



COVID-19 RISK ASSESSMENT FORM

Employers must consult with employees and/or their recognised trade union appointed health and safety representative/employee health and safety representatives, on the required steps to keep the workplace safe from coronavirus.

Sharing the Results of the Covid-19 Risk Assessment

Employers must share the results of the risk assessment with their employees and confirm they have complied with the Government's guidance on managing the risk of Covid-19 by displaying the following poster in the workplace:

Company name: _____ Cook & Baker _____

Employee doing assessment: ___ Roger Serjent _____

Date: _____ 10/5/2021 _____

Description of business and workplace

Café / Restaurant seating approx. 36 persons inside & 16 outside

Methodology

Description of how risk assessment completed:

For example:

- Completed onsite
- Discussion with workers
- Considered risk to employees
- Considered risk to visitors
- Considered risk to delivery drivers
- Followed Government guidance on working safely during the coronavirus pandemic and followed industry guidance (if applicable)

Hazards	People at risk	Action: control to reduce risk to appropriate level	Risk after action taken: Low, Medium or High
Transmission of Covid-19 Coronavirus in the workplace	<ul style="list-style-type: none"> • Employees • Visitors to your premises • Contractors • Delivery Drivers • Vulnerable workers – i.e. those over 70 years old, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Employees reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” public health guidance and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available, particularly at entry and exit points to premises <p>Posters, leaflets and other materials are available for display</p> <p>Other Measures</p> <p>Alternatives to touch-based devices such as keypads will be used where reasonably practicable or limited so one user if possible: Where not possible screens to be sanitised regular</p> <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces during the day and at the end of the day that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using standard cleaning products and methods.</p> <p>Regular checks will be carried out by staff to ensure that the necessary cleaning procedures are being followed.</p>	

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General action taken

- The manager who conducted the risk assessment communicated it to staff by... (e.g. emailed it to them, put it on the notice board)
- Manager discussed it with staff, in particular with those identified as at risk.
- Manager made decision not to review assessment if no significant change in the level of risk in the workplace due to Covid-19, and in any event diarised to review it in a year.