

Risk assessment specific to Covid 19 in the workplace – At PI HQ.

Company name: Party Ingredients Catering Services Ltd Assessment carried out by: Vicky O'Hare

Date of next review: Weekly whilst in pandemic outbreak Date assessment was carried out: 25/06/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Viral Infection at work	All workers and guests coming within 2m of each other or picking up infection from contaminated surfaces.	Risk assessment, new policies and procedures, training, signage and constant communication. Strict policy of social distancing (2m), enhanced cleaning and attention to personal hygiene (handwashing). Hand sanitiser stations at all entry and exit points. Daily "induction" briefing to remind all	Continued review, reaction, update and communication. Consideration of full static teams working in satellite halls to reduce worker contact and provide further infection contingency. Visual aids and work instructions rotating to ensure consistent and continued engagement with safety messaging. Continued consultation with workers.	Management and all workers and guests	Immediately, with weekly review	



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		staff of routine safe conduct. Introduction of team working to minimise the number of people in contact with each other in the workplace. Introduced varied shift patterns to ease access and egress traffic. Maximised home working to reduce workers numbers in the building and facilitate social distancing. Record maintained of all guests to the premises.	Consideration of trace and track app at work, temperature taking daily as measures to limit 2m distancing in time. Continued monitoring and auctioning Government updates and recommendations in line with scientific research.			
Arrival at the building	All workers and guests coming within 2m of each other or picking up infection from	Staggered shift timing, worker entrance and delivery / guest entrances separate,	All workers to know and observe their shift timings, and prepare to observe all protocols on safe access to the building. All guests -	All workers and guests	Immediate	



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	contaminated surfaces.	sanitising protocol in place. Sanitise prior to any door contact on arrival and proceed immediately to handwash when inside.	deliveries to be pre briefed on the access they should use and the protocol they will follow. One shift manager assigned as "host" to incoming guests / deliveries. Review and remind policy for all staff.			
Contaminated Clothing / Belongings	All workers coming into contact with personal belongings may pick up infection.	Own clothing must be worn to work and uniform worn at work. Work wear must not be worn to work, nor own clothes worn at work. All clothing should be washed at the highest possible temperature to kill the virus. Personal belongings must be removed at the end of every shift.	Monitor as information develops on the life of the virus on fabrics etc emerges.	All staff	Immediate	



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Keypad / Door Handle Use	All workers picking up infection from contaminated surfaces.	All workers to sanitise hands using on arrival PRIOR to entering on the keypad or using door handle. Wipe in / Wipe Out protocol.	All workers to ensure they have sanitiser and use it prior to EVERY contact with the keypad or door handle. Review and remind policy for all staff.	All workers	Immediate	
Increased Contact in Changing Rooms	All workers coming within 2m of each other or picking up infection from contaminated surfaces or belongings.	External signage on the door showing changing room occupation. One worker only in the changing room at a time. All belongings and waste to be removed at the end of each shift.	All workers must update the sign when they enter and leave the changing room, leaving the door wide open when the room is unoccupied to encourage air circulation. Review and remind policy for all staff. Consider enlarging the changing rooms to provide 4 unisex cubicles using screening when we return to work. Investigate lower contact longer term signage.	All workers	Immediate	



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Increased Contact in Toilets	All workers coming within 2m of each other or picking up infection from contaminated surfaces.	External signage on the door showing toilet occupation. One worker only in the toilet area at a time. Wash down taps and sink used as part of hand washing procedure.	All workers must update the sign when they enter and leave the toilet area, leaving the door wide open when the area is unoccupied to encourage air circulation. Review and remind policy for all staff. (Coverage in daily induction briefing). Investigate lower contact longer term signage.	All workers and guests	Immediate	
Increased Contact in Tea / Coffee Making Area	All workers coming within 2m of each other or picking up infection from contaminated surfaces or utensils.	Kitcennette closed. In kitchen tea station, all staff to wipe in / wipe out using sanitiser spray and disposable roll / wipes on handles they have touched – kettle, teabags etc. All staff to clean their own (not shared) utensils	Review and remind policy for all staff. (Coverage in daily induction briefing). Signage in place at all times. All staff to follow guidelines at all times.	All workers	Immediate	



