

COVID-19 Risk Assessment

OTTOEMEZZO Ltd 6 Thackeray Street London W8 5ET

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POSITION Company Director

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What are the hazards?	Who might be harmed?	How might harm occur?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus C-19</p>	<p>Staff Customers Visitors to your premises Cleaners Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms</p>	<p>Social Distancing Measures (Team Members) Revised procedures will be adopted which allows for the maintenance of social distancing between Team Members. If social distancing cannot always be adhered to, staff will be split into ‘work shifts’ to minimise contact with others. Individuals will work back to back where possible rather than face to face and PPE must be used. Non-essential activities will not be carried out. Credit card is preference. Cash payments are accepted however correct handwashing must occur when handling money. Alcohol based hand gel will be available to all team members The use of visors or masks by all team members Social distancing reminders to all employees will be displayed Staggered arrivals/breaks/departures of employees to maintain social distancing All team members will undergo company ‘COVID19’</p>	<p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/healthsurveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice https://www.nhs.uk/conditions/coronaviruscovid-19/ https://www.gov.uk/coronavirus</p>			

			<p>Social Distancing Measures (Customers)</p> <p>Advice about the measures adopted to encourage social distancing will be provided to customers via posters and verbally</p> <p>A premises layout plan will be created to evidence the social distancing and displayed particularly to show restrictions on numbers for entry</p> <p>Queue management procedures will be implemented including floor decal</p> <p>Dedicated entrance and exits will be in place and signposted</p> <p>Covid19 Secure (Government) 2020 poster will be displayed</p> <p>Limits on numbers of people entering the premises will be calculated and enforced based on size of premises.</p> <p>Social distancing floor decal and/or signage in place</p> <p>Notice advising that cashless transactions are preferred method of payment.</p> <p>Service payment rules explained as necessary</p> <p>Social distancing champion (Duty manager) available during opening hours - identifiable to customers to ask questions and accountable for implementation of social distancing, cleaning and handwashing measures</p> <p>Display of Risk Assessment</p>	<p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/guidance/working-safelyduring-coronavirus-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures and social distancing measures are being followed and recorded.</p> <p>Ottoemzzo Limited is table service only to reduce the movement of guests throughout the restaurant. The use of the bar is prohibited.</p> <p>All employees to be reminded on a daily basis through a briefing of the importance of social distancing both in the workplace and outside of it.</p>			
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		<p>Face Protection</p> <p>Masks and/or Visors will be available for all Team Members.</p> <p>These Team Members will be reminded of the importance of:</p> <ul style="list-style-type: none"> Continuing to work to the 2m social distancing guidelines Washing hands before putting on the visor/mask Storing the visor in a clean environment Changing the mask as soon as it begins to get damp Washing hands after removing the mask <p>Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working near someone with a Covid-19 infection and where there is limited or no opportunity to maintain social distancing.</p> <p>The measures to maintain social distancing and / or provide a physical barrier between Team Members and customers is the main control along with washing hands regularly.</p> <p>Face Protection - Protective Visors</p> <p>An allocation of full face protectors will be made available to Team Members.</p> <p>These provide a physical barrier over the users face.</p> <p>As with the use of face masks, wearing a protective visor is company policy.</p> <p>The cleaning of the visor should be carried at the beginning and end of every shift and at regular intervals thereafter to maintain visibility and cleanliness. Cleaning should be carried out using a sanitiser spray and blue paper towels</p>	<p>To minimise the risk of transmission of COVID-19 all employees are required to wear a mask or visor.</p>			
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