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| **Title: Covid-19 Risk Assessment Cafes** |
| This risk assessment is in addition to all measures for the retail risk assessment for Covid. |
| Likelihood (L) | 1 = Very Unlikely | 2 = Unlikely | 3 = Possible | 4 = Likely | 5 = Very Likely |
| Severity (S) | 1 = No loss time injury | 2 = 1st aid/Under 7 day | 3 = Over 7 day | 4 = Major Injury | 5 = Fatality |
| Risk Rating (R) | 1 – 4 = Acceptable | 5 – 9 = Improve <6 mths | 10 – 16 = Improve <3 mths | 20 – 25 = Improve Immediately |

| **HAZARDS** | **WHO MIGHT BE HARMED?** | **HOW MIGHT THEY BE HARMED?** | **RISK RATING****BCM** | **EXISTING CONTROL MEASURES** | **RISK RATING****ACM** | **WHAT FURTHER ACTION IS NECESSARY?** |
| --- | --- | --- | --- | --- | --- | --- |
| L | S | R | L | S | R |
| Infection of covid-19 to staff  | Staff in cafes | Catching covid-19 – self-isolation, cold/flu symptoms | 4 | 4 | 8 | * Increased hygiene measures including wearing gloves when handling food/drink
* Contactless coffee in partnership with City to Sea
* Protective screens around the café areas including at the tills
* Reduced food in the deli counter & higher proportion ready as grab & go in retail space
 | 3 | 3 | 7 | * Disposable face coverings may be necessary for café use due to high usage and exposure
* Communications around our safety procedures available in store, online, & outside stores for maximum transparency
* Ensure chip & pin machine is cleaned between every customer
 |
| Infection of covid-19 to customers | Customers in cafes | Catching covid-19 – self-isolation, cold/flu symptoms. Could be extremely serious if high risk. | 4 | 5 | 9 | * No eat in space available, takeaway only for all café offerings
* Contactless coffee in partnership with City to Sea
* Protective screens around the café areas including at the tills
 | 3 | 5 | 8 | * Communications around our safety procedures available in store, online, & outside stores for maximum transparency
* Ensure chip & pin machine is cleaned between every customer
 |
| Infection of covid-19 to high-risk staff | Staff in high risk categories e.g. underlying health conditions, pregnant, etc. | Catching covid-19 – self-isolation, cold/flu symptoms. Could be extremely serious if high risk. | 4 | 5 | 9 | * Any shielding employees have been placed on furlough until the end of June 2020.
* Further mental health support available to those self-isolating for long periods of time.
 | 3 | 5 | 8 | * Review shielding in line with any government updates in future
* Return to work meetings before 01/08/2020 to discuss safety measures & phased return to work
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| Assessor: Daisy Roach | Date: 04/03/2020 |  Review Date: 14/07/2020 |
| Signed:  | Reason for review: Updated government guidance | Date of last review: 14/05/2020 |

**Risk Assessment Action Plan**

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| **Actions Required** | **Responsible Person** | **Initials** |
| Continue additional cleaning & consistent comms with teams regarding hygiene and social distancing | Sara Jones/Billie Prowse/Maz Andrews | SJ/BP/MA |
| Look at disposable face coverings for café teams | Lewis Griffiths/Sara Jones | LG/SA |
| Gloves & hygiene guidance | Lewis Griffiths | LG |
| Return to work meetings and phased planning with shielding staff | Daisy Roach | DR |

**All relevant employees to sign below to confirm they read and understood the risk assessment - …………………..**

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| **Date** | **Name** | **Signature** |
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