

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Graysons
Employer Restaurants Ltd Date 1st July 2020

Laurent Lucas-Dufour
Director of Operations

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Graysons Covid-19 Company Risk Assessment



This document details the risk assessment and control measures in relation to Covid-19 spread within our business activities. Units managers must complete the unit specific risk assessment and share findings with catering staff and the client.

This risk assessment must be used in conjunction with the Graysons Covid-19 Reopening Manual.

Hazard	Who may be harmed and how	Risks
<p>(Spread of) Covid-19 Coronavirus</p> <p>This is a respiratory virus that can invade a host via the respiratory route or via hand to eye / mouth / nose contact. Individuals can be asymptomatic and still spread the infection, so we have to assume that anyone could be carrying the virus.</p>	<p>Who - Catering Staff, Customers, Visitors and Contractors, Maintenance Personnel and anyone else who physically comes in contact with our business activities.</p> <p>How –</p> <ul style="list-style-type: none"> • Direct contact with the face – eyes, nose from droplets or aerosols spraying from an infected person onto another person who is in close contact. • Indirect contact via droplets from sneezing and coughing or secretions from eyes, nose or mouth landing on surfaces and then transferring via hands on to eyes and nose and mouth. • Contaminated hands of infected people can transfer the virus directly to others (e.g. handshakes) or indirectly on to hand contact surfaces. 	<p>Staff Interaction</p> <p>Staff Congestion</p> <p>Poor Hygiene</p> <p>Poor Cleaning</p> <p>Poor Sickness Management</p>

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Control Measures
Physical Distancing - Front of House
Catering staff arrival and departure times staggered and clearly communicated
2 metre or 1 metre plus distancing maintained in customer seating area
Floor markings in place to demonstrate 2 metre or 1 metre plus distancing required
Where 1 metre plus distancing is used , natural ventilation should be increased in the area if possible
Where 1 metre plus distancing in used , perspex screens in use between tables and at till points
Individual pens in use for catering staff
Customer entry and queue management managed by Graysons staff to limit the number of people accessing service counters
Use of outdoor seating and queueing areas encouraged and used where possible
One Way System in place where possible
Extended meal times implemented where possible or needed
All prepared food to be sold pre-packaged or to be served by catering staff. No self-service in place
Individual sachets/ bags used for all condiments
Appropriate signage in place to encourage physical distancing
Procedure to be agreed with client to record and maintain customer details to assist with Track & Trace – this will usually fall under the client’s remit and Graysons will support as required.
Where indoor table service is used , the following measures must be implemented in addition to the above – <ol style="list-style-type: none"> 1. All tables to be numbered and allocated a Graysons clearing staff member – recommended 1 clearing staff member per 5 tables 2. No shared tables to be allowed except between families/ support bubbles 3. Implement time slots for tables to collect and pay for hot food to eliminate large groups of customers in service areas. 4. Display customer signage to clearly explain the procedures for ordering, collecting food from the counter where applicable and clearing tables.

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Physical Distancing - Kitchen
2 metre or 1 metre plus distancing maintained in kitchen where possible
Floor markings in place to demonstrate 2 metre or 1 metre plus distancing required
Where 1 metre plus distancing is used , natural ventilation should be increased in the area
Where 1 metre plus distancing is used , screens to be installed between work benches and equipment
Work benches assigned to specific staff
Access to kitchen restricted to designated personnel only
Staff break times staggered and clearly communicated
Only 1 member of staff in the cold rooms (fridges, freezers) at any time
No personal devices (mobile phones) to be out in kitchen at anytime
Floor and wall signage in place to encourage physical distancing
Staff arrival and departure times staggered and clearly communicated
Individual pens in use for catering staff
Physical Distancing - Meeting Rooms
2 metre distancing to be maintained
Individually wrapped items to be served
Physical Distancing - Catering offices
2 metre distancing to be maintained
1 metre distancing to be maintained if screens are fitted between desks
Ideally only 1 person to use the office at any given time
Enhanced cleaning measures
Antiviral V1 sanitiser to be used for all cleaning
Increased touchpoints cleaning and checklist in place
Customer tables and chairs sanitised between customers and after service
Floors sanitised after service
All kitchen work surfaces cleaned and sanitised at 30-minute intervals
Toilets and changing rooms cleaned and sanitised at increased intervals if this is Graysons responsibility
Catering vehicles cabs cleaned and sanitised before and after each run
Shared items like photocopiers and printers to be sanitised after each use

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Enhanced Hygiene practices
20 second Handwashing procedure implemented
Staff trained to wash hands every 30 minutes and ahead of any new dish preparation - whichever is first
Additional hand wash stations provided by the client
Hand sanitiser in place for customer use
Hand sanitiser in place in kitchen and FOH areas
Staff sickness management
Covid-19 Medical Questionnaire in place for all employees to be completed on Day 1 of returning to work, prior to resuming work.
Employees to follow NHS advice if they experience Covid-19 symptoms - high temperature, a new continuous cough, difficulty breathing or a loss or change to your sense of smell or taste
Use of PPE
Disposable vinyl gloves in use where appropriate
Disposable plastic aprons in use where appropriate
Face masks or visors used where 2 metre distancing cannot be maintained or if it is a client requirement.
Face masks and visors are mandatory where only 1 metre distancing is being maintained.
Signage
Floor and Wall signage displayed to remind staff and customers to follow physical distancing and hygiene measures
Staff working arrangements
Working arrangements reviewed and staff encouraged to work from home where possible - e.g. sales and admin staff
Employees advised to travel in their own transport and avoid public transport where possible
Employees advised not to share transport where possible
Staff rotas and timesheets to be kept as hard copies or electronically for 21 days to assist with Track & Trace
Delivery of inbound goods procedure
Delivery procedure in place for all incoming goods including enhanced hygiene and physical distancing measures

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Team Communication
Senior management kept up to date via government and industry specific publications
Daily staff briefings held at unit level to remind staff of physical distancing, cleaning and hygiene measures and discuss concerns
Management forum held via Microsoft Teams fortnightly to discuss company and unit updates
Staff training
Staff trained and signed off on Covid-19 Unit Risk assessment findings and control measures relating to physical distancing, cleaning, hygiene and PPE
Staff trained and signed off on Indoor table service where appropriate
Staff trained and signed off on Handwashing procedure
Staff trained and signed off on Delivery procedure
Staff trained and signed off on Covid-19 sickness absence and management procedure