

Megan's Coronavirus Risk Assessment

Assessment carried out by: Vin, Oli & Team Feedback

Date of next review: monthly

Date assessment was carried out: 13th May 2020

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
Guest Interactions						
Risk of physical contact	Guests	<ul style="list-style-type: none"> All doors are wedged open to avoid having to touch handles Megan's is cashless. Hand sanitiser is available at all entrance and exit points. 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.	Oli	In advance of each site opening	
Risk of airborne contact	Team & Guests	<ul style="list-style-type: none"> All doors must be kept open at all times to increase fresh air. Front of house team are to wear jumpers/hats as needed, When weather is over 15 degrees and not raining, bi-fold doors & windows must be open. 	Risk assessment and guidelines to be communicated to all team coming back as sites open.	Oli	In advance of each site opening	
Risk of contact with other guests	Guests	<ul style="list-style-type: none"> All sites to have a one-way system for takeaway guests. Where possible sites are to have separate entrance and exit doors for guests where possible. This is possible in; <ul style="list-style-type: none"> Ollie to list sites Click & collect is being implemented Queue line has 2 metre floor markings. Where separate entrance and exit these are clearly marked on floor and by posters. 	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	Oli	In advance of each site opening	

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Ordering and payment contact	Team/Guests	<ul style="list-style-type: none"> We are cashless. Credit card machines located on guest side and transacted contactless 	Implement click & collect	Vin	Friday 15 th May	
Collection of food/drinks	Team/guests	<ul style="list-style-type: none"> Food/Drink is placed on the collection point for the guest to collect. FOH team to wear gloves 	Risk assessment and guidelines to be communicated to all team coming back as sites open.	Oli	In advance of each site opening	
Guests sitting in restaurant		<ul style="list-style-type: none"> All seats removed from takeaway area. Where seats cannot be removed (.i.e fixed seating) signs are to be displayed on the seats. Outside seating areas to have signs for no sitting (note Balham delivery drivers cannot sit outside) 	Risk assessment and guidelines to be communicated to all team coming back as sites open.	Oli	In advance of each site opening	

Megan's Team working together

Risk of spread via physical contact	All Team	<ul style="list-style-type: none"> 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. 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.	Oli	In advance of each site opening	
Risk of spread via physical contact	All Team	<ul style="list-style-type: none"> 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.	Oli	In advance of each site opening	
Risk of spread via working in proximity	Chefs	<ul style="list-style-type: none"> Work back to back not side to side where possible Only one person is allowed on a station per shift e.g. only one person can use the starter section 	Risk assessment and guidelines to be communicated to all team coming back as sites open.	Oli	In advance of each site opening	

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		<ul style="list-style-type: none"> Only one person is allowed in the walk in fridge at a time All floors are marked with 2 metre markings All fridge & door handles wiped every XXX 				
Risk of spread via being in confined spaces.	On site Team with team	<ul style="list-style-type: none"> Team rooms are not to be used apart from for changing. Only one person at a time is to be in any team room, stock room, walk in fridge. 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.	Oli	In advance of each site opening	
Risk of team working if displaying symptoms	All team	<ul style="list-style-type: none"> Team must verbally inform the manager if they are displaying any symptoms. 	Create e-sign form for team to enforce the requirement for them to alert the company if displaying any symptoms.	Vin	Friday 15 th	
Team working with outside partners						
Contact with supplier drivers	Team/Delivery driver	<ul style="list-style-type: none"> n/a 	Implement new standards for delivery & communicate to team and suppliers. 1. Deliveries are to be delivered to the door 2. Drivers are not allowed on site. 3. Team must check and sign for the delivery outside. The driver is to stand a safe distance while team check delivery. <ul style="list-style-type: none"> Deliveries to be reduced to minimum number per week (order less, order more) Drivers to be encouraged to use Megan's hand sanitiser (to be kept by delivery door). 	Vin	Friday 15 th	
Contact with Food Delivery Partner drivers	Chefs/FOH team	<ul style="list-style-type: none"> 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.	Oli	In advance of each site opening	

Team coming to and from work					
	Team	•	Staggering arrival/departure times	GMs	
	Team	•	Fixed teams/Partnering – so each person only works with a few others. can we do this?		
Team travelling on public transport	Team	•	<p>Team are to be encouraged to cycle to work and bring locks if bikes are outside.</p> <ul style="list-style-type: none"> • KRD – Bikes in car park • PSG – Bikes in the street • BAM – Bike in rear alley • COT – Bikes in basement • BPS – Bikes in car park • WIM – Bikes in rear car park • HSK – Bikes in street • ISL – Bikes in rear rooms behind kitchen. Must come via rear entrance. 		
Team travelling on public transport	Team	•	Bike loan scheme to be implemented.	Ben	
Cross contamination from work wear	Team	•	New standard to be implemented - Teams are to change into work wear at work and not travel in uniforms	Oli	
Cross contamination from outside work		•	Team are to wash their hands on arrival. Hand sanitiser is also at the entrances.	GMs	

Support Office Team					
Risk of spread	Support Office	<ul style="list-style-type: none"> • Working from home is the standard if role can be completed fully at home. • Meetings to take place over Zoom. 			

Risk of physical spread	Support Office & Site Teams	<ul style="list-style-type: none"> • If role requires them to be on site, they must; <ol style="list-style-type: none"> 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) 				
Risk of physical spread	Support Office & Site teams	<ul style="list-style-type: none"> • Where physical meetings are unavoidable; <ol style="list-style-type: none"> 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 				