

Details	
Group	Robata Restaurants Ltd
Site	Oblix Restaurant
Title	RA_Oblix Restaurant
Assessed By	Oblix Restaurant - Manager

Task	Completed date of assessment
COVID-19 Risk assessment 1 - PPE	09-09-2020
COVID-19 Risk assessment 2 - Physical distancing	09-09-2020
COVID-19 Risk assessment 3 - Cleaning (general)	09-09-2020
COVID-19 Risk assessment 4 - Customer safety	09-09-2020
COVID-19 Risk assessment 5 - Employee safety	09-09-2020
COVID-19 Risk assessment 8 - At risk groups	09-09-2020
COVID-19 Risk assessment 9 - Accepting deliveries	09-09-2020
COVID-19: Risk Assessment 7 - Offices	09-09-2020

COVID-19 Risk assessment 1 - PPE
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by customers with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Customers
Staff
Suppliers
Visitors
Controls in place
The use of PPE is to be considered a last option for control and should only be used where absolutely necessary
Tasks shall be assessed to determine the use of PPE as a method of avoiding COVID-19 infection
The use of face masks shall only be considered necessary if all other physical distancing methods cannot be implemented or if working in confined spaces e.g. 2m gap or back to back working.
Face coverings will be encouraged where staff use public transport to get to work. Due to supply shortages, the use of 'surgical' masks is not encouraged

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	09-09-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

Task: COVID-19 Risk assessment 1 - PPE

COVID-19 Risk assessment 2 - Physical distancing			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Guests			
Staff			
Suppliers			
Visitors			
Members of the public			
Controls in place			
The occupancy level of the business is to be reviewed to allow for adequate physical distancing to be achieved and determined and a record of this number kept.			
Where customers are required to queue to access the premises, the queuing area is to be identified and distance markers placed on the floor at 2 metre intervals (or no more than 1 metre if mitigating controls are set in place)			
Signage is to be placed at the entrance door to advise customers of physical distancing rules within the premises			
Floor markings will be positioned inside the premises to facilitate compliance with current physical distancing advice, particularly in the most crowded areas, such as serving counters and tills.			
The layout of the floor will be adjusted and the number of tables and chairs within the premises reduced to allow for appropriate physical distancing to be achieved.			
Tables and chairs will be set out to provide the current recommended gap between seated customers/groups inside and outside of the premises.			
Signage shall be placed throughout the premises to remind customers of the need to maintain a physical gap to current recommended distances between social groups			
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Completed date of assessment:	09-09-2020		
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Task: COVID-19 Risk assessment 2 - Physical distancing

COVID-19 Risk assessment 3 - Cleaning (general)			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Staff			
Suppliers			
Visitors			
Controls in place			
Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings			
Manufacturer's instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business. Staff must be trained in the effective and safe use of all chemicals			
Only company approved cleaning chemicals shall be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID-19			
'Touch surfaces' will be routinely cleaned using a sanitiser solution and disposable roll on a routine basis of no less than every 30 mins.			
Customer dining areas will be cleaned and disinfected/sanitised between each service. This will include the sanitising of all hard surfaces i.e. tables & chairs.			
Where customer toilets are open for use, they will be checked to ensure hand washing and hygiene provisions are in-place every 30 mins. Toilets will be taken out of use for customers whilst cleaning and checks take place.			
All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place. All surfaces and touch points will also be cleaned and sanitised as a last task at the end of the working day			
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Task: COVID-19 Risk assessment 3 - Cleaning (general)			

COVID-19 Risk assessment 4 - Customer safety			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Guests			
Staff			
Suppliers			
Visitors			
Controls in place			
Physical distancing measures will be in place to permit customers and social groups to physically distance whilst queuing, and whilst inside the premises (see physical distancing risk assessment)			
Posters and notices will be displayed detailing the rules in place to prevent the risks of infection from COVID-19 at point of entry and throughout the premises. Such posters will include detail of physical distancing and hand washing arrangements			
Customers exhibiting symptoms of COVID-19 will be politely asked to leave the premises for the safety of others.			
Hand wash stations in public areas and toilet facilities will be stocked with suitable hand soap, hand drying facilities and 60% alcohol hand gel. Hot water will also be available to all hand wash basins			
60% alcohol hand sanitising gel stations will be positioned throughout the premises for customers to use. Staff will be encouraged to remind guests of the need to use these gels			
Tables will be kept clear of any sundry items e.g. table talkers, menu's, flowers etc.			
Menu's will be single use, disposable copy only. Where possible mobile phone app use will be encouraged for ordering and menu choices. Digital solutions will include menu allergen information			
Live music will not be played. Additional background music will be kept to a low volume to avoid guests shouting to make themselves heard			
Records of customer names and contact details shall be held for a period of 21 days to assist with the operation of the NHS Test & Trace scheme			
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Task: COVID-19 Risk assessment 4 - Customer safety

