

Covid-19 Risk Assessment

Company name: Perennial Garden Cafe

Assessment carried out by: Suzanne Clemo (reviewed 29/07/21)

Date of next review: Sept 2021

Date assessment was carried out: 20th October 2020

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>Risk of transference of Covid 19 Virus transferred from hard or soft surfaces or human contact</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"> • Ensuring that staff /volunteers/visitors stay away if showing any symptoms or feel unwell • Signs in toilets, reminding people to clean hands with sanitiser (available on entry/exit to toilets) or soap and water • No shared items for use such as sugar/milk • Card payment only Contactless encouraged/machine sanitized if chip and pin used • Screens in place at ordering /payment point 	<p>No further action needed</p>	<p>Catering Manager /Garden manager with advice from Operations manager</p>	<p>Immediate</p>	<p>Done</p>

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		<ul style="list-style-type: none"> Regular cleaning/sanitizing of screens. Disposable cloths Hand sanitizers available at entry point and exit point, by toilets and individually for staff/volunteers Everybody in the café to wear masks, kitchen staff to wear if go out of kitchen Record of servers kept Signs asking visitors/volunteers to wear masks in enclosed spaces are displayed, together with asking visitors to wear mask when away from their table All customers asked if they want to scan NHS QR code, Cutlery and condiments served with food. Disposable sugars/condiment One person requested per table to order from counter and pay, 				

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		<ul style="list-style-type: none"> There will be one entrance for takeaway customers, and one entrance for indoor/outdoor seated customers on the Terrace. Customers greeted at the door and seated by a volunteer List for volunteers of all requirements during their shift. Regular updates from catering manager/Volunteer Co-ordinator on new developments Tables and chairs wiped and sanitised after use Laminated menus sanitised after each use. 				