



COVID 19 RISK ASSESSMENT (R1)

Department: Kitchen	Assessment by: Gary priestly & Wayne Morrison	Date: 16/7/2020
1 st review date due:	Manager approval: Amanda Brown	Date:
Description of activities: 1. Avoid the hazard where possible (Remote work/no physical contact etc.) 2. Maintain 2 metre safe distancing	3. Put guards and other measures in place 4. Clean workplace, equipment and hands	5. Supervise, Educate and communicate 6. PPE

Risk	How can the risk cause harm and who could be at risk?	What do we have and what do we need to put in place control this risk?	Action		
			By Whom	Date	Date complete
Kitchen porters or chefs touching clean plates with infected hands	<i>To all Staff, Visitors, Guests and Delivery Drivers.</i>	KPs must wash hands for 20 seconds in clean warm soapy water or use hand gel before touching clean plates or kitchen equipment. They must wear gloves to touch dirty dishes and take them off for clean dishes. Chefs and KPs to wear face masks if not possible to social distance. Chefs to work side by side where possible.			
Contaminated deliveries		Suppliers such as Encore, Choice meats and Hanover dairies have to supply their protocol on deliveries and confirmation that they are Covid secure. The KPs or chefs must wipe down or sprayed all deliveries before putting them into the fridge/store room. The deliveries must be left at the back door, checked and then collected by the kitchen porters or chefs.			
Covid passing between front of house and kitchen staff		Chefs to avoid direct contact with guests if guests are concerned about their dietary requirements. This may be done by email or at time of booking. If this is not possible chefs can meet in a separate room keeping a 2m distance. Try to avoid face to face contact with front of house staff where possible.			

Contaminated surfaces		Follow normal government guidance on managing food preparation and food surface areas. Introduce additional cleaning and disinfectant measures in the kitchen. Record these on a sheet. Hourly wipe down of main touch points. Having bins for the collection of used towels and for overalls. Wash hands before handling any plates, cutlery, utensils and equipment. Implement cleaning procedures for shared equipment between each use.			
Entering the building		To make sure all staff wash their hands for 20 seconds with warm soapy water & temperature checked upon entering the building via the staff entrance at the back of the hotel.			