before and after using shared equipment; • Before and after eating. • Alcohol gels will be used to supplement hand washing. • High levels of ventilation to be maintained within the kitchen and servery areas. • Workwear will be washed on a WEEKLY basis on a 60C wash cycle THROUGH EXTERNAL STALBRIDGE CONTRACT – EACH EMPLOYEE TO WEAR CLEAN LAUNDERED UNIFORM DAILY 	X			See Clare Hall RTWD
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