

CoronaVirus Risk Assessment

Company name: **Fairy Steps Ltd** Assessment carried out by: **Sally Schrieber**
 Date of next review: **15/06/2021** Date assessment was carried out: **13/05/2021**

Kitchen

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contaminations of Coronavirus from deliveries	Staff bringing in deliveries	n/a	All delivery crates and boxes to be wiped with Careguard Extreme prior to sorting	All staff moving deliveries	Continual practice of this required	
Contaminations of Coronavirus from lightswitches	All staff	n/a	All switches, where possible, have been removed and replaced with sensors. All switches which need to remain to be cleaned in-between shifts.	Kitchen Porters	Continual practice of this required	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Coronavirus passing from person to person at the pass</p>	<p>Kitchen staff and waiting on staff</p>	<p>n/a</p>	<p>Staff must keep 2m apart at the pass or turn their backs as the other approaches the pass.</p> <p>Masks or visors to be worn</p>	<p>All Staff</p>	<p>Continual practice of this required</p>	
<p>Kitchen staff working in close proximity</p>	<p>Kitchen Staff</p>	<p>n/a</p>	<ul style="list-style-type: none"> -Staff must ensure that they work as far apart as possible. -Staff must not work face to face, but side to side -Utensils must not be shared -Work stations must be thoroughly washed between shifts -Visors and Face coverings are to worn where space cannot be given -the kitchen should remain well ventilated at all times 	<p>All Staff</p>	<p>Continual practice of this required</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Front of House Staff working in close proximity to kitchen staff	Kitchen & Front of House Staff	n/a	-FOH Staff must avoid all unnecessary trips through the kitchen -Where trips are necessary, staff must take measures to step away from each other and allow for social distancing --Visors and Face coverings are to worn where space cannot be given	All Staff	Continual practice of this required	
Kitchen Porters Cleaning dishes come into contact with dirty possibly Coronavirus Contaminated plates	Kitchen Staff	n/a	-KPs are required to wear face coverings when washing the pots. Visors are provided	KP staff	Continual practice of this required	

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CoronaVirus passing from staff to customers through food and plates	Customers & FOH staff	Already strict hand washing and kitchen hygiene in place	-Increased hand washing schedule for kitchen staff -Temperature checks for all staff on entry to work -All staff required to give full disclosure of an symptoms on arrival to work	All staff	Continual practice of this required	

Front of House

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contaminations of Coronavirus from deliveries	Staff bringing in deliveries	n/a	All delivery crates, boxes & barrels to be wipes with Careguard Extreme prior to sorting	All staff moving deliveries	Continual practice of this required	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contaminations of Coronavirus through light switches	All staff	n/a	<ul style="list-style-type: none"> -All switches where possible have been removed and replaced with sensors. -All switches which need to remain to be cleaned with Careguard Extreme inbetween shifts. 	All Front of House Staff	Continual practice of this required	
Coronavirus passing from person to person at the pass	Kitchen staff and FOH staff	n/a	<ul style="list-style-type: none"> -Staff must keep 2m apart at the pass or turn their backs as the other approaches the pass. -Signage put in place -Visors and Face coverings are to worn where space cannot be given 	All Staff	Continual practice of this required	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>FOH staff working in close proximity</p>	<p>FOH Staff</p>	<p>n/a</p>	<p>-Staff must ensure that they work as far apart as possible. -Staff must not work face, but side to side -Utensils, pens & notepads must not be shared -Work stations must be thoroughly washed between shifts ---Visors and Face coverings are to worn where space cannot be given</p>	<p>All Staff</p>	<p>Continual practice of this required</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Front of House Staff working in close proximity to kitchen staff	Kitchen & Front of House Staff	n/a	-FOH Staff must avoid all unnecessary trips through the kitchen -Where trips are necessary, staff must take measures to step away from each other and allow for social distancing --Visors and Face coverings are to worn where space cannot be given	All Staff	Continual practice of this required	
FOH Staff could come into contact with dirty, possibly Coronavirus Contaminated plates, cutlery and utensils when clearing a table	FOH Staff	n/a	-Staff are required to thoroughly wash hands or sanitise hands after every table is cleared.	All FOH Staff	Continual practice of this required	

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CoronaVirus passing from staff to customers through food, utensils, condiments and plates	Customers & FOH staff	Already strict hand washing and kitchen hygiene in place	-FOH must wash or sanitise hands before taking any food plates, cut to the customers. -Temperature checks for all staff on entry to work -All staff required to give full disclosure of an symptoms on arrival to work	All staff	Continual practice of this required	
Virus passing from customer to customer through condiments, menus and utensils	Customers	Already have single use products in place	-Any items taken to a customer must be cleaned thoroughly after use. -All plates, dishes, cutlery, cutlery tankers and ramekins must be washed in pot wash between customers -All menus to wiped after each customer	All FOH Staff	Continual practice of this required	

