

# Coronavirus (COVID-19)

This is a risk assessment for managing the Coronavirus(COVID-19) viral outbreak. This risk assessment must be read, understood and trained to all other colleagues, within the workplace.

## PEOPLE EXPOSED

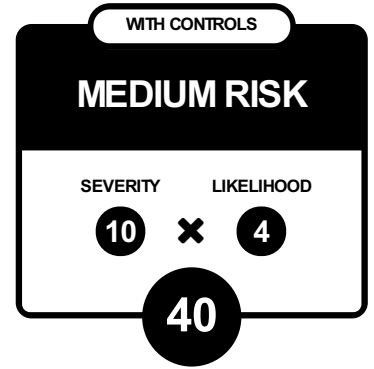
- 👤 Colleagues
- 👤 Contractors
- 👤 Visitors / Guests
- 👤 Other

## HAZARDS

- ⚠️ **Viral infection**  
Social interaction when carrying out daily duties

## CONTROL MEASURES

- **Company**
  - Ensure that the company complies with its duty to provide a safe and healthy workplace & working conditions for team members who are attending their place of work, during pandemic.
  - Communicate relevant pandemic policy and safety procedures to all team members and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe
- **Leadership teams**
  - Leadership teams to monitor official advice carefully and update all policies and procedures
  - Ensure leadership teams and site managers are communicated to and kept up to date
- **Virus**
  - People can catch the virus from others who are infected in the following ways:
    - virus transfers from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
    - the virus can survive for up to 72 hours out of the body on surfaces which people have contaminated
    - people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth
- **Health Monitoring**
  - Clear guidance provision by bm for all line managers to monitor the health of team members and enforce the requirements for self-isolating away from the work place according to the latest UK/PHE advice.
  - Team members will be responsible for completing a daily health screening questionnaire, prior to commencing work.
- **Social Distancing**
  - Team members must practice social distancing rules while in and around the workplace and when travelling to and from work.
  - Stagger team member start times when possible to reduce the need for using public transport at peak times.
  - Facial coverings to be worn on public transport as government advises
  - if you are unable to maintain social distancing whilst working, you are required to wear facial coverings.
  - keeping a safe distance of at least 2 metres (about 3 steps) from others at all times
  - avoiding physical contact (e.g. hugs, handshakes, etc)
  - Ensure all team members, announce their intention to move, where they intend to move to and allow others to confirm safe social distancing.
  - Identify areas where a one-way movement system can be introduced, this to be communicated to team members, monitored and reviewed for effectiveness. i.e. clockwise around prep island in kitchen.
- **Risk Assessment**
  - In all departments/areas, fully implement Public Health England Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions: keep local/departmental risk assessments under review to ensure that a safe place of work is maintained
  - Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work
  - Cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc
  - Review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, sanitiser and PPE
  - Cancel non-essential training and all face-to-face training/recruitment practices
  - Carry out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face



## ○ PPE

• Continual wearing of vinyl gloves to remain as mandatory for all teams working at client sites. • Face masks and face visors will be made available for team members to consider and may be mandated by the client. • All provision is subject to availability and in conjunction with UK guidance.

## ○ Handwashing

• Hand Washing- frequent (and increased) hand washing with bm approved anti-bacterial soaps for a minimum time of 20 seconds alongside the provision of sanitiser gels for team members and customers within catering areas. • An additional Hand washing (on the hour every hour) is to be implemented by line managers.

## ○ Cleaning

• Enhanced cleaning regimes will be required to allow for an increase in frequency of sanitisation of all areas including contact surfaces and customer seating provision. • Cleaning schedule must reflect the enhanced cleaning regime and continually up dated.

## ○ Daily Briefing

• Prior to commencing work daily briefings by the line manager with ALL team members must take place. • Briefings must include any changes in Government, client or bm procedures. • Line managers to allocate, work areas, duties, production and service requirements, equipment to be used and detailed processes to be followed. • This risk assessment's, control measures are to be used as the basis for the daily briefings. • End of day briefings to include any changes to be made the following day.

## ○ Management of teams

• Managers must discuss working arrangements/hours/rotas with all team members to ascertain individual difficulties, availability and concerns • Give team members clear guidance on when they should attend work and when they should stay away; reinforce key message when talking to team members and in all communications (eg email/text) • Team members can still attend work provided they are not showing coronavirus symptoms and neither they nor any of their household are "self-isolating" • Team members who are needed to come into work should be enabled to do so at quieter times of the day to ensure they are not using public transport at peak times • Appoint daily a Hygiene Monitor for each catering area, who oversees all cleaning protocols are completed in line with cleaning schedules.

## ○ Communication

• Line managers to ensure that daily briefings take place with all team members. • Line managers to ensure that communications are cascaded, to all team members on a daily basis • Vulnerable, high-risk and team members working from home, should be included in regular communications. • Team members who are sick or self-isolating should phone immediately and inform their line-manager and keep them informed of their situation regularly.

## ○ Symptoms Whilst at Work

Team members who feel unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) must be sent home immediately to follow Gov advice to self-isolate. • All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal • Cleaning teams should use disposable cloths or paper roll and a combined detergent & sanitiser. • Cleaning teams must wear appropriate PPE • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) to be "double-bagged" and tied off; and placed in a secure holding area for 72 hours before being disposed of in general waste

## ○ Vulnerable or high-risk category team members

• No team member who is classified as vulnerable or high-risk (as detailed in the government guidelines) is expected to attend work during the crisis. • Team members must individually decide to follow Gov social distancing/medical advice. • Where it is possible or appropriate for certain vulnerable or high-risk team members to work from home this may be facilitated

## ○ High Traffic Areas

• Social Distancing to be maintained where possible as these areas are more likely to present an increased infection transmission risk. • Additional cleaning contact points in these areas to take place. • Review of high traffic areas, including que systems to allow for social distancing requirements. • Assess risks to customers by reviewing all high-traffic areas and high-traffic points and take steps to ensure that these are adjusted to reduce any crowding • Signs should be widely displayed asking customers to comply with social distancing advice

## ○ Using the Toilet Facilities

• A number of team members going to the toilet together may compromise their ability to comply with social distancing • Ensure team members visit toilets separately to ensure social distancing • It is essential for team member to wash hands after each visit but also that toilets are kept clean and free of coronavirus contamination • Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc • Managers to ensure that adequate hand cleaning resources are provided; all team members toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels • Print handwashing instructions/posters and display throughout workplace, especially in toilets

○ **Contact points**

• As there will be an increased risk of people coughing and touching door handles, taps and toilet flush handles • Place 60% alcohol hand gels at convenient places with instructions for use • Increase environmental cleaning, especially in and around toilets and restrooms and team rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc

○ **New ways of working**

Mandatory training to be completed on any required new ways of working for all team members. • Additional site-specific training will be required, as specific changes are requested by clients. • All training for the new way of working to be recorded on training record card.

○ **Offices**

• Wipe downs and sanitize equipment after each use. i.e. keyboard. • Where an office is used by several team members a break out rota is required, allocating the use of all communal office areas i.e. Office kitchen to make refreshments (one in one out process) • Team members are responsible for sanitising areas used after each use • Ensure all team members, announce their intention to move, where they intend to move too and allow others to confirm safe social distancing. • When moving around office areas social distancing to be maintained at all time. • No face to face meetings, zoom calls to be enforced, to restrict movements.