

## Risk assessment implementation ~~template~~ for COVID-19.

~~This template has been developed to help businesses implement the government "COVID-secure guidelines". It is aimed at smaller, lower risk businesses, enforced for health and safety by Local Authorities and who don't have dedicated health and safety advice. Currently the guidance consists of 5 key points contained within <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work> these are printed below, and 8 workplace guides at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>~~

~~Nothing in this document should add or take away from the guidance, and you don't have to use this template to complete your risk assessment. We have created this to help businesses go through the risk assessment process and document their findings. It can be freely copied and used but it is best completed on the computer as the boxes expand. We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely.~~

### ~~Next steps;~~

- ~~• Think about your procedure for dealing with actual cases of COVID-19 sickness.~~
- ~~• Complete the 5 boxes – the basic risk assessment.~~
- ~~• Additional steps from guidance – what specific measures apply to your workplace type.~~
- ~~• Implement all the measures and check they work.~~
- ~~• Save or upload risk assessment to website, print out notice, sign and display.~~

Formatted: Normal, No bullets or numbering

Business name and address: Soy Oi  
7 Mayland Drive, Sutton Coldfield, B74 2DG The Barns, Mythe Cottage, Ratcliffe Road, Atherstone, CV9 3NX

Person carrying out risk assessment: Lisa Millard

Signed and dated (when completed): 28/09/2020

REVIEWED 14/07/2021

### **First, be clear on your procedure on COVID-19 sickness**

**What arrangements for sending people home if an employee or customer is displaying symptoms of COVID-19?**

If an employee begins to display symptoms of Covid-19 whilst at work then they will be asked to leave work immediately and return home. The market organiser will be informed as soon as possible that a member of staff has displayed symptoms and we will cease trading of food. If a customer has displayed symptoms then this will be reported to the event organiser and staff will cease trading of food.

**Any further cleaning or other actions that you would take to if this happens?**

Once the member of staff has been sent home then a rigorous cleaning process will take place with all surfaces, including walls and floors being disinfected. All utensils and equipment will be disinfected and once this is done the van and contents will not be revisited for 48 hours when another clean will be undertaken. Staff cleaning the vehicle will wear masks and disposable gloves.

**What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?**

The member of staff will be advised that they are not able to come to work for two weeks or until themselves and all other household members have had a test advising that they do not have Covid-19.

**Formatted:** Font color: Auto

**Formatted:** Font color: Auto

**Formatted:** Font: 11 pt, Font color: Auto

### **Second, complete the 5 boxes**

**1. Work from home, if you can**

*“All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open”.*

Which employees can work from home?

As we are a mobile food van then working from home is not feasible

If your workplace has not been told to close, when do you plan to open?

N/A

How have you communicated with staff about this?

N/A

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

## 2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions

*“This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so”.*

What consultation with workers or trade unions will you do?

All workers will be made aware of the procedures such as;

Card machines should be used where possible. Face masks or shields should also be worn if possible. Hands should be sanitised after each transaction. This will be done through individual and collective conversations with staff as well as gaining feedback from them in regards to procedures.

Will you publish the results of your risk assessment on your website?

No but a copy will be available should customers or event organisers wish to see it.

Formatted: Font color: Auto

### 3. Maintain 2 metres social distancing, wherever possible

*“Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms”.*

This business will maintain 2 metre distances between people by;

Event organisers will have 2 metre distancing in place. However, if a customer breeches this procedure then they will be reminded that 2 metres should be adhered to before we can serve anyone, and that this is or the safety of our staff and other customers as well as themselves. There will be one way walk throughs and serving will not commence until another customer has left the area.

Formatted: Font color: Auto

### 4. Where people cannot be 2 metres apart, manage transmission risk

*“Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other”.*

This business will manage transmission risk where people cannot be 2 metres apart by;

Workers will be from the same household or social bubble. Where possible staff will be assigned an area of the kitchen to prevent close confinement as well as having designated jobs. When there are quieter periods then staff will take it in turns to rest away from the kitchen area or

customers to enable there to be more space. If possible staff will wear masks, all staff will wear disposable gloves and hand sanitiser will be readily available.

