



Health & Safety Risk Assessment – Covid July 19th

Whilst restrictions have been lifted, Cosmo has completed a risk assessment of the business, reviewing the ongoing threat of covid-19. Due to the nature of our business the majority of measures will remain in place until the risk has reduced.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. All practices and procedures have been introduced in line with the guidance for the government. We have consulted with other employees on matters relating to this policy.

Version 19th July of the company Covid Risk Assessment identifies all risks and the measures that have been put in place to protect you as an employee, our guests and any other visitors to the restaurant.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by all our communication channels which include, email, Cosmo academy and internally in the restaurant.

Signature: *STwink*

Date: 15th July 2021

Name: Suzanne Wink

Position: Head of Operations

Cosmo Restaurants COVID Risk Assessment

The list below covers the hazards, risks and tasks that Cosmo restaurants have identified which are associated with COVID-19.

The General Manager will be responsible for conducting their restaurants assessment and ensuring that all measures are introduced and maintained. All employees must be trained and have a full understanding of all hazards, they will sign and confirm that they have received the relevant training. If they do not complete then they will not be able to start work.

COV1M1 - Travelling to and from work

COV2L1 - Team Member Health

COV3L2 – Returning from & Travelling Aboard

COV4M2 - Social Distancing – 2 metres Kitchen & Prep areas

COV5M3 – Social Distancing – Restaurant & Public Areas

COV6M4 - Workplace cleanliness

COV7M5 - Personal Hygiene

COV8L3 - Mental Health & Well being

COV9L4 - Restaurant Meetings

COV10L5 - Safety during incidents

Cosmo Restaurants

General Manager’s & Head Chefs Agreement to Implement the Company COVID Risk Assessment

I, _____ General Manager/Head chef of _____
have been briefed in relation to the Covid Risk Assessments.

I declare that I am aware of the requirement to carry out reviews of the Risk Assessments when circumstances change and no less often than annually, and will ensure that all Covid Risk Assessments which need to be made site-specific are amended accordingly.

I agreed to follow and monitor the Covid Risk Assessments and to ensure that all elements of them are implemented within the premises I manage.

Signed (General Manager): Date:

Signed (Head Chef): Date:

Signed (Operations HQ): Date:

Task/Activity

Travelling to and from work

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

Employees travelling to and from work using public transport

What are the hazards?

Employee comes into contact with an infected person or comes into contact with a high risk touch point.

What are the potential outcomes (risk)?

Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.

How do we currently control these risks?

- Employees should avoid using public transport, if this is not possible face masks must be worn as per government regulation.
- When travelling to work all employees must adhere to social distancing measures.
- Hand sanitiser has been placed at entry and exit points to the restaurant, all employee must use on entry and exit.
- Chefs must change into their uniform at the restaurant. Under no circumstances should they travel to work in it.
- Uniforms where possible should be washed on site.
- Employee temperatures taken and record on arrival in the operating system.

Date of review/amendment	Carried out by

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.

<p>Task/Activity</p> <p>Team Member Health – attending & fit to work</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees</p>
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<p>What are the hazards?</p> <p>All employee is not fit to work and risks the transmission of COVID-19 due to continuing to work</p>	<p>What are the potential outcomes (risk)?</p> <p>Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • On commencement of employment or return to work after 7 days a fit to work form is completed. • Employee temperature is monitored and record daily, if temp is more than 37.5oC employee is sent home. • Employee must inform the duty manager via phone if anyone in their household is suffering or has symptoms relating to COVID-19. They must not start work. • If an employee is showing symptoms of COVID-19 they must self-isolate for 10 days and take a COVID test. • Employees will conduct a lateral flow test twice per week. Positive results will be asked to book a PCR test to confirm. They should not return to work until they have received their results. • Any employee who is clinically vulnerable must report this to HR. HR will determine the next step. • Employees have been trained to recognise the symptoms of COVID 19. • Employees have been informed of their obligation to self-isolate should they be instructed to do so.
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Date of review/amendment	Carried out by

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 such as a reported case of Covid 19.

