

Risk assessment Controlling the transmission of Covid 19 in the Shops/Tea room-WINCHESTER-

Reeve the baker 29/09/20 Risk rating MED

Issue 5

What are the hazards	Who might be harmed and how	What controls are already in place to control the risks	What further action required to control the risks
1. Covid 19 being brought onto the site by external delivery personnel.	Staff	Delivery personnel (milk) keeping social distance. Staff wash hands after putting delivery away	SM/AM/AREA MGR to ensure compliance
2. Covid 19 brought onto the site by contractors	Staff	Contractors <i>only</i> brought onto site for emergency work /essential planned work which is required for safety reasons. Contractors enter and gel / wash their hands. Contractors wear a facemask if staff/public are in the area. Contractors complete the visitor health declaration. This has been up dated to declare <ul style="list-style-type: none"> • Not experiencing a new cough • Not experiencing a high temperature • A loss of, or change to, your sense of smell or taste. • No one in their household/support bubble currently displaying above symptoms or have had symptoms in the last 14 days. 	SM/AM/AREA MGR to ensure compliance. Docs stored in Covid file.
3. Covid 19 brought on site by RTB drivers.	staff	Daily health declaration and taking of temp on arrival at the bakery. Drivers issued sanitising gel for use when no access to a HWS. Drivers sanitising hand contact points in cab after shift. Drivers always wash hands/gel hands on arrival at the shop. Drivers issued with face mask to wear when 2m distance cannot be maintained or shop is open. Recorded Hygienic facemask training. Driver Covid training completed on starting work and health declaration. No lifts given to staff.	Bakery trail check to ensure compliance.
4. Covid 19 brought onto the site by RTB staff.	staff	All staff immediately wash hands or gel hands on arrival at work in addition to washing hands on starting shift. Staff declare daily on arrival at work that they are; <ul style="list-style-type: none"> • Not experiencing a new cough • Not experiencing a high temperature • Not experiencing a loss of, or change to sense of smell or taste. 	SM/AM/AREA MGR to ensure compliance

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<p>4. Covid 19 brought onto the site by RTB staff.CONT</p>		<ul style="list-style-type: none"> No one in their household currently displaying above symptoms. <p><i>Absolutely No personal mobile phones allowed in work areas.</i> Shop training completed on returning to work with health declaration Return to work form completed before starting work after a period of absence for sickness or A / L. (Symptoms for Covid 19 as well as vomiting and diarrhoea covered)</p>	
<p>5. Transmission of covid 19 between staff not displaying symptoms.</p>	<p>Staff and essential contractors.</p>	<p>Staff training regarding Covid 19 covering</p> <ul style="list-style-type: none"> Social distancing. Good personal hygiene Good respiratory hygiene. improved hygiene measures Social distancing during comfort breaks PPE use. <p>Work stations considered and floor markings in place to keep staff apart. Staff in teams to reduce contact wherever possible. Minimal floating staff. Breaks times considered to enable social distancing Start/ end shift times considered to avoid congestion in changing rm. When an area has restricted access the area has details on the door. Staff have their own pens. Social distancing and hand wash reminders in place around the shop. Return to work form completed after sick leave. Return to work following ANNUAL LEAVE FORM issued to shops. Facemasks in use as per Government guidance.</p>	<p>SM/AM/AREA MGR to ensure compliance</p> <p>Ongoing review as staff return.</p> <p>Manager to ensure completion.</p>
<p>6. Transfer of Covid 19 between staff/customers</p>	<p>Customers Staff</p>	<p>Gel available for customer use Any queue /admittance to shop controlled by RTB. Floor markings in place to direct customers. Perspex screens in place at key points in the shop. Social distancing in place throughout the shop Signage in place to ask customers to not come into the shop if they are experiencing symptoms. Card payment preferred.</p>	<p>Duty manager to monitor. Audit checks</p>

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		<p>Sanitising card machines after EVERY non contactless card. Staff sanitise hands and surface after cash payment. Responsible glove use. Customers to wear a face covering on entering the shop. Face Masks available for staff for use when social distancing cannot be maintained. Training regarding Hygienic facemask use</p>	
<p>7. Transfer of Covid 19 between staff / customers in seated area outside/inside.</p>	<p>Staff and customers.</p>	<p>Government guidelines followed regarding Gatherings, public spaces and activities followed at all times. Guidance available on the premises. Customer details collected and kept for 21 days to help with NHS track and trace only. Chairs facing away from other parties. Instruction to customers not to move furniture. Reminder to keep children seated at all times. Individual sugars / condiments given at point of sale. Removal of all essential multi-use items EXCEPT TRAYS. Disposable cups/ stirrers/ plates / bags used. Once tables have been cleared by customer to bin area R T B staff will clean and wash hands.If wearing gloves,gloves disposed of after use and hands washed. Tables and chairs cleaned after every use with Holquat sanitiser. Contact time observed. Trays put through dishwasher and sanitised. Rubbish area regularly serviced wearing gloves.</p> <ul style="list-style-type: none"> • Bin emptied • Trays removed • Sanitiser/ blue roll replenished • Table cleaned and sanitised. <p>All products taken at the point of sale. Inside seating purchases carried/put in lift to upstairs by RTB staff. Facemasks are available for use where social distancing cannot be maintained. Hygienic facemask use/ training. Windows left open where possible.</p>	<p>SM/AM/AREA MGR to ensure compliance</p>



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8. Customers being unaware of procedures in place.		Signage advising customer of changes and procedures. Information and R.A available on the R T B website.	Staff to direct and help
9.Customer toilet area as a possible transmission area for Covid- 19	Customers and staff.	Hand gel available for customers to use before entering and when exiting the customer toilets. Regular cleaning/ restocking checks throughout the day-recorded and visual. Disposable apron worn for cleaning. Posters to remind customers regarding handwashing and the spread of infection in hand wash areas.	Duty manager to ensure correct level of service.
10. One member of staff developing Covid-19 symptoms or a member of their household showing symptoms.	All staff	Go home/don't come to work. Current Government guidance followed. Covid-19 test sought Health and safety advisor/area manager informed and oversees situation.	Manager/supervisors ensure compliance.
11. Two or more confirmed cases with symptoms dating within 14 days of each other in the bakery / same shop.	All staff Customers contractors	Early outbreak plan in place. Emergency contact information available. All staff information required available. Government Cleaning guidance available to be followed. PPE available	MD to oversee response from H and S advisor/area managers/bakery managers

manager.....Signed..... Date.....

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