

## Risk assessment implementation template for COVID-19.

Business name and address: MostRoast Ltd., Unit D, Althorpe House, Althorpe Street, Leamington Spa, Warcks CV31 2AU

Person carrying out risk assessment: Jamie Wood (Manager)

Signed and dated (when completed):

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

All staff informed of the background of coronavirus, including transmission routes and symptoms. All staff are required to report any and all symptoms prior to working that day and if any symptoms at all are present, are not to visit or approach the premises, without any exception.

If any symptoms are reported during shift, staff member is immediately sent home and all service for the day cancelled. All surfaces and areas to be thoroughly sanitised and all relevant staff members to self isolate and where possible, take a coronavirus test as soon as possible. All staff members to self isolate until all clear is received from relevant medical authorities.

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

Entire unit to be cleaned and sanitised thoroughly, then closed for 3 days with no entry from anyone.

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

Similar restrictions apply to household and family members displaying symptoms – all staff to inform immediately and not approach the premises.

All affected staff members to self isolate and not return until given the all clear from relevant medical authorities.

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

Which employees can work from home? Unfortunately no employees can work from home for service. All prep is minimised to be done by as few people as possible in order to minimise risk of infection for staff members in days prior to service.

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

What consultation with workers or trade unions will you do? Minimal – business has minimal staff and no relevant union members. We will consult with Health and Community Protection, Warwick District Council.

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

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

This business will maintain 2 metre distances between people by; The premises are already set up for each person to work in a 2 metre radius in 4 'zones', therefore major restructuring of the premises is not necessary, however policy has been updated to only have 4 people in the premises at any one point.

Drivers are requested to wait in their cars for deliveries to be brought to them, thus negating any reason to enter the premises. There is also space within the premises for staff to move to the toilet or door without infringing the 2 metre distance of other employees.

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

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

There should not be any reason why staff members have to come within 2 metres of each other with small fixed teams. All staff members are required to move within their 'zone' and make way for anyone else if they have to leave their zone, still leaving 2 metres.

Pass position is required to wear a mask in case as they are the principle closers of the delivery box and place it in the delivery bag. All bags then left and stepped away from (2 metres) for next staff member to pick up.

#### 5. Reinforcing cleaning processes

This business will reinforce cleaning processes by;

All surfaces are to be cleaned more frequently, especially high-contact objects such as door handles. There are multiple hand sanitiser and alcohol stations distributed throughout the premises, including entry and exit points and employees are wash their hands and sanitise as often as possible, including after coming into contact with any customer bag, box or delivery bag.

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

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>

These are printed out and available for reference by staff members at any point.

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.
Driver process for collection bags	Drivers are to wait outside the premises to collect bags, which are brought out to them and left at a 2 metre distance for the driver to pick up.	Verbal instructions and risk assessment document.	Yes	None
Additional sanitiser stations	Additional sanitiser and cleaning stations placed round the premises – at least one for each employee and entry/exit points.	Verbal instructions and risk assessment document.	Yes	None
Additional signage	Additional signage placed around premises encouraging 2 metre radius.	Signage	Yes	None
2 metre radius	Shifts are limited so only 4 people are inside the premises at any point.	Verbal instructions and risk assessment document.	Yes	None
Hazard tape on floor	Not necessary as 4 zones are clearly delineated by the arrangement of the premises.	Verbal instructions and risk assessment document.	Yes, action is relatively easy to implement	Premises staff told to remind drivers to socially distance.