

# COVID-19 Back of house and Managing staff

 **Adopted on 01/07/2020**

The following assessment looks at the importance of staff knowing what to do, how to work and what is expected of them. It will also look at the Back of house areas and suggest the best ways to manage this area. Site specifics will be added in addition to the general comments



## PEOPLE EXPOSED .....

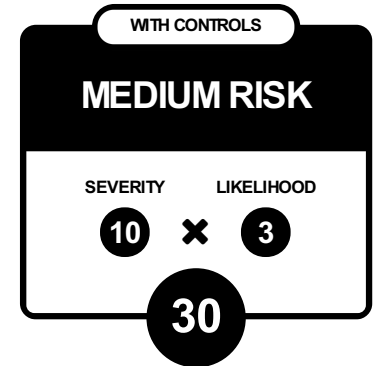
- 👤 Colleagues
- 👤 Contractors
- 👤 Visitors / Guests
- 👤 Members of the Public

## HAZARDS .....

- ▲ Spreading COVID-19 amongst other staff members**  
By not having any controls in place the virus will spread amongst the staff and then on to their families
- ▲ Spreading COVID-19 in to the wider public community**  
With no controls the virus could easily spread in to the wider community and their families
- ▲ Spreading COVID-19 through poor contractor control**  
Even though this risk assessment looks at the BOH and staff, contractors will enter these areas and therefore if no controls in place the risk of the virus spreading to other parts of the country increase

## CONTROL MEASURES .....

- Additional uniforms**  
Additional uniforms have been provided to ensure team have enough to get the correctly washed and dried for each shift. Bib aprons are now provided so the a 'quick change' can be done during the shift to further improve hygiene.
- New COVID-19 training and refresher training**  
All Mandatory training to be refreshed for operators and staff and all new e-learning modules that reference COVID-19 must be completed.
- Enhanced personal hygiene and enhanced cleaning**  
All staff will be reminded and instructed on the importance of hand washing in dealing with this virus. Staff are expected to wash their hands on entrance to the site, each time they come back in and in between a task (especially when collecting dirty glasses or plates) Cleaning of hard surfaces and all touch points will be enhanced and will follow a cleaning schedule. This is in addition to the usual good hygiene practices



○ **Facilities to wash hands to be available**

There are dedicated hand wash sinks. These must not be covered over or have poor access. There are also sanitisation points and wipes available.

○ **Zoning**

It is imperative working areas are zoned to maintain social distance while at work. Consider one person working in one area and consider rotas so there are staff bubbles.

○ **Where social distance cannot be achieved for a specific reason**

There will be times where social distance will be difficult for a few seconds. The risk of the virus spreading is through face to face continuous contact within 1 m - 2 m for more than 15 minutes, or being less than 1 m from someone. So if you do have to collect something from the kitchen - ask the cook to step back, do not directly face them. If you have to pass someone in a corridor, pass back to back not face to face. Simple controls will minimise the risk

○ **Contractor control**

Contractors will still be visiting site. They must maintain good personal hygiene and social distancing. Repairs will try to be done out of hours but if social distancing cannot be maintained while the work is going on then the area will need to be closed off. Clean the area after they have left

○ **Reduced menu and kitchen opening times**

To allow social distancing in the kitchen and reduce complexity the menu has been reduced. You may need to then consider opening times of your kitchen to ensure this does not put excess pressure on them and social distancing is compromised

○ **Designing of back bar**

Where you have a large bar or two bars, then they should be mirrored to be the same. Therefore if two people are working at two till points in the same bar, then social distancing can be maintained and there is no cross over

○ **Cellar safety**

Ideally only one person at a time to enter the cellar as this may be difficult to maintain social distance but let someone know you are down there. The person should wash their hands before they enter and wash their hands again once they complete the task and leave the cellar. Touch points like door handles should then be wiped clean as well. A dedicated person(s) should work within the cellar and not all staff allowed to access the area. Due to manual handling there may be a need for two people to be in the cellar and social distancing cannot be maintained. Therefore to mitigate the risk, ventilate the cellar (open the drop or the access door), both people wear a face visor, and limit the duration of the task. Note - if the drop is on an open pavement ensure someone is present to prevent the public falling down it or ensure it is properly sectioned off

○ **Kitchen cloths**

Consider tea towels or oven gloves that are used for hot equipment. This may need to be considered and therefore not shared and washed after every shift

○ **Sharing of equipment**

This should be minimised where possible, so staff have their own pen for example. Only certain authorised people go in to the office as another example to minimise the contamination risk. However with regular hand washing and enhanced cleaning this risk is low. Consider equipment within the kitchen that you may share (Oven gloves), this needs to be prevented

○ **Staff uniforms**

Uniforms should be cleaned before every shift and staff encouraged to change in to their uniform on site and then remove it before leaving site. If they do their own washing then ask them to wash it after every shift. If you do the washing on site then please ensure a daily wash of uniforms is completed. All uniform must be washed on a 60 degrees cycle.