A close up of a sign

Description automatically generatedA picture containing green, drawing

Description automatically generated

Supported by:

**COVID R.E.A.D.Y Risk Assessment  
Developed in association with Primary Authority**

.  
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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| **Hospitality Sector:** | Takeaways |

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| **Assessment Details** | | | | | | | | | | | | | | | |
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| **EHA Membership No:** | | | Click here to enter text. | | | **Date:** | | | Click here to enter text. | | | | | | |
| **Business Name:** | | | Click here to enter text. | | | **Address:** | | | Click here to enter text. | | | | | | |
| Click here to enter text. | | | | | |  | | |  | | | | | | |
|  | | | | | | **Post Code:** | | | Click here to enter text. | | | | | | |
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| **Insurance Certificate:** | |  | **Gas Safety Certificate:** | |  | **Fire Risk Assessment:** | | |  | **CO Detectors:** | | |  | | |
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| **Completion Guide:** | | | | | | | | | | | | | | | |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**.  Score each job hazard rather than each control measure. | | | | | | | | | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major | **3** Lost Time Injury | **2** Minor | **1** Delay | | Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen | | | | | | | | | | | | | | | | |
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| The figures will give a risk score between  **0** and **36**:  **0-10** low risk (Green)  **11-20** medium risk (Amber)  **21-36** high risk (Red) | | **0-10** | **Green**  **Low Risk** | | **11-20** | | **Amber**  **Medium Risk** | | | | **21-36** | | **Red**  **High Risk** | | |
| Focus should be placed on any high-risk areas and where risk can be mitigated. | | | | | | | | | | | | | | | |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | | | **Existing  Control Measures** | | | | **Recommended Controls / Information  (In Priority Order)** | | | | **S** | | **L** | **R** |
| **EXAMPLE**  **Person to person contact while ordering / collecting / delivering food / drinks during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | | | Encouraging all orders to be placed by phone | | | | Card payment only | | | | **4** | | **3** | **12** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Person to person contact while ordering / collecting / delivering food / drinks during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection to colleagues and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Ensure staff have signed a fit for work document  Staff to be advised that they **must** inform employer immediately if they (or a household member) begin to suffer Covid-19 symptoms  Ask customers, when ordering, if they (or anyone in their household) are suffering from Covid-19 symptoms  Update your website / takeaway menu with clear and simple procedural instructions for ordering / collecting  Place clear visual signage both outside and inside premises outlining procedures and regulations for engaging with staff  Ensure the health & safety of staff and customers by:   * Regular and robust cleaning of all areas * Provide training programme to ensure knowledge and skills of cleaning requirements * Allocating time and facilities for staff to wash hands regularly * Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties * Social distancing measures put in place for all staff and with customers waiting outside until collection of orders * Floor markings outside and inside premises showing appropriate social distances to be respected * Hand sanitiser available at premises entrance * Separate entrance and exit to premises if possible * Minimising customer numbers in the premises * Staggered collection times if possible * Place clear shielding screens between staff and customers * Card payment only. (Contactless where possible) * Deal with customer queries and fears promptly | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Customer usage of public areas within your building** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Ensure cleaning staff have signed fit for work documents.  Place clear visual signage both outside and inside premises outlining procedures and regulations for engaging with staff and social distance requirements  Ensure regular cleaning of all areas accessed by customers, closing if necessary to deep clean (toilets are closed)  Ensure cleaning of equipment after each customer if there is a risk that something has been touched by a customer (eg card machine)  Remove furniture to avoid customers using chairs etc  Introduce a training programme with all staff to ensure knowledge and skills of cleaning requirements  Monitor the cleaning standards  Perform a deep clean of these areas at night  Remove electrical devices, TVs, radios etc  Close customer toilets | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Public usage and cleaning of public toilets within the premises** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Clear signage that toilets are closed to customers  Replace air dryers and towels in all toilets with paper towels and either a foot pedal lidded bin or a bin with no lid for disposal of these items  Ensure a robust cleaning schedule is in place for all toilets.  Use a cleaning checklist and leave in the public toilets for transparency  Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties  Provide a training programme with all the staff to ensure knowledge and standards of cleaning requirements.  Monitor the cleaning standards  Have cleaning in progress signage  Perform a deep clean of these areas at night | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Infectious outbreak within premises** | Becoming infected with COVID-19 and further spread the infection  Contaminated premises / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Follow Guidance and contact:  PHE Surrey and Sussex Health Protection Team (South East)  <https://www.gov.uk/health-protection-team> | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Deliveries**  **Goods In/Out** | Becoming infected with COVID-19 and further spread the infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | Check with all external delivery companies what their updated social distancing procedures are and how that affects your business  Less deliveries / staggered time of deliveries in & out  Use correct PPE when handling deliveries in & out  Goods out adhere to guidance and social distancing if goods being picked up | Click here to enter no. | Click here to enter no. | Click here to enter no. |

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