**Megan’s Coronavirus Risk Assessment**

**Assessment carried out by:** Ollie, Sarah & Team Feedback

**Date of next review:** monthly **Date assessment was carried out:** 13th May 2020, then 29th June 2020, then 25th November 2020, then 10th May 2021 (pre 17.05)

**Objective:** To reduce risk of catching Coronavirus to the lowest reasonably practicable level by taking preventative measures, in order of priority.

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Guest Interactions** |
| **Risk of physical contact** | Guests | * Megan’s is cashless.
* Hand sanitiser is available at all entrance and exit points, toilet entries & at the bar.
* Team to keep doors open at all times where possible, maintaining 1 metre distance.
* Team to not lean down at tables to interact with guests.
* Team not to lean over guests at any time.
* Team instructed to not make physical contact with guests at any time.
* Deli’s to be kept open at weekends to promote takeaway eating & drinking.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open.* We have held a pre-opening safety meeting with every team returning, explaining and reiterating the safety procedures we have in place to keep our guests and our team as safe as possible from contracting Covid-19.
 | GMs | Monday 12th April onwards |  |
| **Risk of airborne contact** | Team & Guests | * Outdoor dining is only permitted to prevent indoor stagment contact. Indoor will only be allowed for toilet usage or takeaway for guests.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Risk of contact with other guests** | Guests | * Click & collect to be promoted.
* Team to not touch dogs.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open.Floor markings to be actioned for all sites as they open | AmyOllieGMs | Monday 12th April onwards |  |
| **Ordering and payment contact** | Team/Guests | * We are cashless.
* Credit card machines located on guest side and transacted contactless
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Collection of food/drinks** | Team/guests | * Team to wash their hands at a maximum of every 30 mins, or after every situation where hand washing is needed.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Guests sitting in the restaurant outdoor dining area** |  | * All tables spaced out 1 metre minimum apart.
* Guests to be informed of our physical distancing measures by confirmation after making booking.
* Track & Trace to be controlled via NHS T&T QR code for every single guest to be asked to register their attendance at our venues.
* Tables and tops of chairs to be sanitised thoroughly after each use.
* Salt & Peppers to be sanitised after each use by team.
* Disposable menus introduced to replace all current re-use menus for those who can’t use the QR codes.
* Cutlery pots & glasses to be bought over to guests at first interaction from team after being thoroughly clean by someone with gloves on.
* Team to not touch the rims of glasses when taking drinks over.
* Team to avoid touching eating surface areas of crockery when delivering food.
* Team to only delivery cutlery in a pot, not in bare hands.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Megan’s Team working together** |
| **Risk of spread via physical contact** | All Team | * We have held a pre-opening safety meeting with every team returning, explaining and reiterating the safety procedures we have in place to keep our guests and our team as safe as possible from contracting Covid-19.
* Handwashing every 30 min(the Manager and Chef in Charge must set a timer at the start of each shift and must shout out at handwashing time and visually check all team do it)
* Door handles & contact surfaces wiped every 30 min
* Hand sanitiser is available at all stations.
* Team to avoid coming into physical contact with each other at all times. ( this includes welcoming each other)
* All the above actions have been put into the Trail checklist system and a daily alert is sent to the Support Office to check.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Risk of spread via physical contact** | All Team | * Team are to avoid touching their face and should wash hands if they do so.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Risk of spread via working in proximity** | Chefs | * Work back to back not side to side where possible
* FOH team to wear face masks to cover mouth & nose at all times, unless medically except.
* BOH team to wear a face mask at all times when not in the kitchen.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Risk of spread via being in confined spaces.** | On site Team with team | * Breaks are to be taken in open spaces not with other team.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Risk of team working if displaying symptoms** | All team | * Team must complete the Fourth health questionnaire before the start of every shift.
 | A task has been added on Trail for GM to check Fourth before each shift (twice daily). | GMs | Monday 12th April onwards |  |
| **Team working with outside partners** |
| **Contact with supplier drivers** | Team/Delivery driver | * The driver is to stand a safe distance while team check delivery.
 | * Risk assessment and guidelines to be communicated to all team coming back as sites open.
 | GMs | Monday 12th April onwards |  |
| **Contact with Food Delivery Partner drivers** | Chefs/FOH team | * Contactless collection directly from the pass to minimise contact (FOH team not involved in delivery). Orders are left on the side and picked up by the driver, not handed over.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |

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| **Team coming to and from work** |
| **Team travelling on public transport** | Team | Team are to be encouraged to cycle to work and bring locks if bikes are outside. * KRD – Bikes in car park
* PSG – Bikes in the street
* BAM – Bike in rear alley
* COT – Bikes in the street
* BPS – Bikes in car park
* WIM – Bikes in rear car park
* HSK – Bikes in street
* ISL – Bikes in street
* STA – Bikes in street
* SUR – Bikes in street
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Team travelling on public transport** | Team | * Bike loan scheme available for all salaried teams.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | Gill | Current. |  |
| **Cross contamination from work wear** | Team | * BOH Uniforms to be cleaned by laundry company.
* FOH uniforms to be washed after each use by the team.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |
| **Cross contamination from outside work** |  | * Team to continue changing into work clothes at work and not travelling in them.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Monday 12th April onwards |  |

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| **Support Office Team** |
| **Risk of spread** | Support Office | * Meetings to take place over Zoom where possible.
 |  | Vin/ Sarah | Current. |  |
| **Risk of physical spread** | Support Office & Site Teams | * If role requires them to be on site, they must;
1. Minimise the time in one location,
2. Minimise meeting times,
3. Sit a safe distance from others,
4. Sit outside or by windows as much as possible
5. Wash their hands every 30 minutes (on the team timer)
 |  | SO | Current. |  |
| **Risk of physical spread** | Support Office & Site teams | * Where physical meetings are unavoidable;
1. Meetings should be held outside or by windows where possible
2. Length of meeting should be minimised
3. Avoid sharing items such as pens
4. Hand sanitiser to be on the tables for all meetings and team must sanitise at the start
 |  | SO | Current. |  |