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Virus passing between customers and staff through cash and card payments	Customers & FOH staff	n/a	<ul style="list-style-type: none"> -Contactless payments where possible -No cash transactions -Wipe machine with CareGuard after any pin transactions -Signage in place 	All FOH Staff	Continual practice of this required	
Virus passing between customers and staff through door handles	Customers & FOH staff	n/a	<ul style="list-style-type: none"> -Regular cleaning of door handles. -Door handle cleaning to be part of table cleaning routines - clean a table, clean a door handle. 	All FOH Staff	Continual practice of this required	

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<p>Touch tills, laptops and telephones could pass the virus between staff members</p>	<p>FOH Staff</p>	<p>Already procedures in place to keep office equipment clean</p>	<ul style="list-style-type: none"> -Increased cleaning of these items. -All office items to be wiped with Careguard extreme after use. -Minimise the amount of people using the machines. -Clock ins and outs should be done by the person behind the bar on the shift. 	<p>All Staff</p>	<p>Continual practice of this required</p>	

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Bar Service brings staff into close proximity with customers	Customers & FOH staff	n/a	<ul style="list-style-type: none"> -All service is out of doors -Floor markings to show social distancing -Customers will be asked not to sit at the bar or lean on bar during payment process and required to wear a mask. -All bar seating to be removed -Signage to be put in place -All FOH staff to wear Face Masks 	Sally Schrieber	July 4th	
Carrying bags for hotel guests could pass on the virus	n/a HOTEL ROOMS ARE CLOSED	n/a	<ul style="list-style-type: none"> -Staff can still offer to carry bags. -Prior to carrying bags hands must be washed or sanitised -After carrying the bags hands must be washed or sanitised. 	All FOH Staff	Continual practice of this required	

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Hotel Keys must be cleaned after every use to avoid spreading the virus	n/a HOTEL ROOMS ARE CLOSED	n/a	All keys must be wiped with Careguard Extreme after every customer	All FOH Staff	Continual practice of this required	
Customer Toilets could create a space to spread the virus between customers and staff	Customers & FOH staff	n/a	-Sanitiser is placed outside the toilets with signage asking for use prior to using the facilities -Good hand washing signs to be placed in each facility -Handtowel dispensers hung -cleaning schedule visible, to show toilets are regularly cleaned			
Dirty Glasses could spread virus	Customers & FOH staff	High temperature cleaning process in place	-All dirty glasses to be placed on the back bar, not the front bar -All staff to wash or sanitise their hands after handling dirty glasses	All FOH Staff	Continual practice of this required	

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Function Buffets	n/a FUNCTIONS ARE NOT PERMITTED ARE CLOSED	n/a	<ul style="list-style-type: none"> -All buffets to cease operation until further guidance is given -All buffets offered as a plated service -All tea and coffee poured and served by a staff member 			

House Keeping

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contaminations of Coronavirus from deliveries	n/a HOTEL ROOMS ARE CLOSED	n/a	All delivery crates and boxes to be wiper with Careguard Extreme prior to sorting	All staff moving deliveries	Continual practice of this required	
Contamination of Coronavirus from light-switches along corridors	n/a HOTEL ROOMS ARE CLOSED	n/a	All switches to be cleaned daily	HK Staff	Continual practice of this required	
CoronaVirus passing between guests and staff during HouseKeeping service	n/a HOTEL ROOMS ARE CLOSED	n/a	Guests asked to vacate the rooms while staff are cleaning the area Signage in place			

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Virus passing to HK Staff while cleaning the rooms	n/a HOTEL ROOMS ARE CLOSED	n/a	<ul style="list-style-type: none"> -On entering the rooms windows must be opened to disperse virus aerosols -Face coverings must be worn -Hands must be washed or sanitised on exiting the room -All laundry must be bagged in the room not in the corridor 	All Staff	Continual practice of this required	
HK Staff spreading any virus contamination around the room	n/a HOTEL ROOMS ARE CLOSED	n/a	-HK Staff to operate a clockwise cleaning method, to avoid moving the virus around the room	HK Staff	Continual practice of this required	

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HK Staff spreading the virus from one room to another	n/a HOTEL ROOMS ARE CLOSED	Hygiene controls already in place	<ul style="list-style-type: none"> -HK staff must wash or sanitise their hands between rooms. -All cloths must be changed between rooms. -All cleaning must be completed in one room before moving to the next room All staff to wear Face Masks 	HK staff	Continual practice of this required	
CoronaVirus passing from one guest to the next within the same room	n/a HOTEL ROOMS ARE CLOSED	Hygiene controls already in place	<ul style="list-style-type: none"> -HK Staff to operate a clockwise cleaning method, to avoid moving the virus around the room -HK staff to use deep cleaning product Careguard Extreme to remove virus -All items that are not integral to the room are to be removed -All touch points to be listed and ticked off a check list 		Continual practice of this required	

