



COVID-19 Risk Assessment – Fugitive Motel (199 Cambridge Heath Road, London E2 0EL)

In advance of re-opening for drink-in and dine-in customers on 4th July 2020, this document details the range of measures implemented to minimise the risk of an occurrence and/or spread of COVID-19 on our premises. The preventative steps are underpinned by clear staff procedures and have been put in place having fully reviewed the Government's *Keeping workers and customers safe during COVID-19* guidance.

The Risk Assessment document follows the format as advised by the Health & Safety Executive and has been produced in consultation with our staff. Our primary purpose is to protect the health and well-being of our customers and staff members alike.

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
COVID-19 being brought onto our premises	Staff, Customers, Contractors, Delivery Drivers	Limiting the nos of people coming onto the premises (when operating as a takeaway operation pre 4 th July)	<ul style="list-style-type: none"> Implement our Delivery Drivers procedure, ensuring all deliveries without exception, enter the premises at the designated Tradesman entrance at the rear of the building. Setup well-marked sanitiser stations at all entry / exit points to the venue, ensuring all customers, staff, contractors, delivery drivers sanitise before entering. Demarcate pizza collection zoning at front of venue, away from doors to facilitate customers and JustEat drivers to wait safely. 	Management team	3 rd July 2020	✓
COVID-19 being transmitted in Front of House areas	Staff, Customers,	Staff are trained and briefed to monitor customers, ensuring social distancing is	<ul style="list-style-type: none"> All staff to adhere strictly to Company Key Policy Nos 4. <i>Dress Code and Personal Hygiene</i>, ensuring a high standard of cleanliness & presentation. This includes the introduction of wearing aprons and washing hands to the 20-20 rule (washing for 20 seconds, every 20 minutes) among a number of other measures. 	Management team	3 rd July 2020	✓

		<p>being strictly adhered to.</p>	<ul style="list-style-type: none"> • Staff responsibility, as documented in the above Key Policy, to follow good hygiene when it comes to coughs / sneezes (catch it, bin it, kill it) and in every interaction with food and drink. • Use floor markings across the venue to remind and reinforce social distancing requirements. In high traffic areas, floor markings are supported by clear signage informing customers of distancing expectations (1m+ risk mitigation measures). • Implement integrative toilet strategy; priority access to users exiting the toilet, selected sinks decommissioned to assist social distancing, additional hand drying / sanitising station setup, enhanced 2 hourly cleaning rota of toilet areas & sanitiser stations. • Reduce internal capacity for customers, to ensure social distancing can be adhered to when drinking and dining (recalculated table plan) • Roll-out table service model to facilitate the management of customers & reducing the potential for interaction across different groups. Introduction of iPad ordering from at-table waitering. Individuals ordering at the bar requested to immediately find a seat away from the bar (policy signage to support). • Enhance the number of well-spaced tables outside of the venue to encourage open air drinking / dining • Front of House team hand washing & sanitiser station setup at Bar handwashing sink. • Change in menu format to one time use disposable paper menus. • Enhanced Front of House cleaning procedures: Designated stations setup for Table Caddy (and Salt / Pepper) sanitising after every customer use, all tables and surfaces sanitised by Team Members after every single use. • Robust weekly Front of House Deep Cleaning Rota rollout to ensure that beyond in-service sanitisation, the premises is fully cleaned, washed and safe using the appropriate PPE and cleaning equipment complying to COSHH requirements. 			
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<p>COVID-19 being transmitted in Back of House areas</p>	<p>Staff, Contractors, Delivery drivers</p>	<p>Reduction of staff members to skeleton structure, educating staff on the importance of their daily behaviours in mitigating transmission risks.</p>	<ul style="list-style-type: none"> • All staff members returning to work to complete the CPL training module - <i>Ready to Serve: Following Lockdown</i> This training covers a number of areas and builds risk & hygiene awareness across the team. • Documented Kitchen cleaning procedures have been enhanced with all kitchen surfaces and fridge handles now cleaned in a 'cleaning sweep' every 2 hours. Appropriate cleaning & sanitising of hands and surfaces before and after handling food / entering & exiting the kitchen also mandatory (see Kitchen Cleaning Procedures for full details). • Head Chef checking in with kitchen staff when arriving on shift to ensure they are fit to work & not displaying symptoms of COVID-19. Knowledge across the team of how to respond if a team member has symptoms: <i>If you have symptoms of COVID-19 – the individual is to self-isolate for 7 days.</i> <i>If you live with someone who has symptoms – the individual is to self-isolate for 14 days.</i> • Kitchen operating on skeleton staff model with 1 chef working at a time. For service periods where 2 kitchen 	<p>Management team</p>	<p>3rd July 2020</p>	<p>✓</p>

			<p>team members is unavoidable, 1m+ distance is being maintained, with team members passing one another in the kitchen 'back to back' to minimise contact points.</p> <ul style="list-style-type: none">• Kitchen team receive deliveries at Tradesman's entrance and sanitise inbound goods.• Staff to get changed on site for their shift, in the designated changing room. Only 1 staff member is permitted to be in the changing room at a time.• Wireless radios introduced to reduce frequency of face to face interaction across Front of House and Kitchen teams.			
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