

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites

Company name: Sands Catering

Assessment carried out by: Mark Williams

Date of next review: 6th June 2020 and ongoing

Date assessment was carried out: 05/05/2020

What are the hazards? Area of Risk to be evaluated for Covid transmission	Action to be taken by	Additional actions & controls to mitigate risks of transmission of Covid 19/Coronavirus	Completion Date	Signed
<p>Exposure and Spread of Covid 19 to staff, visitors, contractors, delivery drivers causing illness.</p> <p>Food Preparation Areas (ALL – General) ALL factory and office spaces</p>	<p>Managers Kitchen Staff Office staff Porters Drivers</p>	<p>ALL food preparation & Office workspaces where possible (without exception)</p> <p>General Controls in all work areas:</p> <ol style="list-style-type: none"> 1) Senior member of staff to be on duty /present at all times to supervise social distancing both in kitchens & Office Areas and other controls listed below to prevent and reduce the risk of the Covid 19 infection in the work place 2) All staff when working to keep a minimum of 2 metres apart 3) Toilets must be thoroughly cleaned and sanitised 2 x shift basis (every 4 hours), with particular care taken to clean multi-person touch points, such as door handles, wash hand basin taps, WC flush handles <p>Specific Policies for ALL Staff and workspaces</p> <ol style="list-style-type: none"> 1. Staff must NOT come into work if they are suffering from symptoms of Covid 19 /Coronavirus illness. (high temperature, new or continuous cough). They must notify their line manager/supervisor 		

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites

		<p>They must seek medical advice by calling the NHS 111 helpline and follow their instructions. If symptoms are “mild” then you will need to self-isolate for 7 days and then you may return to work. See: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <ol style="list-style-type: none"> 2. Sands staff must also self-isolate for 14 days and NOT come into work if a person they live with has symptoms of coronavirus. They must notify their line manager/supervisor 3. On presentation to work - ALL staff will be questioned as to their ‘wellness’ to work (not showing symptoms) <ol style="list-style-type: none"> a. Upon satisfactory response all food production staff to change from outdoor clothing into work clothing (outdoor clothing stored in black plastic bags) and PPE consisting of Apron, disposable plastic cover over Apron, disposable gloves, hair net and non-surgical face covering to be used at all times. <p align="center">In the event staff indicate they may be suffering from coronavirus symptoms THEY MUST NOT ENTER THE PREMISES and will be sent home to self isolate and seek medical advise. IMPORTANT : Staff must NOT travel to /go to work if they are suffering from coronavirus symptoms</p> 4. Each workspace area to be evaluated for social distancing, areas to be allocated a maximum space allowable with 2 metre spacing between staff including the offices. If not practicable then Perspex or alternative screening will be installed 5. Teams to work in set teams in one workspace and will not mix with other team, inside or outside work . If one team member 	
--	--	--	--


General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites

		<p>becomes infected the whole team will be sent home and asked to self-isolate for 14 days or provide a clear test before returning to work (if testing available)</p> <ol style="list-style-type: none"> 6. ALL production kitchens to be changed to a three-shift pattern with Day, Noon and Night shifts of 8 hours with clean down time between shifts to allow maximum work time and minimum risk 7. There will be NO communal rest spaces. 2 metre social distancing to be enforced at all times 8. There will be no sharing of food preparation equipment such as knives, boards etc. Once used they will be hygienically cleaned in the dishwasher 9. There will also be no sharing of office supplies, pens, phones. 10. Vans to be allocated to specific named drivers and no sharing 11. Normal high standards of cleanliness will be applied in all food production /storage areas. All food preparation areas to be frequently cleaned and sanitised during the day (every 30 mins) and at the end of the shift. 12. All office work areas will be maintained in a clean any hygienic condition with desk tops, phones etc cleaned with sanitiser wipes at the start and end of shifts and at frequent intervening intervals . 13. All staff will be provided with training and guidance on the measure's they must follow and adopt at Sands to control and prevent the spread of Coronavirus. 14. Staff will sign disclaimer/training record to confirm they will follow Sand Controls to prevent spread of Coronavirus in the work place including social distancing requirements and only present for work if in a healthy condition and NOT exhibiting any symptoms of Coronavirus 		
--	--	--	--	--

