

COVID-19 Back of house and Managing staff

The following assessment looks at the importance of staff knowing what to do, how to work and what is expected of them. It will also look at the Back of house areas and suggest the best ways to manage this area. Site specifics will be added in addition to the general comments

PEOPLE EXPOSED

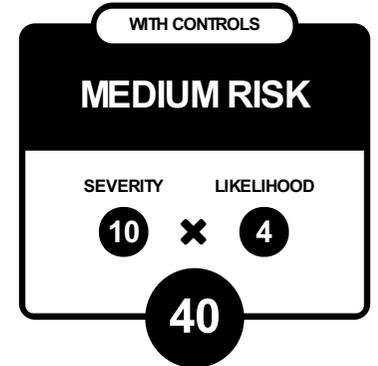
- 👤 Colleagues
- 👤 Contractors
- 👤 Visitors / Guests
- 👤 Members of the Public

HAZARDS

- ⚠️ Spreading COVID-19 amongst other staff members**
By not having any controls in place the virus will spread amongst the staff and then on to their families
- ⚠️ Spreading COVID-19 in to the wider public community**
With no controls the virus could easily spread in to the wider community and their families
- ⚠️ Spreading COVID-19 through poor contractor control**
Even though this risk assessment looks at the BOH and staff, contractors will enter these areas and therefore if no controls in place the risk of the virus spreading to other parts of the country increase

CONTROL MEASURES

- New COVID-19 training and refresher training**
All Mandatory training to be refreshed for operators and staff and all new e-learning modules that reference COVID-19 must be completed before the site re-opens
- Enhanced personal hygiene and enhanced cleaning**
All staff will be reminded and instructed on the importance of hand washing in dealing with this virus. Staff are expected to wash their hands on entrance to the site, each time they come back in and in between a task (as a guide hands need to be washed or sanitised every 15 minutes while at work) Cleaning of hard surfaces and all touch points will be enhanced and should be cleaned around the site every 30 minutes. Do not forget AWP's as well
- Facilities to wash hands to be available**
There are dedicated hand wash sinks. These must not be covered over or have poor access. Each bar area should have a sink but if not the site needs to be clear what site specific controls to mitigate this are in place. This may be a sink nearby or a sanitiser station nearby, or if it is in a function room it is closed. However it needs to be added as an additional control



○ **Zoning**

It is imperative working areas are zoned to maintain social distance while at work. Consider one person working in one area, the kitchen has one person in it. Staff need to understand their zone and work to it

○ **Where social distance cannot be achieved for a specific reason**

There will be times where social distance will be difficult for a few seconds. The risk of the virus spreading is through face to face continuous contact within 2m for 15 minutes. So if you do have to collect something from the kitchen - ask the cook to step back, do not directly face them. If you have to pass someone in a corridor, pass back to back not face to face. Simple controls will minimise the risk

○ **Contractor control**

Contractors will still be visiting site. They must maintain good personal hygiene and social distancing. Repairs will try to be done out of hours but if social distancing cannot be maintained while the work is going on then the area will need to be closed off.

○ **Reduced menu and kitchen opening times**

To allow social distancing in the kitchen the menu has been reduced to allow this to be completed by one person. You may need to then consider opening times of your kitchen to ensure this does not put excess pressure on them and social distancing is compromised

○ **Designing of back bar**

Where you have a large bar or two bars, then they should be mirrored to be the same. Therefore if two people are working at two till points in the same bar, then social distancing can be maintained and there is no cross over

○ **Cellar safety**

Only one person at a time to enter the cellar as this may be difficult to maintain social distance but let someone know you are down there. The person should wash their hands before they enter and wash their hands again once they complete the task and leave the cellar. Touch points like door handles should then be wiped clean as well. A dedicated person(s) should work within the cellar and not all staff allowed to access the area

○ **The use of PPE**

PPE (Personal protective clothing) such as goggles, mask and gloves are a last resort. Everything else should be done before PPE is considered - If after all the training and zoning etc. there is still a need for PPE then this needs to be initially discussed with your BDM. If good hand hygiene, enhanced cleaning and social distancing is maintained, then PPE should not be needed.

○ **Sharing of equipment**

This should be minimised where possible, so staff have their own pen for example. Only certain authorised people go in to the office as another example to minimise the contamination risk. However with regular hand washing and enhanced cleaning this risk is low

○ **Staff uniforms**

Uniforms should be cleaned before every shift and staff encouraged to change in to their uniform on site and then remove it before leaving site. If they do their own washing then ask them to wash it after every shift. If you do the washing on site then please ensure a daily wash of uniforms is completed