

Skegness Town Council Covid-19 workplace risk assessment for Café Dansant.

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

9th July 2020 - Updated Version 2 to incorporate indoor and outdoor seating now permitted by government.

13th October 2020 – Updated Version 4 to incorporate the new law of groups of 6, that the QR is displayed and to clarify our customer requirements. Current risk level is Medium. This risk assessment should be reviewed if this risk level changes.

2nd March 2021 – Updated to incorporate the government’s roadmap out of restrictions. Café Dansant will open on the 15th and 16th May 2021 for outside seating only with table service (weather permitting). On the 17th of May 2021 or when stage 3 is reached indoor seating will be opened for tables of up to 6 people from 2 households only. This risk assessment will need review on 21st June 2021 or when stage 4 of the roadmap is reached.

10th August 2021 – Updated due to the lifting of restrictions and entering stage 4 of the roadmap. This risk assessment should be reviewed if the risk level or restrictions change. This risk assessment was approved by Management Committee on 22nd September 2021.

	<p>your business</p>	<p>time, this will be monitored by the Café Manager and Supervisor.</p> <ul style="list-style-type: none"> All staff and visitors should be made aware of the containment controls (e.g. hand washing on entering the building) <p>Masks/ Face Coverings</p> <ul style="list-style-type: none"> Guests are asked to wear a face mask when queuing and ordering. Staff are advised to wear a mask or face covering when serving customers, they may remove masks when behind the sneeze screen only. <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place next to the back of building entrance in toilets. All staff and contractors entering building are asked to wash hands here before proceeding. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels 	<p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by Café Manager and Supervisor to ensure that the necessary procedures are being followed. Facilities are cleaned and replenished on a regular basis.</p> <p>Staff to be reminded of the importance of handwashing, ventilation and social distancing where possible. Staff are empowered to remind each other and visitors. Management checks to ensure this is adhered to. Gel dispensers available on back entrance, main entrance.</p>	<p>Café Manager/ Supervisor</p> <p>All staff.</p> <p>Town Clerk/Dep Town Clerk</p>	<p>06/07/20 ongoing task</p> <p>06/07/20</p> <p>06/07/20 ongoing task.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>which are provided in the first toilet and hand wash sink in the kitchen.</p> <ul style="list-style-type: none"> • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available. • Customers entering and exiting the building will be able to sanitise their hands using the facilities provided. <p>Track And Trace</p> <ul style="list-style-type: none"> • The Track and Trace QR code is displayed at the entrance to the café and is available for customers to use if they wish. We will store all slips securely in a locked office for 21days. After this time they will be shredded. <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched</p>		Café Manager	06/07/20 ongoing review needed.	Yes
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		<p>regularly particularly in areas of high use such as door handles, fridge/ freezer handles, light switches, using appropriate cleaning products and methods. Each person to be responsible for wiping down their own equipment (e.g kitchen to cleaned down by Café Manager and Supervisor/ pot wash). Front of house counter and coffee machine etc to be cleaned down by member of staff on serving. Tables to be cleaned by serving staff.</p> <p>Those needing to clean after others will have access to disposable gloves for the cleaning period, they should then dispose of the gloves and wash their own hands.</p> <p>Social Distancing Social Distancing is encouraged where possible.</p> <p>Groups</p> <ul style="list-style-type: none"> • These are now permitted with as much space and ventilation as possible. <p>Kitchen The kitchen can have 2 people working in it.</p> <p>Service Area/ Front Of House This area is limited and is usually manned by 1 member of staff.</p>	<p>Front of House staff to monitor this.</p> <p>Sign on entrance door and toilet instructing hand washing on entrance.</p> <p>Sign on hand sanitizer table on entrance, exit and ice cream stand offering hand sanitising on entrance and exit.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Tables will be positioned back to back with as much ventilation as appropriate.</p> <p>Front doors will remain open to increase ventilation and avoid a touch point.</p> <p>Outdoor seating is provided.</p> <p>Condiment container requested will be cleaned after each use.</p>	<p>All Staff</p> <p>Café Manager</p>	<p>14/09/20</p> <p>06/07/20 – ongoing review needed.</p>	<p>Yes</p> <p>Yes</p>
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		<p>Café Seating Area Internal seating area the tables will be set up to allow the 1m plus metre gap and there will be one person serving food/ clearing tables. When waiting on tables activity time will be as short as possible.</p> <p>Ventilation will be provided in indoor areas via opening the bifold doors, windows and skylights.</p> <p>Tables and chairs will be cleaned after each use.</p> <p>Toilets Toilets are available for staff and customers. Those using the toilets should ensure the toilets and other touched surfaces are cleaned after use. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing where possible throughout the café.</p> <p>Payment Handling</p> <p>Wherever possible customers will be requested to pay by a contactless payment method. Where this is not possible chip and pin machines and</p>	<p>Regular cleaning of touch points and toilet checks in place.</p>	<p>All staff completing relevant task to complete</p> <p>Café Manager and all café staff.</p>	<p>Ongoing task</p> <p>08/07/20</p>	<p>Yes</p> <p>Yes</p>
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		<p>cash will be accepted but with additional controls. Chip and Pin: Machines will be regularly wiped down with D-10. Direct hand to hand contact will be avoided.</p> <p>Cash</p> <p>Where cash is handled, staff will either wash hands or use hand sanitiser between servings.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>All staff members showing symptoms of Coronavirus will be advised to get a test. If this proves positive all staff members that have been in contact with that person will be advised to get tested. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Café Manager to order and keep stocked</p> <p>All senior Staff members.</p>	<p>06/07/20-ongoing review needed.</p> <p>Ongoing.</p>	<p>Yes</p> <p>Yes</p>
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