Formatted: Font color: Auto

## 5. Reinforcing cleaning processes

*“Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points”.*

This business will reinforce cleaning processes by;

Extra hand sanitiser will be available as well as a hand wash basin with soap. Staff will be encouraged to wash hands regularly as well as cleaning utensils at regular intervals. Staff handling orders, therefore handling money will use disposable gloves to prevent contamination from or onto money. The card machine will be sanitised after each use also. Door handles and utensil handles will be cleaned regularly throughout the day.

Formatted: Font color: Auto

### Third decide which guides are relevant, put the steps into the table below, and implement

These 8 guides cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you consider what you need to do to keep people safe.

Decide which guides are relevant to your business, put the relevant measures in the table below. There is a lot of information in the guides and it is important to remember that their aim is to help implement the 5 points, and the “steps that are usually needed” are key to this. Some associations are also providing helpful additional guidance to businesses as to the most appropriate steps to take in their work area.

The relevant workplace guides for this business are;

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

The workplace guides have been examined and measures applied in the table below.

Currently there are 8 guides- Construction and other work, factories, plants and warehouses, labs and research facilities, offices and contact centres, homes, restaurants offering takeaway or delivery, shops and branches, vehicles.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

Further guides are likely to be published shortly, check government websites.

Steps that are needed from workplace guidance.	How implemented, any consultation?	Documentation (e.g. written instructions, notices for customers)	Management walk-around are the measures working, being complied with by staff and customers?	Further measures following management check.
--	------------------------------------	--	--	--

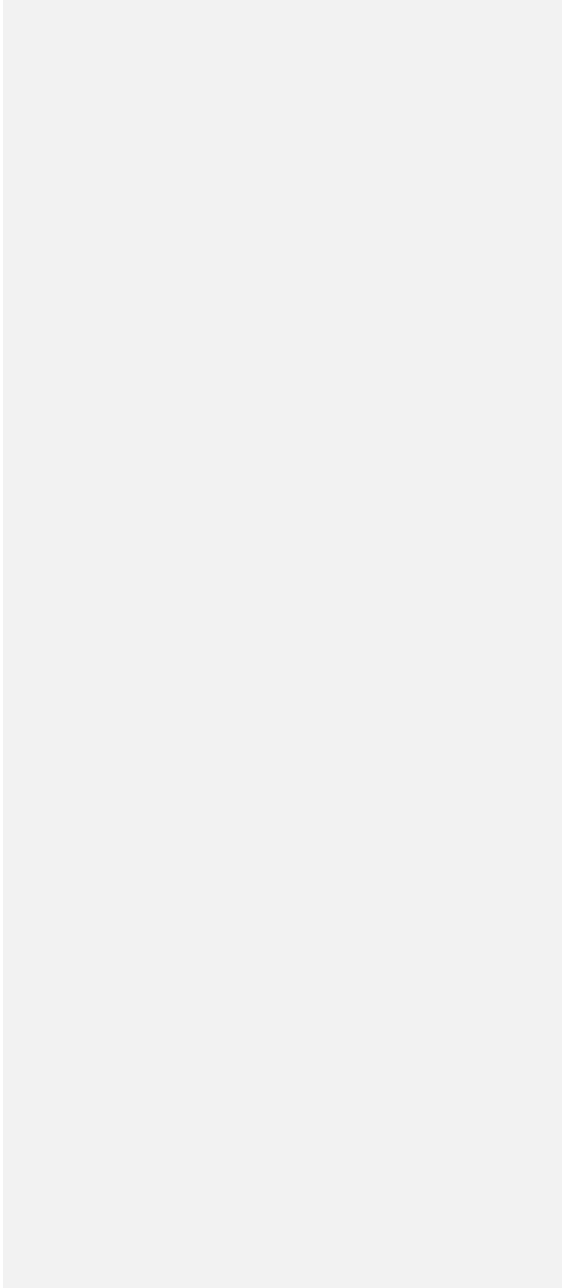
Example- hazard tape on floor marking 2 m distance from checkouts for queuing customers	Discuss with employees and put down tape.	This risk assessment and verbal instructions.	No, some customers still too close.	Staff told to remind customers to socially distance. Laminated signs telling customers to stay behind the line.
<u>Additional cleaning of area</u>	<u>All employees aware of cleaning procedures and where possible regular cleaning should be implemented. This includes door handles and utensils</u>	<u>This risk assessment and verbal instructions/reminders</u>		
<u>2 metre distance between staff and customers</u>	<u>Orders will be taken then once order is ready it will be placed on the counter and customers will be asked to not approach until the staff member has retreated</u>	<u>This risk assessment and verbal instructions to the customers. There will also be a sign on the counter reminding customers.</u>		
<u>Contamination of food</u>	<u>All staff to wear disposable gloves whilst working on the van. If health allows all staff to wear masks/shields whilst working</u>	<u>This risk assessment and verbal instructions</u>		
<u>2 metres or spacing between staff</u>	<u>All staff are from the same social bubble however to reduce the amount of contact at work each staff member will be given designated jobs relevant to specific areas of the van</u>	<u>This risk assessment and verbal discussion</u>		