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites



		<p>Sands Delivery Van Drivers</p> <ol style="list-style-type: none"> 1. Drivers will be allocated specific vans for their shift for which they are responsible for maintaining in a clean and hygienic condition. 2. At the start and end of each shift the inside of the drivers cab especially the controls that will be touched by hands (steering wheel, indicators , gear lever etc) to be cleaned with a sanitiser. This should also be done at frequent intervals during the shift 3. Drivers to wear PPE including disposable face masks and gloves provided by Sands 4. Drivers will load up their own vans with products etc to be delivered to client's sites 5. Upon delivery drivers to place items in an agreed/designated area for collection by customer applying the 2 metre social distancing rule where practicable. Items delivered by Sands must not be left unattended at clients/customers sites, who must be informed about delivery allowing them to undertake any checks, examinations and safe exchange of delivery documentation 		

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites


<p>Kitchen workspace 1</p> 	<p>MD & Kitchen Manager Team 1 Salad Team</p>	<p><u>Kitchen 1</u></p> <p>Well Ventilated space 2 x 6m kitchen runs where 3 staff can work with good separation 2 doors - in and out (minimal crossing over) and can maintain single directional flow Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area. All staff are able to face away from each other during production</p> <p><u>MAX occupancy 6 STAFF</u></p>		
--	---	---	--	--

<p>Kitchen 2</p>		<p>Full Air extraction and cool air provision</p>		
-------------------------	--	---	--	--

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites


	<p>MD & Kitchen Manager</p>	<p>Two x Kitchen Runs (tables to be reoriented to provide 2.5m separation Single door - Change workflow with tape on floor to provide give way to prevent face to face crossing. Washing station set up in main double sink with wall mounted sanitiser</p> <p><u>MAX Occupancy 8 STAFF</u></p>		
<p>Kitchen 3</p> 	<p>MD & Kitchen Manager</p>	<ul style="list-style-type: none"> - 3 Side runs of table space of 4m each - Excellent Air movement - Single wide Access and Egress <p>Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area</p> <p>All staff are able to face away from each other during production</p> <p><u>MAX Occupancy 6 STAFF</u></p>		

**General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central
 Food Production Unit /Offices and to client's sites**

<p>Kitchen 4</p> 	<p>MD & Kitchen Manager</p>	<p>Large Spacious Kitchen with Excellent air movement</p> <p>4 Runs of 5 meters</p> <p>Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area.</p> <p>All staff are able to face away from each other during production</p> <p><u>MAX Occupancy 6 STAFF</u></p>		
---	---------------------------------	--	--	--

<p>Kitchen 5</p>	<p>MD & Kitchen Manager</p>	<p>Well Ventilated space</p> <p>2 x 6m kitchen runs where 3 staff can work with good separation</p> <p>1 access Point so 'give way' system needs to be operational to prevent collisions of persons coming in and out of this area</p>		
-------------------------	---------------------------------	--	--	--

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites

		<p>Hand Wash point accessible via kitchen 1</p> <p>All staff are able to face away from each other during production</p> <p><u>MAX Occupancy 5 STAFF</u></p>		
---	--	---	--	--

<p>Kitchen 6 & 7</p> <p>Adjoining</p>	<p>MD & Kitchen Manager</p>	<p>Main Hot food Development Kitchen temporarily converted into production kitchen</p> <p>Well Ventilated space</p> <p>2 x 6m kitchen runs where 3 staff can work with good separation</p>		
---	---------------------------------	---	--	--

General Risk Assessment for: Prevention and Control of Covid 19 at Sands Central Food Production Unit /Offices and to client's sites

		<p>2 doors - in and out (minimal crossing) can maintain single directional flow Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area All staff are able to face away from each other during production</p> <p><u>MAX Occupancy 6 STAFF</u></p> <p>Main Sandwich Production Kitchen Well Ventilated space 2 x 6m kitchen runs where 3 staff can work with good separation 2 doors - in and out (minimal crossing) can maintain single directional flow Wash hand basin at entrance and exit to the workspace so staff can wash hands before entering/leaving the area All staff are able to face away from each other during production</p> <p><u>MAX Occupancy 9 STAFF</u></p>		
--	--	--	--	--