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		using detergent and hot water.				
Poor use of Corridors, Doorways and Stairways	All workers or guests coming within 2m of another worker or guest.	Observing 2m social distancing at all times. One way flow observed in some areas, reinforced with signage. Where one way flow is not possible, one person at a time can access stairwells, narrow corridors and doorways. Wipe In / Wipe Out protocol on handrails (wipe as you go, bin at the end).	Review and remind policy for all staff. (Coverage in daily induction briefing). All staff and guests to be vigilant and responsive. Give way to oncoming workers and stand well clear (2m) to let them pass before proceeding into confined spaces. Reinforced with signage.	All staff and guests	Immediate	
Poor movement around the building	All workers and guests coming within 2m of each other as they move around the building.	Observing 2m social distancing at all times. Following signage dictating one way flow in some areas.	Review and remind policy for all staff. (Coverage in daily induction briefing). All staff and guests to be vigilant and responsive. Give way to oncoming	All staff and guests	Immediate	



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		Following guidance on restricted access rooms or areas in the building to reduce potential infection.	workers and stand well clear (2m) to let them pass before proceeding into areas that are not governed by one way flow. Reinforced with signage.			
Areas of High Traffic and Shared Equipment	All workers accessing areas that are in constant use by multiple workers (eg fridges, blast chillers etc in the kitchen, wine bin, baler in the warehouse, printers in the office) are at increased risk of infection by contaminated surfaces. Shared physical documents are also a risk and	Observing 2m social distancing at all times. Following guidance on restricted access rooms or areas in the building to reduce potential infection. Shared equipment kept to a minimum, but identified by signage as shared and subject to wipe in / wipe out protocol. Nominated shift manager (one kitchen, one warehouse) are	Review and remind policy for all staff. (Coverage in daily induction briefing). All staff and guests to be vigilant and responsive. Reinforced with named signage, identifying shift manager for the day / shift or high risk shared equipment. Consider the use of tablets in the kitchen when we return to work to remove the need for shared paperwork (temp charts / goods in / food sheets / recipes).	All staff and guests	Immediate	



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	must be managed carefully.	responsible for additional sanitising in key areas to a schedule and managing goods in and out. Paper documents are low risk, but handling them should be restricted to a key staff member each day, using their own pens.	Consider restricted access to high traffic areas.			
Insufficient Building Cleanliness	All workers and guests contracting infection from surfaces, handles, handrails, utensils, tools, belongings or workstations.	Staff are responsible for cleaning after themselves in tea / coffee making areas, their workstations and handwashing facilities. High traffic areas (door handles, handrails, changing rooms,	Continued review, reaction, update and communication.	All staff, cleaning team.	Immediate	



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		toilets etc) are cleaned with increased frequency by nominated shift managers to a schedule. Swab testing daily to identify bacterial levels in high risk, high traffic areas.				
Catering Equipment	All workers contracting infection from crockery, cutlery, glassware and equipment.	All equipment to be washed through dishwashers, not by hand (unless it is worker specific and done by the worker). All dishwashers to be tested and recorded daily to ensure they are reaching a minimum temperature of 81 degrees.	Continuous review.	All staff, cleaning team.	Immediate	



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Personal Belongings	All workers contracting infection from personal tools or belongings.	All workers must minimise the tools they leave at work and remove all personal belongings at the end of each shift – this includes in changing rooms, workstations, cubby holes, desks etc.	All staff sanitising any tools that remain in the building at the end of their shift (eg chef knives). Remind and review policy for all workers. (Coverage in daily induction briefing). Bring clean desk policy in asap as workers can remove their personal belongings.	All staff	Immediate	
Workstation Management	All workstations are able to observe 2m social distancing. The danger is therefore from surfaces and objects that might carry the virus, not co-workers. All workers contracting infection from personal tools or	All workers must clean down their workstations prior to and after each shift. This applies to all departments and could be a kitchen bench, a desk or a vehicle. Sanitiser must be used (observing contact times) and all personal belongings and	Remind and review policy for all workers (coverage in daily induction briefing) Consider workstation screens and side by side or back to back working if 2m distancing is not possible due to increased worker numbers. Review room flow if required (one way systems).	All staff	Immediate	



