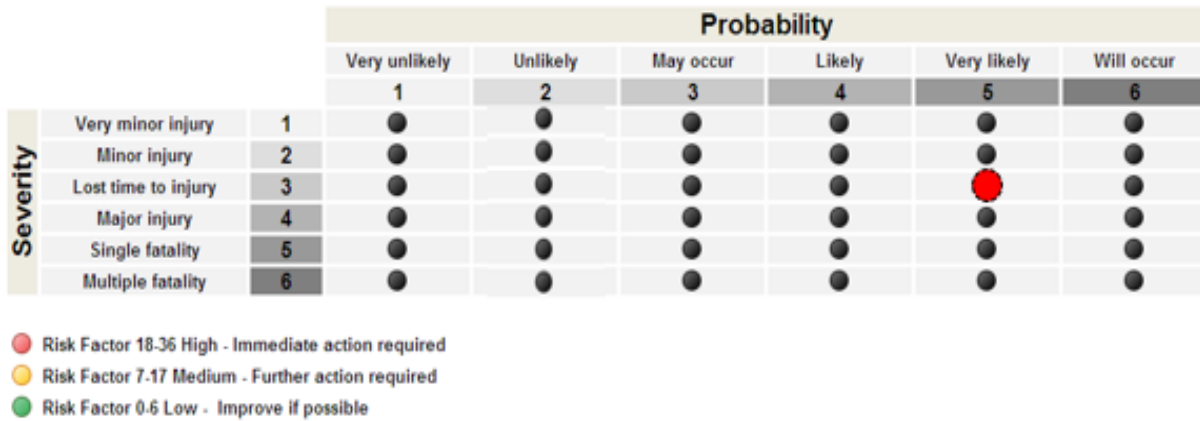


HRC SPECIFIC RISK ASSESSMENT – COVID 19

HAZARD	RISK	PERSONS AT RISK	RISK RATING (BEFORE CONTROL MEASURES) Severity x Probability
<ul style="list-style-type: none"> Outbreak or spread of COVID 19 Virus in the workplace – Specifically Hard Rock Cafe, Manchester. 	<ul style="list-style-type: none"> Outbreak or spread of Covid 19 infection Employees exposed to either the virus or possible contact with persons with Covid 19 Guests exposed to either the virus or possible contact with persons with Covid 19 	<ul style="list-style-type: none"> Employees Visitors to your premises Cleaners Contractors Drivers Vulnerable groups: Elderly, Pregnant workers, those with existing underlying health conditions 	4 x 5 = 20 HIGH RISK



Hard Rock cafe has produced a set of Guidelines that outline the expected operational standards in each cafe. These guidelines have been written to create the safest possible standards in operating as we re-open and operate units amid the COVID-19 outbreak.

At Hard Rock cafe, Manchester, the Managers and Employees will follow all government guidelines and our company guidelines will be used to compliment operational standards.

This COVID Risk Assessment will allow us understand the Hazards and Risks involved operating through the COVID 19 outbreak, or spread. Then, by following company guidelines and local recommendations, allow us to train ALL employees to operate with the necessary Controls needed to try and reduce the risk of an outbreak, or spread, of COVID-19 in the workplace

Contents	
Operational View	3
Employees	4
Employee Health	4
Simple ways to prevent the spread of COVID-19	4
Handwashing	6
Personal Protective Equipment (PPE)	7
Wearing of Gloves	8
Steps of Face Masks	8
Physical Distancing for Employees	9
Employee Changing Rooms	9
Laundry & Linen	10
Critical Path	11
Heart of the House	11
Heart of House Operations	11
General Heart of House Sanitation Touchpoints	12
Heart of the House	13
Front of House Operations and Steps of Service	13
Sanitation Station for Guests	15
General Front of House Sanitation Touchpoints	16
Room Prep	17
Reception	18
Guests	19
Communication with the Guest	19
Delivery and Take Away	19
PPE and Social Media Guidelines	19



All employees **MUST** be re-trained in all updated COVID 19 standards.

