

# Covid-19 Risk Assessment

Company name: Perennial Garden Cafe

Assessment carried out by: Suzanne Clemo

Date of next review: Reviewed 13/04/2022

Date assessment was carried out: 13/04/2021

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><b>Risk of transference of Covid 19 Virus transferred from hard or soft surfaces or human contact</b></p>	<p>Staff volunteers, visitors and general public visiting the café Infection transferred through touching shared items, door handles etc. Coughing or transferring of germs when speaking face to face with customers or from customers to staff</p>	<ul style="list-style-type: none"> <li>• Ensuring that staff /volunteers/visitors stay away if showing any symptoms or feel unwell</li> <li>• Display information notices about safety measures for Covid.</li> <li>• Limited numbers in the garden through online booking system</li> <li>• Two metre distancing for staff/ volunteers and public wherever possible</li> <li>• No shared items for use such as sugar/milk</li> <li>• Customers queueing outside observing two metre distancing</li> </ul>	<p>Visible sign pre entry advising limits re social gathering and their responsibilities for children etc</p> <p>Sign to remind customers to put their mask on when not seated at their table</p>	<p>Catering Manager /Garden manager with advice from Operations manager</p>	<p>Pre opening date 22<sup>nd</sup> July 2020</p>	<p>Done</p>

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		<ul style="list-style-type: none"> <li>Card payment only Contactless encouraged/machine sanitized if chip and pin used</li> <li>Screens in place at ordering /payment point</li> <li>Regular cleaning/sanitizing of screens.</li> <li>Disposable cloths</li> <li>Hand sanitizers available at entry point and exit point, by toilets and individually for staff/volunteers</li> <li>Limited menu to ease space in kitchen and keep 2mtr distance where possible</li> <li>Everybody in the café to wear masks, kitchen staff to wear if go out of kitchen</li> <li>Record of servers kept</li> <li>Record of visitors contact details kept for 3 weeks according to government regulations.</li> </ul>	<p>Update October 2020</p> <p>All volunteers and staff to wear masks if not in the kitchen</p> <p>Customers asked if they are from the same household</p>			

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		<ul style="list-style-type: none"> <li>All customers who are not on the garden visitor list to scan NHS QR code, telephone numbers taken if they can't. QR codes for garden visitors will be taken in Admissions, to avoid duplication.</li> <li>Cutlery and condiments served with food. Disposable sugars/condiment</li> <li>One person requested per table to order from counter and pay, Ensure that there are not more than 2 people waiting to order, before they go to the counter</li> <li>There will be one entrance for takeaway customers, with limit of two inside the café and one entrance for outdoor seated customers on the Terrace. Volunteers ask visitors who are in a queue of more than 4 parties to</li> </ul>				

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		<ul style="list-style-type: none"> <li>return to queue later, or have a take away</li> <li>Customers greeted at the door and seated by a volunteer</li> <li>Customers are seated at tables of no more than six if feasible – catering manager to approve if tables to be moved</li> <li>List for volunteers of all requirements during their shift.</li> <li>Regular updates from catering manager/Volunteer Co-ordinator on new developments</li> <li>Tables and chairs wiped and sanitised after use</li> </ul>				

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		<ul style="list-style-type: none"><li>• Laminated menus sanitised after each use.</li></ul>				