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	belongings or contaminated surfaces or equipment.	waste must be removed from the workstations at the end of the shift.				
Waste Management	All staff by infection from contaminated waste.	All staff will manage their own waste at the end of each shift. Empty bins and dispose of waste in the correct waste stream in the bin yard outside.	Remind and review policy for all staff. (Coverage in daily induction briefing). Signage.	All staff	Immediate	
Managing Incoming and Outgoing Goods	All staff and delivery workers (guests) by infection from contaminated packaging or contents or personal contact with the delivery worker.	We have established a drop zone for deliveries adjacent to the ice machines in the warehouse. Goods will be dropped (outgoing by us or incoming by the delivery worker) in the 2m marked zone. Outgoing food deliveries will	Remind and review policy for all staff. (Coverage in daily induction briefing). Extensive communication to suppliers and signage to manage incoming courier deliveries. Vigilance from staff to maintain new protocol. Monitor scientific data on surface contamination.	All staff	Immediate	



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		be in the out fridge which is a restricted area with nominated shift manager access each shift. Incoming deliveries should be sanitised if appropriate prior to handling. As much external packaging as possible should be discarded. Workers handling incoming goods must use disposable PPE and then hand wash as soon as possible.				
Managing Incoming Guests (Including Delivery Workers)	All staff and delivery workers (guests) by infection from personal contact or contaminated surfaces or equipment.	Nominated shift manager each shift to "host" incoming guests. All guests entering the building must be given an induction briefing on how to comply with	Extensive communication to expected guests prior to their arrival on our routine safety protocols. Remind and review policy for all staff and inclusion in daily briefing.	All staff	Immediate	



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		our routine safety protocols. "Host" to manage the guest at all times when they are inside the building and sign them in and out (so we can trace them in the event of an infection outbreak).				
Incorrect use of PPE	We have adopted a strict policy of social distancing and enhanced personal hygiene and PPE specifically to prevent infection with Covid 19 is not necessary in the workplace. However, if workers choose to use PPE at work, they must comply with correct use	Signage showing correct use of PPE to help prevent viral infection. Any worker choosing to use PPE to reduce the risk of infection MUST comply with signage guidelines. PPE cannot be used instead of our preferred policy of social distancing and enhanced personal hygiene.	Remind and review policy with all staff, including daily safety briefing.	All staff	Immediate	



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	guidelines or pose a greater risk to themselves and their co-workers.	PI will not provide PPE for discretionary use. PPE will be provided if 2m distancing needs to be breached and this will under management supervision. See below.				
Vehicle Management	Staff using vehicles are at increased risk of infection if they are shared.	Frequent drivers are assigned specific vehicles to minimise the risk of infection. All vehicles are subject to wipe in / wipe out protocol and must be emptied completely of all produce, personal belongings and waste before sanitising and locking at the end of each shift.	Remind and review policy and coverage of worker responsibilities in shift briefing. Signage and clear marking of vehicle to worker assignment.	All staff	Immediate	



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Necessary Involvement of 2 or More Staff in a Task Where 2m Distancing Cannot Be Observed	Certain tasks (heavy lifting / deliveries etc) may require 2 or more staff to be less than 2m from each to complete the task. There is a risk of infection here.	PPE (face mask and gloves) should be worn by all parties involved in the activity. This PPE will be provided by PI. PPE must be disposed of immediately and all parties should attend to their personal hygiene (handwash, change apron etc). The activity should be completed as quickly (safely) as possible. If the activity is regular, it should be completed by the same people each time.	Senior management involvement in any activity that necessitates breaking the 2m social distancing rule. Remind and review policy for all staff, including coverage in daily / shift briefings. Signage advising management consent and PPE is required for breaking of 2m distancing rule.	All staff	Immediate	
Poor Mental Health	All staff, particularly home workers feeling	Culture of openness, mental health fist aiders	Constant awareness and remind and review policy with all staff.	All staff, mental health first aiders and champions.	Immediate	



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	anxious, stressed, vulnerable etc	and champions throughout the business. Regular 1 to 1 and group communication to "check in".	Signage signposting support for mental health.			
Consideration for Vulnerable and Extremely Vulnerable Workers	Vulnerable and extremely vulnerable workers must have specific consideration in line with the potential severity of infection for them should it occur.	Identification of vulnerable, extremely vulnerable, and workers caring for extremely vulnerable family members at home. Prioritisation for home working where possible. Case by case consideration of working protocols to minimise risk if they attend work.	Communication and understanding of risk, anxiety and practicalities of safe working for this group.	Management	Immediate	
Management of an Emergency	Staff responding in an emergency may need to	First Aiders trained and briefed on accident response.	Review and remind policy with all staff.	Management, First Aiders, All Staff	Immediate	