COVID-19 Risk assessment 5 - Employee safety			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Guests			
Staff			
Suppliers			
Visitors			
Controls in place			
Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home			
Training will be provided for all employees on new provisions to combat the spread of COVID-19. Staff will apply the controls in place to prevent the risks of infection to each other and our customers			
Shaking of hands is discouraged – we encourage the use of other verbal greetings and smiling as non-contact methods of greeting			
Staff will be trained and regularly reminded of the need to avoid touching eyes, nose, and mouth. Where they do touch their face etc. they should wash their hands immediately			
Hand washing regimes will be in place using soap and hot water for at least 20 seconds. Hand sanitizer with at least 60% alcohol will be used if soap and water are not available			
Health screening questionnaires will be completed daily prior to arrival at work. Where employees indicate they are at risk of infection they will be excluded from work and asked to remain away from the workplace for 14 days			
Touch points such as door handles, tills, card machines, keyboards, touch-screens, telephones and handrails will be cleaned and sanitized every 30 minutes			
Dirty surfaces will be cleaned with soap and water/detergent before disinfection with a sanitizer			
As far as reasonably possible, physical distancing to current recommended standards will be maintained between employees at work			
Staff will be encouraged to avoid the use of public transport to get to work. Where they do have to use public transport then they will be advised to wear face coverings			
Staff will be encouraged to bring their uniform to work in a bag and change into their uniform upon arrival. Changing areas will be regularly cleaned and disinfected			
Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test & Trace Scheme operation			
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Task: COVID-19 Risk assessment 5 - Employee safety			

COVID-19 Risk assessment 8 - At risk groups			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers or visitors with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Staff			
Visitors			
Guests			
New and expectant mothers			
Controls in place			
Where staff indicate that they are clinically extremely vulnerable or clinically vulnerable, steps will be taken to minimise their risk of exposure to COVID-19 e.g. work from home			
All staff will be required to complete a pre-return to work questionnaire specifically asking for information regarding their own health and that of their direct contacts			
Only essential staff will be required to be on the premises			
Meetings will where possible be completed virtually with group gatherings in the business restricted (physical distancing requirement implemented)			
Staff who need to self isolate will be required to do so and will not be permitted to enter the premises without a certificate indicating their isolation period has been completed			
Additional controls required Action by whom Action by when Completion date - comments			
Completed date of assessment:		09-09-2020	
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
Task: COVID-19 Risk assessment 8 - At risk groups			

COVID-19 Risk assessment 9 - Accepting deliveries			
Hazards?			
Infection spread by supplier personnel with COVID-19			
Infection spread from delivery items contaminated with COVID-19			
Who might be harmed and how?			
Staff			
Visitors			
Members of the public			
Suppliers			
Controls in place			
Set delivery times to be agreed with the supplier prior to deliver being undertaken			
Deliveries to be accepted by designated personnel only			
Delivery drivers to requested to place deliveries in specific delivery location and to not enter the premises at any time			
Signage to be displayed at the point of the delivery to remind the delivery drivers of the COVID-19 controls in place at the premises			
Hand sanitiser to be placed at or near to the delivery area for use by staff when receiving deliveries			
Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver			
Deliveries to be removed from the delivery point and placed into storage as soon as possible			
Delivered items to be removed from external packaging as soon as possible. Packaging to be disposed of in external refuse bins			
Personnel receiving deliveries are to be reminded to ensure physical distancing controls are in place at all times and that they do not come into contact with the delivery personnel			
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Task: COVID-19 Risk assessment 9 - Accepting deliveries			

COVID-19: Risk Assessment 7 - Offices			
Hazards?			
Risk of infection by COVID-19 whilst cleaning work areas.			
Risk of infection whilst working in offices			
Who might be harmed and how?			
Cleaners			
Staff			
Visitors			
Contractors			
Controls in place			
Cleaning procedures will be followed to help avoid transmission of COVID-19. Company approved chemicals will be used for cleaning. See COVID-19 cleaning (general) risk assessment			
Access to offices will be limited to designated personnel only			
Personnel will be designated desk space, PC, keyboard and phone. Sharing of such equipment will be avoided as far as possible. Where equipment is shared, it will be sanitised between users			
Refuse bins will be emptied daily			
Where cash payments have been received, cashing up will be completed by one designated member of staff. Disposable gloves will be worn for the process (see PPE risk assessment)			
Staff will be trained in safe procedures during cashing up including the need to avoid hand to face contact. All surfaces with which cash has come into contact will be sanitised after cashing up is completed			
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Task: COVID-19: Risk Assessment 7 - Offices			