<p>Task/Activity</p> <p>Returning from & Travelling aboard</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees Employee households</p>
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<p>What are the hazards?</p> <p>All employee is not fit to work and risks the transmission of COVID-19.</p>	<p>What are the potential outcomes (risk)?</p> <p>Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • All employees must inform their General Manager if they are going to travel and complete the relevant paperwork. • All employees must inform their GM if anyone in their household has travelled aboard. • All employees are encouraged not to travel aboard at this time. • All Government guidance for travelling aboard will be met. • Anyone returning from aboard must self-isolate for 10 days and book a covid test on Day 2 and 8. • Those returning from a red listed country will have to quarantine in a government approved hotel for 14 days. • Those returning from an amber list country must quarantine for 10 days at home unless they have been fully vaccinated • All employees have been trained in this practice and understand their obligation.
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<p>Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.</p>

<p>When does the risk assessment need to be reviewed?</p> <p>Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change such as a reported case of Covid 19</p>
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Date of review/amendment	Carried out by

Task/Activity

Social Distancing with the BOH areas

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

All BOH employees
Delivery personal

What are the hazards?

All employee is not fit to work and risks the transmission of COVID-19 due to not being able to adhere to social distancing measures.

What are the potential outcomes (risk)?

Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.

How do we currently control these risks?

- All BOH employees to work in different kitchen areas of 2 metres needs to be maintained.
- All BOH kitchen employees must wear a face covering at all times with the exception during their break and eating.
- In some areas a protective screen has been added.
- All employees are to increase the frequency of hand washing and surface cleaning. (in between jobs and or every 20 mins)
- Hand washing logs are to be recorded and monitored.
- Review the traffic flow to all hand washing sinks, to minimise employee interaction.
- Social distancing signs are located within the BOH areas
- Have designated fridges for each chef per shift to minimise access and touch points.
- Prep stations have been placed either side by side or back to back.
- Only BOH employees are allowed in the kitchen. Limited number of BOH employees on per shift.
- Current cleaning schedules are maintained to a high standard, with additional emphasis on high touch point areas.
- Cleaning schedules completed and recorded shiftly.
- All outer packaging is removed from all food items before entering the prep kitchen. See delivery section
- Chefs are not to share equipment, all must be cleaned and sanitised before use.
- Mobile phones should not be used within any area of the kitchen, unless used to complete compliance tasks.
- Mobile phones & Tablets must be sanitised before and after use.
- All deliveries are accepted within the designated area.

- All suppliers have been informed that all drivers must not enter the premises.
- Deliveries will be received by the designated persons
- BOH Ventilation/air flow has been increased where possible, windows to remain open
- Start & finish times for shifts are staggered to limit the interaction of employees.
- Protected screens have been added between the chefs serving food and guest receiving it.
- Any contractors must complete the visitors book on arrival.

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

Residual Risk rating: Medium

<p>Task/Activity</p> <p>Social Distancing within the FOH/Public Areas</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees Guests Contractors</p>
<p>What are the hazards?</p> <p>Employee is not fit to work and risks the transmission of COVID-19.</p> <p>Guest transmission due to poor social distancing</p>	<p>What are the potential outcomes (risk)?</p> <p>Employee or guest becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant or local area.</p>
<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • Hand sanitiser placed on all entry and exits points • Hand sanitiser placed on entry/exit to the rest rooms • Hand sanitiser is available throughout the restaurant. • All guests are asked to book and they are emailed prior to arrival on expectations. • A maximum number of bookings has been set at every 15 mins intervals to control the flow of the restaurant to ensure physical distancing can be maintained. • All tables have been placed at least 1 metre apart with Perspex screens placed in between where necessary. • Restaurant capacity will be kept to a maximum of 80% • Contactless payment is encouraged where possible • Reception, Cashier & Bar have Perspex screens in place • Guests are asked to only turn up no more than 5 mins prior to their designated booking time. • Guests are asked to wear face coverings until they have sat at their tables. • The restaurant is divided into zones with a designated FOH employee per zone. • A one way system with a min of 2 entry points and floor markings has been implemented around the buffet area. Entry & exit points are clearly marked. • On visiting the buffet guests are required to sanitise their hands, wear a face covering and use single disposable gloves. • Posters of the guest buffet procedure are displayed on entry. • All contractors must notify the management of prior to their arrival. Appointments must be made and the visitors book signed. • Social distancing & hand washing signs have been displayed in the rest rooms. • FOH team members will wear a face shield, mask or both. 	

- Protective screens have been placed over all food items.
- Chocolate fountain, has been removed.
- Track & Trace details are taken at the time of entry, one name per party. Or guests are asked to scan the NHS app
- Condiments are single served in sachets
- A restaurant safety advisor position has been created and they have been trained to ensure that all covid measures are fully implemented and followed
- Guests who are exempt from wearing face coverings are asked to display their lanyard if they do not have one, Cosmo will supply to ensure the guests dining experience isn't impacted
- Children under the age of 11 must be supervised at the buffet
- Restaurant Safety Advisor will monitor and supervise the entrance to the buffet so guests sanitise their hands and wear gloves.
- Cash payments will be processed by the same employee on the shift.
- Full staff training has been given to all employees, this is in the form of Covid training modules on the online training platform. All employees must complete this training before being allowed to work.
- NHS Trace & Trace QR code poster is displayed
- All FOH team members must wear a face covering.