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	break the 2m distancing rule – this is allowed if NOT to do so would be unsafe. Risk of infection.	After responding, all parties must attend to personal hygiene (handwashing etc) and ensure appropriate disposal of any materials used. First Aider responsible for sanitising or replacing any equipment used. PPE is provided for First Aid attendance.	Regular communication to ensure protocols are followed safely in the event of an emergency.			
Breaktime Management	Areas of high traffic are high risk – all staff at risk of infection in communal spaces.	2m distancing protocol in place inside and outside the workspaces (smokers etc). Staff Room out of bounds and staff are taking staggered breaks. Lunch is eaten outside (fair weather) or in the	Remind and review policy. Review of staff providing their own lunch for 1 month. Consideration of using areas of the building freed up by remote working for breaks in foul weather.	All staff	Immediate	



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		warehouse (foul weather) with seating for 4 staff members on 2 tables at a time. Table occupation limited to 10 minutes per worker. Workers to wipe in / wipe out before and after eating to leave the seat ready for the next worker. If possible, breaks to be enjoyed outside, observing 2m distancing. Workers providing own meals, cutlery, re-usable drinks containers for 1 month trial period.	Signage and communication.			
Workplace Infection Incident	All staff and guests are at risk of infection if it occurs within their	Staff are segregated into teams. In the event of an infection or suspected	Communication and understanding of the procedure in the event of an infection.	Management and all staff	Immediate	



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	<p>working team. Infection from contaminated surfaces is a risk for all workers and guests.</p>	<p>infection, the worker must inform PI immediately and self isolate at home following government guidelines (7 days). In the event of a positive test, all workers in the same team as the infected worker will have to self isolate for 14 days. Workplace is deep cleaned. Workers from the non infected team will step in and work consistently whilst the infected team isolate. A Covid specific return to work form must be completed digitally or by phone</p>	<p>Understanding that non workers teams are constantly on standby in the event of a positive test for infection in the other team.</p>			



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		PRIOR to a return to work after Covid related absence.				
Symptoms in the Workplace	All staff and guests	If a worker displays symptoms of Covid 19 (high temperature, persistent cough) whilst at work, they must be isolated outside or in a well ventilated room immediately. They must be sent home (in a well ventilated cab wearing PPE, with clean hands and minimal contact to surfaces inside the cab) and follow government guidelines on isolation. Equipment, workstation, surfaces used by	Communication and understanding of the procedure in the event of an infection. Monitor government guidelines on managing symptoms in the workplace.	Management and all staff	Immediate	



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		the worker must be sanitised.				
Symptoms reported after an event	All staff, venue team and guests at risk of creating / contracting infection.	Ensure that all guests and staff understand their obligation to inform the venue if they are tested positive for Covid 19 within 14 days of attending an event. If a worker / guest tests positive for Covid 19 within 14 days after an event, all staff and attendees must be informed and instructed to self isolate for 14 days. Equipment, surfaces used by the worker / guest must be deep sanitised.	Communication and understanding of the procedure in the event of an infection. Monitor government guidelines on managing localised outbreaks.	Management	Immediate	Symptoms reported after an event



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Change in UK coronavirus alert level	Potential change to operating systems in line with increase or decrease of alert levels.	Daily monitoring of the Coronavirus alert level in the UK. Aligned action to each alert level ranging from precautionary monitoring and cleaning procedures to full closure of the workplace and suspension of business activity in line with Government advice.	Review and revise action plans in line with Government advice. Communication to staff, clients and guests in the event of a change to the alert level.	Management	Immediate	
Infection in local area with potential lockdown	Risk of infection to staff. Risk of damage to business with late notice cancellation.	Monitor situation carefully and make decisions on imminent events in conjunction with client about whether they should be cancelled.	Communication and understanding of the procedure in the event of a localised lockdown. Monitor government guidelines on managing symptoms in the workplace.	Management and Client	Immediate	

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National spike in infection with lockdown introduced	Risk of infection to staff. Risk of damage to business with late notice cancellation.	Close down the workplace, communicate with all imminent clients on the feasibility of their events. Monitor situation carefully and make decisions on upcoming events in conjunction with client about whether they should be cancelled.	Communication and understanding of the procedure in the event of a national lockdown. Monitor government guidelines on managing symptoms in the workplace.	Management and Client	Immediate	

Coronavirus alert levels in UK