ALL employees must review new company guidelines and SOP's

This training must happen on their first day back to work.

Anyone showing signs of COVID-19 **MUST NOT** be allowed to work.

Employees & Managers complete and sign off on a COVID-19 training.

Each employee will have a signed training sheet as confirmation of their training.

All employees **MUST** review company guidelines as well as:

Revised SOP's
Steps Of Service
Ecolab Cleaning Manual
Full use of PPE
Guest contact points
Reporting sickness

The unit must have all necessary signage for both Guest and employees and check daily that these instructions are being followed:

Hand Washing
Hand Sanitizing
Social Distancing
Cleaning & Sanitation
Manifesto
Use of PPE

Correct controls to minimize risk:

- All Employees & Managers to be fully trained with all new SOP's & guidelines
- Be aware of any employees who may need to be considered 'shielded' due to any existing health challenges – these employees may not be suitable to bring straight back to work
- Correct SOP in place to act on any confirmed cases reported from either guests or employees
- All signage to inform employees and guests how to act in terms of safety and sanitation
- Policy & Procedure in place for any employees reporting symptoms & illness
- Policy & Procedure in place for reporting confirmed cases of COVID-19 (RIDBOR)
- Designated and monitored areas for employee changing and breaks
- Strict controls in receiving of goods
- Strict control on external workers entering the building
- Supplier Questionnaire completed
- Cleaning Questionnaire completed
- Visual Validation ahead of opening with regional support team

Specific training around:

Returning to work

- ALL employees will receive specific training, based around all new standards, before they are allowed to work

Hand Washing

- Hand washing facilities with soap and water in place
- Stringent hand washing taking place every 30 minutes (or as needed in between jobs)
- Ecolab hand washing guidance displayed with 30 second washing time followed
- Drying of hands with disposable paper towels
- Gel sanitizers in any area where washing facilities not readily available

Cleaning

- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.
- ‘Clean Team’ in every unit focusing on Toilets and all FOH high contact areas
- ALL employees re-trained in the correct use and contact time of all Chemicals.
- Cafes can only use Nominated ECOLAB products (this with known efficacy to dealing with envelope virus – EN REGS 14476 or equivalent)
- Additional nightly cleaning with local cleaning teams

Social Distancing

- All local social Distancing measures to be followed - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Authority
- Review all schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.
- Review all areas and strictly control how many employees/guest are allowed in to follow safe social distancing. Offices, Break rooms, changing areas, HOH and FOH guest areas.
- Review all working areas to follow (as best as possible) processes to ensure social distancing in place. Office, Prep, Line, Bar, Retail & Employee ONLY areas.
- Ensuring sufficient rest breaks for staff.

Use of Gloves

- All employees MUST wear gloves
- Employees MUST be trained how to remove gloves carefully to reduce contamination and how to dispose of them safely.
- Where mandated locally ALL guests must wear gloves whilst shopping or dining

Use of Masks

- All employees MUST wear masks whilst working
- Employees MUST be trained how to remove masks carefully to reduce contamination and how to dispose of them safely
- All employee training and company SOP's will reflect correct training & operational needs
- ALL guests will be offered masks for shopping and/or dining and where not mandated locally then units will supply these masks to guests as needed

Temperature taking

- All employees & managers will have their temperature taken before each shift. This will be done by the MOD
 - All guests will have their temperature taken as they enter the premises by a designated manager or a Unity scanner device maned by fully trained employees
- If an Employee or a member of the 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 will contact regional support and 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.

Manager signature/Date	Are further control measures/actions required? Yes/No- (Reason)	Corrective action/date	Risk Rating(after further control measures implemented)	Next review date
<i>Example : 1/1/15</i>	<i>Yes - Not all kitchen staff have been trained in COVID SOP'S</i>	<i>14/1/12: Training session held immediately</i>	<i>4 x 5 = 20 HIGH RISK</i>	<i>1/1/16</i>

STAFF RISK ASSESSMENT TRAINING SIGN OFF

Manager signature/Date	Staff Signature/ Date	Visual Validation	Next review date