

## RISK ASSESSMENT FOR RE-OPENING OF GREWELTHORPE VILLAGE HALL CAFÉ TAKEAWAY

Area or people at risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes
<b>Staff and volunteers</b> – staff / volunteers who could be at risk	Staff / volunteers who are over 70 or in vulnerable category	<p>Determine which volunteers fall into the over 70 / vulnerable category</p> <p>Discuss plans with such individuals and determine views regarding return to work</p>	Questionnaires circulated to all café volunteers 22 <sup>nd</sup> July 2020
<b>Staff &amp; volunteers</b> – risk of exposure to COVID-19	<p>Willingness of present volunteers / staff to return to work</p> <p>Mental stress from handling the new situation</p>	<p>Discuss plans with present volunteers / staff to determine interest &amp; concerns</p> <p>Complete questionnaire with all volunteers / staff regarding views and conditions for return</p> <p>Talk with staff / volunteers regularly to see if arrangements are working and allow opportunity to raise concerns</p>	<p>Questionnaire circulated to all café volunteers 22<sup>nd</sup> July 2020</p> <p>Initial briefing meeting 7.8.20</p>

<p><b><u>Staff &amp; volunteers</u></b> – work activities or situations which might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Fitness of staff /volunteers to work</p>	<p>Ensure staff / volunteers are aware of ‘Stay at Home’ guidance if they are unwell.</p> <p>Interviews with staff / volunteers regarding fitness to work</p>	<p>Briefing meeting 7,8.20</p> <p>Questionnaire July 2020</p>
	<p>Risk of transmission of the virus from other staff /volunteers in the work area</p>	<p>Ensure adequate stocks of PPE</p> <p>Optional wearing of face masks by staff / volunteers in the work area</p>	<p>July 2020</p>
	<p>Transmission of the virus from customers</p>	<p>Positioning of free-standing screen at customer serving point</p>	<p>Set up of takeaway café 11.8.20</p>
	<p>Cleaning of surfaces / areas susceptible to infection by people carrying the virus.</p>	<p>Training of staff / volunteers regarding the use of PPE</p> <p>Ensure adequate stocks of cleaning consumables: Soap / surface and hand sanitisers / paper towels</p>	<p>Briefing session 7.8.20</p> <p>July 2020</p>
		<p>Cleaning materials to be made available in clearly identified location, and regularly checked and re-stocked as necessary</p>	<p>July 2020</p>

<p><b><u>(staff &amp; volunteers cont)</u></b></p>	<p>Staff / volunteer or customer falls ill with COVID-19 whilst on site</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p>	<p>Positioning of hand sanitisers for both staff and customer use</p> <p>Training of Staff / volunteers regarding hygiene /sanitising procedures</p> <p>Provision of checklists to be completed by staff / volunteers at each opening session</p> <p>Develop action plan for implementation if staff / customer falls ill with COVID-19</p> <p>Ensure staff / volunteers are trained regarding the procedure</p> <p>Procedure for safe removal and disposal of waste</p>	<p>11.8.20</p> <p>7.8.20</p> <p>10.8.20</p> <p>July 2020 as part of Village Hall risk assessment</p> <p>Briefing session 7.8.20</p> <p>Briefing session 7.8.20</p>





<b><u>Entrance / serving area to café takeaway</u></b>	Social distancing at entrance to café takeaway area	Produce sign to identify waiting area at entrance to café takeaway	10.8.20
		Produce distancing markers for queue	10.8.20
	Reassurance to customers that the premises have been confirmed as COVID-19 secure	Provision of signage regarding keeping the hall COVID-19 secure	July 2020
		Determine serving point for takeaway	11.8.20
	Tracing individuals who may have been exposed to COVID-19	Record contact details of customers for 'test & trace' purposes, only if café eating area is moved indoors at future date	N/A at present time
	Maintaining safe distancing between staff and customers	Produce signage regarding social distancing / queuing which is visible to customers on arrival at the café	11.8.20
	Provision of masks for staff if required, and for customers if serving area is moved to within the building	11.8.20	

<b><u>(Takeaway serving area cont)</u></b>	Payment method	<p>Minimise risk by adopting card only payment method (preferably contactless)</p> <p>Check card machine is working</p> <p>Training of staff / volunteers re new machine</p>	<p>Sign produced regarding preferred method of payment 11.8.20</p> <p>7.8.20</p> <p>7.8.20</p>
<b>Outside seating area</b>	<p>Observing Social distancing in outside seating area</p> <p>Maintaining hygiene of outdoor seating and tables</p> <p>Safe disposal of waste materials</p>	<p>Configure tables to comply with social distancing guidelines, with signage on tables</p> <p>Implement cleaning routine for outdoor tables / benches</p> <p>Produce checklist for recording above</p> <p>Signage on tables stating they are to be used only by café customers</p> <p>Provision of rubbish bins outdoors</p> <p>Ensure procedure for safe disposal / regular collection of waste is in place</p>	<p>Table redecoration and covering completed 5.8.20</p> <p>Briefing session 7.8.20</p> <p>Checklist produced 7.8.20</p> <p>11.8.20</p> <p>7.8.20</p>

<p><b>Toilets</b></p>	<p>Maintaining safe distancing Managing one in / one out system and use of vacant / engaged signs</p> <p>Provision of Information for customers</p> <p>Cleaning of surfaces / areas susceptible to infection by people carrying the virus.</p>	<p>Toilet access on request basis</p> <p>Produce engaged / vacant signs for male &amp; female toilets</p> <p>Disable toilet only for access by disabled persons</p> <p>Produce signs / posters regarding good hand hygiene</p> <p>Ensure stocks of soap, paper towels, toilet paper are regularly checked and replenished</p> <p>Ensure best ventilation by fixing open doors where appropriate during opening</p> <p>Ensure cleaning programme in place</p> <p>Ensure visible cleaning schedule on display</p>	<p>July 2020</p> <p>July 2020</p> <p>ACRE guidelines followed regarding safe distancing and good hand hygiene &amp; Cleaning programme in place July 2020</p> <p>Door wedges in place 11.8.20</p> <p>July 2020</p> <p>July 2020</p>

<p><b>Café takeaway</b></p>	<p>Opening and running the café on a takeaway basis</p> <p>Compliance with local and Government guidance / legislation</p>	<p>Ensure guidance from Federation of Small Businesses has been followed, and provide evidence to support this</p> <p>Inform Local Authority of intentions to open the café on a takeaway basis, and provide evidence to support this has occurred</p> <p>Agree café takeaway opening days / times</p> <p>Set up flexible rota for staff / volunteers</p> <p>Provide evidence that all staff / volunteers scheduled to work in the café takeaway have attended the meeting / undergone training / signed to acknowledge their understanding</p> <p>Review systems &amp; procedures in response to new / updated Government guidance</p>	<p>Legal advice regarding re-opening take from FSB website end July 2020</p> <p>Approval received from Harrogate Borough Council Dept of Environmental Health on 5<sup>th</sup> August 2020</p> <p>Briefing meeting 7.8.20</p> <p>Initial programme established 7.8.20 &amp; ongoing</p> <p>e mail circulation list of volunteers and paid staff</p> <p>Maintain awareness of updates in ACRE guidelines. Board meeting scheduled 29.9.20 to review café</p>
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