**Megan’s Coronavirus Risk Assessment**

**Assessment carried out by:** Vin, Oli & Team Feedback

**Date of next review:** monthly **Date assessment was carried out:** 29th June 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 |
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| **Guest Interactions** |
| **Risk of physical contact** | Guests | * 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, toilet entries & around the restaurant.
* Team to open the door for guests but 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. | GMs | Saturday 4th July onwards. |  |
| **Risk of airborne contact** | Team & Guests | * Doors to be kept open at all times to increase fresh air. If very cold or windy, please close if necessary to ensure guests remain comfortable when dining with us.
* When weather is over 20 degrees and not raining, bi-fold doors & windows to be opened to increase airflow.
* Extra outdoor seats have been added to most sites, to give more opportunities for outside seating.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Friday 3rd July & Saturday 4th July onwards. |  |
| **Risk of contact with other guests** | Guests | * Click & collect to be promoted.
* Queue line has 1 metre floor markings outside.
* All guests to be asked to wait outside if table not ready for them to be seated at.
* 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 | Saturday 4th July onwards. |  |
| **Ordering and payment contact** | Team/Guests | * We are cashless.
* Credit card machines located on guest side and transacted contactless
* PDQ machines to be sanitised after non-contactless payment
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Saturday 4th July onwards. |  |
| **Collection of food/drinks** | Team/guests | * Food/Drink is placed on the collection point for the guest to collect for takeaway.
* FOH bar & deli team to wear gloves.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Saturday 4th July onwards. |  |
| **Guests sitting in restaurant**  |  | * All tables spaced out 1 metre minimum apart.
* Where seats cannot be removed (.i.e fixed seating) signs are to be displayed on the seats.
* Outside seating areas follow the same guidance of 1 metre apart.
* Guests to be informed of our physical distancing measures by confirmation after making booking.
* Track & Trace to be controlled via Wifi login. Host to inform guests to login when seating them & waiter first interaction to confirm it has been completed.
* Tables and tops of chairs to be sanitised thoroughly after each use.
* Salt & Peppers to be sanitised after each use by team.
* Sugar pots exterior glass to be cleaned after each use and spoons replaced after each use too
* Disposable menus introduced to replace all current re-use menus.
* 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 | Saturday 4th July onwards. |  |
| **Megan’s Team working together** |
| **Risk of spread via physical contact** | All Team | * 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 chefs to wear gloves at all times.
* 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 | Saturday 4th July 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 | Saturday 4th July onwards. |  |
| **Risk of spread via working in proximity** | Chefs | * Work back to back not side to side where possible
* Only one person is allowed in the walk in fridge at a time
* All fridge & door handles wiped every hour
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Saturday 4th July onwards. |  |
| **Risk of spread via being in confined spaces.** | On site Team with team | * Team rooms are to be cleaned every hour.
* 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. | GMs | Saturday 4th July 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 | Saturday 4th July onwards. |  |
| **Team working with outside partners** |
| **Contact with supplier drivers** | Team/Delivery driver | * Drivers to be encouraged to use Megan’s hand sanitiser (to be kept by delivery door).
* 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 | Saturday 4th July 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 | Saturday 4th July 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 rear rooms behind kitchen. Must come via rear entrance.
 | Risk assessment and guidelines to be communicated to all team coming back as sites open. | GMs | Saturday 4th July 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. | Tom | 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 | Saturday 4th July 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 | Saturday 4th July onwards. |  |

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| **Support Office Team** |
| **Risk of spread** | Support Office | * Working from home is the standard if role can be completed fully at home.
* Meetings to take place over Zoom.
 |  | Vin | 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. |  |