

## Risk assessment template

Company name: Ashiana Indian Takeaway

Assessment carried out by: Saiqul Miah

Date of next review: 21/10/2021

Date assessment was carried out: 22/10/2020

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
General Covid-19 / Coronavirus precautions	Staff Customers Contractors Delivery drivers Enforcement officers	<u>Regular Handwashing</u>  Effective Handwashing after going to toilet, coughing / sneezing, handling raw food, drinking / eating / smoking, putting away deliveries, on starting / finishing work	<u>Provision Of Hand Sanitiser</u>  Hand sanitiser dispensers to be placed at customer entrance and all kitchen entry and exit points.  Signage to encourage customers to sanitise/wash their hands regularly.	Saiqul Miah	22/10/2020	YES

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		<p><u>Cleaning</u></p> <p>Regular cleaning/ disinfecting of objects and surfaces that are frequently touched (e.g. door handles / keyboards / payment devices, etc.) using appropriate products and methods.</p> <p>Enhanced cleaning procedures for communal areas, such as toilet, taps, door handles, push plates, machinery and equipment,</p>	<p><u>Increased Cleaning Frequency</u></p> <p>Door handles and touch points to be cleaned every 30 minutes using sanitiser and blue roll.</p> <p>Card Machine to be cleaned with anti-bacterial wipes after each use.</p> <p>Telephones to be cleaned with anti-bacterial wipes after each use.</p> <p>Doors to be pinned open wherever possible to reduce contact points.</p>	Saiqul Miah	22/10/2020	YES

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		etc.				
<p><b>Spread of infection</b></p> <p>/</p> <p><b>Contact from person to person</b></p> <p>/</p> <p><b>Working in close proximity to others</b></p>	<p>Customers Staff Contractors Delivery drivers Enforcement officers</p>	<p><u>Social Distancing</u></p> <p>Staff reminded of need to stay two metres apart, where possible.</p> <p>Signage to help and encourage customers to keep their distance while waiting / queueing.</p> <p>Remind customers and staff to wear face coverings where they are required, e.g. through use of signage.</p>	<p><u>Social Distancing</u></p> <p>Work areas re-organised to ensure staff can work while maintaining a safe distance from each other.</p> <p>Delivery drivers not allowed to enter the kitchen.</p> <p>Staff to have own working materials (pens, pads, etc.) and not share these or utensils during a shift.</p> <p>Staff to stay 2m away from customers while taking orders whenever possible.</p> <p>Cash will be accepted</p>	Saiqul Miah	22/10/2020	YES

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			<p>but card and contactless payments will be encouraged.</p> <p>Capacity to be limited at peak times to help customers and staff maintain social distancing.</p> <p>Staff to be briefed regarding symptoms of COVID-19. Anyone displaying those symptoms while at work will be sent home from their shift.</p> <p>Access to poorly ventilated spaces limited to one person at a time.</p> <p>Only one front of house staff member to be at food service point at a time.</p>			

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<p><b>Lack of PPE</b></p>	<p>Staff Customers</p>	<p><u>PPE</u></p> <p>All staff are already required to wear clean, fresh clothes for each shift.</p> <p>Kitchen staff are not allowed to wear their chefs' jackets or trousers outside of the kitchen.</p> <p>PPE is provided free of charge to all members of staff and they are encouraged to wear it (unless exempt).</p>	<p><u>PPE</u></p> <p>Kitchen staff will be required to wear disposable masks during work (unless exempt).</p> <p>Front of house staff will be required to wear disposable masks (unless exempt).</p> <p>Due to the higher risk, staff washing utensils and saucepans (etc.) will be issued with a visor for extra protection and wear gauntlets while working.</p> <p>Gloves will only be worn when preparing high risk</p>	<p>Saiqul Miah</p>	<p>22/10/2020</p>	<p>YES</p>

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		<p>Customers are asked to wear masks while in the takeaway, unless they have proved exemption.</p>	<p>foods. It is our belief that regular and effective hand-washing is a better way to maintain good hygiene.</p> <p>Consider having a supply of disposable masks and offering them to people to wear while in the takeaway / collecting takeaway food.</p>			
<p><b>Travel to work</b></p>	<p>Staff – might catch coronavirus from colleagues / family members</p>	<p>Asking staff to wash hands with soap and water on arrival at work.</p> <p>Asking staff who share vehicles to work to wear facemasks while in the vehicle together and to keep windows open to</p>	<p>Ensure staff comply with regular handwashing advice.</p> <p>Seeing if staff who travel to work can travel in ‘bubbles’ to mitigate the spread of the virus.</p>	<p>Saiqul Miah</p>	<p>22/10/2020</p>	<p>YES</p>

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		ensure good ventilation.				
<b>Staff falling ill at work</b>	Staff Customers Contractors Delivery drivers Enforcement officers	<p>Ensure the staff member does not touch anything.</p> <p>Ensure the staff member returns home at once.</p> <p>Ensure staff member follows guidance on self-isolation and obtains a COVID test as soon as possible.</p>	<p>Staff to be briefed regularly regarding symptoms of COVID-19. Anyone displaying those symptoms should not come to work.</p> <p>Remind staff of using tissues when coughing or sneezing and disposing of them safely. Handwashing with soap and water after all such incidents.</p> <p>If a positive COVID test is returned, then advising Test and Trace immediately.</p>	Saiqul Miah	22/10/2020	YES
<b>Being advised of a positive COVID-19</b>	Staff Customers Contractors	<u>Test and Trace</u>	<u>Test and Trace</u>	Saiqul Miah	22/10/2020	YES

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<b>test by a customer or staff member</b>	Delivery drivers Enforcement officers	Unique QR code created and displayed prominently around the premises.	Customers are actively encouraged to scan our unique QR code on arrival.			
<b>Complacency</b>	Staff	Regular team meetings with staff members about the latest COVID-19 regulations and guidance.	Carry out regular training sessions with all staff detailing measures required for the safe operation of the business.	Saiqul Miah	22/10/2020	YES

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)