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?

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Date of review/amendment	Carried out by

Task/Activity

Cleanliness levels within the restaurant

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

All employees
Guests

What are the hazards?

Transmission of COVID via high touch point areas, and poor cleanliness regimes.

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?

- All cleaning schedules have been revised and monitored through Opsbase. The highest levels of cleaning will be maintained as this forms part of our food safety policy.
- COVID high touch point BOH and FOH cleaning schedules are completed and recorded hourly within the digital operating system
- Doors are kept open where possible (not fire doors)
- All tables and chairs are cleaned and sanitised after every guest. Contact time for sanitiser is 1 mins
- Wash hand sinks, hand soap dispensers and hand towel dispensers are included on the Covid hourly cleaning schedules
- Hand sanitiser stations are placed throughout the restaurant
- Restaurant Safety Specialist/Advisor has been implemented they are responsible for monitoring all cleanliness levels daily and buffet management
- Restrooms are cleaned every 30mins are recorded in Opsbase
- Employees are not to share equipment, unless it has been clean and sanitised prior to its use.
- All wastage bins are emptied using masks, plastic apron and gloves.
- Table mats are disposed of after every guest
- All Perspex screens are cleaned and sanitised after every guest
- Guest sinks & urinals have been blocked off with social distancing markers displayed

When does the risk assessment need to be reviewed?

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

Date of review/amendment	Carried out by

<p>Task/Activity</p> <p>High levels of Personal Hygiene</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees Contractors Guests</p>
<p>What are the hazards?</p> <p>Transmission of COVID-19 due to poor personal hygiene.</p>	<p>What are the potential outcomes (risk)?</p> <p>Contract infection which could be mild or as severe resulting in a fatality</p>

<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • All employees are to wash their hands at least every 20mins • All employees are to wash their hand for a minimum of 20 seconds with soap and hot water. • All employees to wash their hands after sneezing and coughing • Training videos on hand washing to be reviewed daily • Posters displayed on the importance of hand washing throughout the restaurant. • How to wash your hand signs have been posted in all rest rooms areas. • Disposable single use Hand towels available at all wash hand sinks • Employees to change into uniform once at work • Changing rooms to be cleaned shiftly, only a limited number of employees allowed in at any one time. • Employee clothes must be stored in a locker or garment bag. • Masks/Face covering to be worn where the social distancing policies cannot be followed • All employees trained on how to wear masks, gloves and plastic aprons. • All employees and visitors to sanitise their hands on entry and exit • Employee breaks are to be taken separately and social distancing guidelines adhered to • Mobile phones must be sanitised before and after use • Gloves will be provided and mandatory whilst receiving deliveries and handling products. • All employees must change gloves and wash their hands between tasks. When gloves are being removed, they must be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves should be disposed of and hands washed immediately. • Adhered to all other personal hygiene practices which form part as the food safety policy. • Guest temperatures are monitored on entry to the restaurant. • Hand sanitiser has been placed throughout the restaurant.
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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 such as a reported case of Covid 19

Date of review/amendment	Carried out by

Task/Activity
Mental Health & Well Being

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

What are the hazards?
Employees increase in anxiety/stress due to uncertainty of future with lockdowns/quarantine.

What are the potential outcomes (risk)?
Unable to come to work due to stress

How do we currently control these risks?

- All team members trained on the COVID related risks
- Training modules available to all employees on mental health & well being
- Any employees who is vulnerable/extremely vulnerable/living with someone who is has been identified

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

Task/Activity
 Restaurant meetings

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.

What are the potential outcomes (risk)?
 Employees contracting infection from an asymptomatic employees which could be mild or severe resulting in a fatality

How do we currently control these risks?

- Meetings will be held at different times with limited numbers of employees to ensure social distancing practices are followed
- All employees will be asked to wear a face covering/mask if the meeting is longer than 20mins
- Keep windows & doors open during the meeting to increase ventilation
- No sharing of pens or documents.

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

<p>Task/Activity</p> <p>Emergency or Safety Incidents during COVID</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees</p>
<p>What are the hazards?</p> <p>Transmission due to number of people within a confined area. Social distancing measures may not be possible.</p>	<p>What are the potential outcomes (risk)?</p> <p>Contract infection which could be mild or as severe resulting in a fatality</p>

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 1 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