

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:** | RESTAURANT DINE-IN |

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| **Assessment Details** |
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| **Membership Organisation:** | 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. |
|  |
| **Insurance Certificate:** |[ ]  **Gas Safety Certificate:** |[ ]  **Fire Risk Assessment:** |[ ]  **CO Detectors:** |[ ]
|  |
| **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 single use menus for ordering  | Disposable after single use | **4** | **2** | **8** |

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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** |
|  |
| **Point of Entry****Person to person contact** | 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 or tap here to enter text. | StaffStaggering arrivals Covid-19 Specific Training - documentedRelevant PPE provision Minimising mixed teams – form ‘work bubbles’Fit for Work questionnaire documentedDistanced WorkstationsGuestsStaggered & time-sensitive booking slots (i.e. 1.5hr)Queuing maintains social distancing @ 2mOnline or telephone booking procedure | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Social Distancing Measures****Person to person contact** | Becoming infected with COVID-19 and further spread the infection  | Click here to enter no. | Click or tap here to enter text. | Click or tap here to enter text. | StaffAllocated separate workstationsCovid-19 Specific Training - documentedGuestsStaggering booking slotsPosters with guidelinesTable dividers - planters2m from seat to seat on next tableRemove un-used tables Time-controlled slots of 1.5hrsFloor markings for guidanceOne-way system if possibleCard payment only where possible |  |  |  |

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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** |
|  |
| **Used tables/surfaces/workstations** | 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 or tap here to enter text. | Disinfecting all surfaces more often & robust cleaning schedule in place.Disinfecting tables & chairs after each use.Additional disinfection of tables/chairs after each use.Use of disposable menus.Disinfecting kitchen stations.Documented WC Cleaning.Returned dirty crockery/glassware to be handled separately and washed at over 60 degrees – no food handlers to handle ‘used’ items.StaffTraining provided and documented.Frequent hand washing, best practice.GuestsPosters and Hand Washing recommended | 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** |
|  |
| **Track & Trace Support** | 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 or tap here to enter text. | StaffFit to work daily assessment, temperature taken on arrival.Training Provided.GuestsData gathering with each lead guest taken at booking or when entering restaurant.Contact tracing procedures actioned and retained for minimum 21 days. | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Deliveries 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 or tap here to enter text. | * Check with all your external delivery companies what their updated social distancing procedures are and how does that affect your business.
* Trained staff only to receive goods in, in appropriate PPE
* Less deliveries/ different time of deliveries.
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COVID READY is part funded by the European Regional Development Fund via the Reopening High Streets Safely Fund

