



Sketchydog Ltd Covid-19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Date Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Customers • Cleaners • Contractors • Drivers • Vulnerable groups—elderly, pregnant, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Hand washing guidance on display. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u></p> <p>Hourly cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs, bannisters using appropriate cleaning products and methods.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Posters, leaflets and other materials are available for display.</p> <p>Hand sanitising stations to be set up on all entrances/exits and for front and back of house staff areas</p> <p>Written instructions on what to be cleaned and how frequently to be displayed and recorded.</p> <p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Site specific touchpoints to be identified and included as part of hourly sanitising routine.</p>	<p>Managers and Head chefs</p>	<p>All to be actioned by July 4th 2020</p>	

		<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre gap recommended by the Public Health Agency</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to gardens and smoking area.</p> <p>Toilets capacity are to be reduced to improve social distancing</p> <p>Confined areas – specifically walk in fridges and cellars - should only have 1 person in at any time</p> <p><u>PPE</u></p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Social distancing is to be a minimum of 1 metre plus a form of mitigation e.g. side to side working, visors etc.</p> <p>Signage is to be prominently displayed in FOH and BOH areas</p> <p>Front of house staff to wear clear face visors when handling food or interacting with customers. These should be sanitised before and after use.</p> <p>Food handlers are not required to wear face coverings although visors will be supplied if wanted. However, food handlers MUST NOT touch their faces and must wash their hands immediately if they do.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
--	--	---	---	--	--	--

		<p><u>Communal paraphernalia</u></p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. i.e. self isolate for 14 days</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p><u>Delivery Drivers</u> Procedures in place for Drivers to ensure hand washing/sanitising facilities available during their deliveries</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>All games, darts, pool equipment, candles remote controls etc to be removed from customer areas. Menus are laminated and sanitised after each use and straws are not used.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we take deliveries from to ensure hand washing/sanitising facilities will be available to their drivers.</p> <p>Signage to be displayed requiring delivery drivers to sanitise hands</p> <p>Deliveries to be spray sanitised where possible e.g. Hard packaged goods</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	---	--	--	--

		Training Full training to be given to staff concerning working safely regarding Covid 19.	Training notes specific to Covid-19 safety measures to be issued to all staff and discussed with their line manager			
--	--	---	---	--	--	--