<u>Handling money</u>	<u>Where possible contactless payments will be advised. However, if cash is used then the member of staff is to wear gloves and where possible sanitised notes/coins. The till will also be sanitised and gloves changed regularly</u>	<u>This risk assessment and verbal. All customers will be asked to pay contactless if possible.</u>		
<u>2 metres between customers</u>	<u>A one-way system will be implemented and 2 metre spacing provided. Any customer not adhering to the rules will be advised to adhere to 2 metres or staff will have the right to refuse service.</u>	<u>This risk assessment, verbal reminders. Also 2 metre spacing instructions to be provided.</u>		
<u>Paper-based/ office work</u>	<u>At the moment all correspondence is being done via zoom, email or telephone.</u>	<u>This risk assessment.</u>	<u>Yes</u>	
<u>Food orders</u>	<u>Food orders are done online. The checklist is completed upon arrival to ensure there is no visible damage to food. Staff are adhering to 2 metre rule upon receipt of food and wearing a mask then once</u>	<u>This risk assessment and verbal instruction</u>	<u>Yes, this is being adhered to. If delivery drivers are not wearing masks or adhering to 2 metre rules then they will be asked to do so.</u>	

	<u>unpacked, hands are sanitised and packaging not handled for at least 48 hours</u>			
<u>Signs and symptoms of Covid-19</u>	<u>All staff are made aware that if they begin to display symptoms of Covid-19 then they must immediately report it to their manager and leave site and return home straight away. If this occurs then management will cease trading until the entire area has been disinfected.</u>	<u>This risk assessment, verbal reminders and observations of staff</u>		
<u>Customer displaying symptoms</u>	<u>If a customer displays Covid-19 symptom then they will be asked to leave the area. They will also be advised to take a test. Any member of staff who may have potentially come into contact will be asked to leave the area whilst it is disinfected and they will also be advised to clean hands thoroughly and potentially seek out testing</u>	<u>This risk assessment and verbal request. Staff to be vigilant of customers and advise customers to wear face coverings</u>		

<u>Collection of food from wholesaler</u>	<u>When collecting food staff will wear masks and adhere to 2 metre rules. A reputable wholesaler will be used who is following guidelines. Upon leaving the store hands will be sanitised. Food will be unloaded and once it is stored correctly thorough hand washing will take place then food will not be re-handled for at least 48 hours</u>	<u>This risk assessment and verbal reminders</u>	<u>Yes</u>	



After the risk assessment has been completed, what further regular monitoring will be carried out?

Consistent monitoring whilst work is in being undertaken. Verbal reviews and suggestions from staff.

How will any further needed changes be put in place?

Risk assessment updated and staff trained.

**Finally save and upload your risk assessment onto your website as appropriate and print out and display the notice.**

A downloadable notice is included in the downloads section of the 8 workplace guides, “staying COVID-19 secure in 2020” which employers should display in their workplaces to show their employees, customers and other visitors to their workplace that they have followed this guidance.