

Grove Park Deli Ltd

Risk Assessment - To Prevent the spread of Covid-19

		Action taken and Systems in place
Staff With Symptoms	Staff with symptoms are to stay at home and self isolate, they are not to attend work. If symptoms develop whilst at work they are to inform a supervisor and return home immediately. Please refer to www.gov.uk/coronavirus for further information.	All staff must comply with the current government guidelines on self isolating and testing, and also with the company requirements on absence reporting. Areas within the business that have been used by an individual with symptoms must be cleaned inline with the current legislation "COVID-19: cleaning in non-healthcare settings"
Hand Washing	In addition to the standard general hygiene rules, all staff must wash their hands frequently for 20 seconds with soap and hot water. If a chance of cross contamination has occurred hands are to be washed or sanitised immediately.	Soap and paper towels are provided at all hand washing stations. Sanitiser is freely available at various points around the premises. Please refer to signs for correct hand washing procedures.
Traveling To and From Work	Whilst traveling to and from work staff must maintain social distancing and where possible avoid public transport. If they have to rely on public transport please follow the TFL Traveling Safely guidelines and ensure face coverings are worn.	TFL Traveling Safely guidelines Wear a face covering. Keep 2 metres apart from others where possible. Wash your hands before and after your journey. Carry a hand sanitiser or use sanitiser points at stations. Use contactless or Oyster to pay for your travel.
Arriving at Work	On arrival at work staff must wash their hands thoroughly with soap and hot water for 20 seconds. If the shop is open to customers, staff should enter the premises via the lobby area or the rear entrance. Outside clothing and personal belongings are to be stored away from items belonging to other people or the business.	Soap and paper towels are provided at all hand washing stations. Sanitiser is freely available at various points around the premises. Please refer to signs for correct hand washing procedures. Lockers are provided in the basement for staff use.
Social Distancing.	If possible all staff must practice social distancing. Where this is not possible face coverings must be worn and face to face working should be avoided.	Staff are free to use their own face coverings, alternatively they will be provided on request.

Kitchen Staff	Kitchen staff can continue working back to back and side by side, as is usual. Face coverings must be worn if social distancing is not possible and must be worn when entering the shop.	Staff are free to use their own face coverings, alternatively they will be provided on request.
Deli Counter Staff	Face coverings must be worn and social distancing practiced where possible. When passing each other behind the counter turn back to back to avoid face to face exposure.	Staff are free to use their own face coverings, alternatively they will be provided on request.
Face Coverings	Extra care should be taken when putting on and removing face coverings. Please follow the current guidance to avoid cross contamination.	Guidance on use of face coverings. Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. Avoid touching your face or face covering. Change it if it becomes damp or if you have touched it. Continue to wash your hands regularly. Wash reusable face coverings daily or dispose of single use coverings after wearing.
Food Hygiene	Continue to strictly adhere to all food hygiene regulations as set out by the Food Standards Agency.	Details all current regulations are contained in the "Safer Food Better Business" folder located in the office.
Cleaning	In addition to the cleaning rotas, all high contact areas must be thoroughly cleaned on a regular basis with antibacterial/viral spray and blue roll.	Cleaning rotas are in place in all departments. Supplies of cleaning materials are readily available.
Coughs and sneezes.	If you are not wearing a face covering, coughs and sneezes must be caught in a tissue away from other people. This should then be disposed of and your hands washed thoroughly for 20 seconds with soap and hot water.	Tissue is available in the shop, kitchen and basement. Hand soap and paper towel are available at hand wash stations. Sanitiser is freely available around the premises.
Customers and social distancing	Only one customer is allowed in the shop at any time. Customers showing symptoms are requested to not enter the shop. Face coverings must be worn at all times unless exempt.	Notices are displayed to inform the public of shop procedures, face covering regulations, to remind queuing customers to maintain social distancing and to not enter the premises if they have symptoms.
Protecting Staff and Customers in the Deli	Staff and customers are to maintain social distancing or stay on opposite sides of the protective screens. Debit and credit cards are our preferred method of payment, if cash is taken wash or sanitise your hands immediately. Doors and windows are to be kept open where possible to ventilate the shop.	Perspex screens are in place in front of the till and along the counter. The no contact card amount has been increased to £45. Hand sanitiser is available on the counter. Please refer to signs for correct hand washing procedures.

Heating and ventilation	Doors and windows are to be kept open where possible to ventilate the premises. Fans can only be used where good ventilation is maintained. In colder do not use blow heaters, portable electric radiators can be used behind the counter to keep staff comfortable.	Electric radiators are provided for use when necessary.
Visitors and supplier deliveries	Delivery drivers and visitors are to be discouraged from entering the premises. If this is unavoidable they must wear a face covering or maintain social distancing and only enter via the lobby or rear door. They must also wash their hands thoroughly for 20 seconds or use sanitiser on arrival.	Soap and paper towels are provided at all hand washing stations. Sanitiser is freely available at various points around the premises. Please refer to signs for correct hand washing procedures.
Driving and Customer Deliveries.	Only non contact deliveries are to be made, and only one person is to be in the van at any one time unless face coverings are worn. Hands are to be sanitised on a regular basis or gloves worn. All contact areas and controls in the van must be cleaned and hands washed or sanitised when drivers change.	Leave customer deliveries on the doorstep, or where the customer can safely collect them, ring the door bell or call the customer to let them know their delivery has arrived and move at least 2 meters away to allow the customer to collect it. Spare face coverings, gloves, sanitiser, cleaning spray and blue roll are to be kept in the van.
Deliveroo Collections	Deliveroo collections are to be dealt with in line with social distancing measures and guidelines	Drivers are to alert the shop staff to their arrival then wait in the designated area outside the shop until orders are ready for collection.
Office Area	If using the office area or computer, wash or sanitise hands, wear gloves, or clean before and after use with antibacterial/viral spray and blue roll.	Hand sanitiser, glove and cleaning materials are all available in the basement and office area.