

Task/Activity
Emergency or Safety Incidents during COVID

Who is at risk & who needs to know about the activity?
All employees

What are the hazards?
Transmission due to number of people within a confined area. Social distancing measures may not be possible.

What are the potential outcomes (risk)?
Contract infection which could be mild or as severe resulting in a fatality

How do we currently control these risks?

- In the event of a fire, accidents or other emergency people do not have to stay 2 metres apart if it is deemed as unsafe to do so.
- If an incident does occur where an employee cannot maintain the social distancing guidelines they must wear gloves & masks and wash their hand immediately.
- After the emergency is over, all must wash their hands immediately.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?
Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

Procedure if an employee tests positive for COVID 19.

1. The employee must report that they have tested positive immediately to the General Manager of the restaurant.
2. The General Manager reports the case to both Operations and HR.
3. The General Manager then checks for when the employee last worked. If they have worked in the restaurant within the last 2 days then the restaurant must close for cleaning.
4. The General Manager must then identify every employee that the infected person has come into close contact with in the last 48 hours.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- *people who spend significant time in the same household as a person who has tested positive for COVID-19*
 - *sexual partners*
 - *a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - *being coughed on*
 - *having a face-to-face conversation within one metre*
 - *having skin-to-skin physical contact, or*
 - *contact within one metre for one minute or longer without face-to-face contact*
 - *a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*
 - *a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19*
5. Those employees must self-isolate for 14 days. They should take a test, if they are showing symptoms.

6. After closing the restaurant will be disinfected and sanitised before re-opening.
7. If it is reported that any of the cases where a result of working in contact with another employee, this must be reported via Riddor. If the infected person caught COVID from a relative outside of work and does not infect anyone within the work environment it does not have to be reported.
8. Complete the appropriate form in Audit Comply and Hygenisys will submit the RIDDOR within the specified time.
9. The infected person must submit a negative test result before returning to work.

Procedure if an employee shows symptoms of COVID 19.

Where an individual has Covid-19 symptoms, they will need to go home immediately and self-isolate. They should arrange for a COVID test to be taken.

Only staff that are showing symptoms will need to go home and self-isolate. Staff with no symptoms can continue to work.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

NB. In Scotland employees living alone need only self-isolate for 10 days.

Form Return to Work Form

Employee Statement

Forms Located in Opsbase

COVID 19 Employee Screening & Incident Report

Covid 19 Hourly Cleaning BOH & FOH

BOH & Restaurant Cleaning Schedules

Restaurant Opening & Closing Checklists