

Lu Ban Restaurant
COVID-19 RISK ASSESSMENT

Initial Date: 01/07/2020

Review Date: 09/09/2020

Review Date 01/10/2020 – no amendments made

Company Name: Lu Ban Restaurant

Company worksite: Lu Ban Restaurant, Liverpool

Risk Assessor: Lauren Price, Restaurant Manager

What is being risk assessed: 'Infection of staff or customers by the infectious agent SARS Cov-2 (Covid-19) when in the workplace and when travelling to and from the workplace

What is the hazard: The infectious agent SARS CoV-2 which causes the disease known as Covid-19 can cause illness ranging from mild symptoms to fatalities, especially in older persons or persons with lowered immunity or underlying health conditions. Infected persons can be displaying symptoms immediately or any time up to 14 days from infection and some 'healthy carriers' can be totally asymptomatic throughout the infection. The infection is dispersed through tiny water droplets contained within the mucous carried in the nose and mouth, the pathogen can be easily dispersed forcefully through coughing and sneezing and less forcefully through talking, laughing, shouting or singing. The normal range for dispersion is around 1-2 metres from the person with the infection. The infectious agent can potentially remain suspended in the air under certain circumstances and subsequently infect others through contact or exposure to the mucous membranes such as the mouth, nose and eyes. The infectious agent can contaminate objects and surfaces and be easily transmitted to other objects, surfaces or vehicles of contamination - primarily people's hands. The infectious agent is invisible, and it is virtually impossible other than by testing to ascertain if the virus is being carried by a person or surfaces/objects. We must assume that all persons and all surfaces/objects are potentially contaminated.

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When will this assessment be reviewed: No later than 01/10/2020 or when a significant change is made to the business (such as when re-opening after lockdown).

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|----------------------|---|--|--|---|
| Staff | 1. Staff travelling to or from work by public transport could be harmed by exposure to an infected person or by contact with a contaminated surface/object. | <ul style="list-style-type: none"> • Staff self-check their own state of health each day and do not go to work if they feel ill or have a temperature, they will report this to us immediately, they have received training and written advice to this effect. Any reported illness will be logged in the temperature diary. • Staff have been advised strongly to avoid public transport if possible, they should use their own vehicle, have a member of their immediate | <ul style="list-style-type: none"> • Company has a procedure for reporting illness this will be checked each day by management, this is also discussed at daily management briefings and weekly management meetings • Managers will find out how staff are getting to work and make extra checks on people who have to use | Lauren Price – 09/09/2020 |

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| | | <p>family bring them in to work in their own vehicle, some staff cycle or walk in to work but have been advised strongly to avoid other people as much as possible, they have received training and written advice to this effect.</p> <ul style="list-style-type: none"> · Staff have been strongly advised to avoid close contact with others and to observe the 1 metre+ social distancing rule at all times if possible, If staff come into close proximity with others and cannot avoid it they have been strongly advised to turn back to back or side by side and to avoid being face to face were possible, they have received training and written advice to this effect • Staff have been strongly advised to avoid touching any object or surface where possible and to | <p>public transport to get to and from the workplace</p> <ul style="list-style-type: none"> • Spot check compliance with social distancing, hand washing and cleaning procedures to ensure compliance with policies and procedures • Enhanced monitoring and supervision by managers. • Regularly audit policies, procedures and that safe methodology is being enforced • Service steps have been adjusted to account for staff handwashing every 20mins. • Staff will be temperature checked on arrival, halfway through shift and as they leave – this temperature will | |

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| | | <p>wear PPE if necessary to avoid contact with contaminated objects and surfaces and exposure to others who may be infected, it has been strongly recommended that face coverings are worn when using public transport and also disposable gloves, carry hand sanitiser for emergency situations where the hands need to be sanitised if normal hand washing is not available, they have received training and written advice to this effect. Lu Ban Restaurant has provided face coverings for all employees to ensure they have them available.</p> <ul style="list-style-type: none"> Staff have been strongly advised that if they do have to cough or sneeze, to make sure they do this into their elbow or into a tissue, then dispose of the tissue | <p>be logged so it is accessible should this information be required at a later date.</p> <ul style="list-style-type: none"> Managers will each have a copy of the risk assessment so they can monitor and note any changes that may need to be made so it can be updated at the following managers meeting. This allows us to operate as safely as possible. | |

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| | | <p>appropriately, to sanitise their hands immediately using a 60% minimum alcohol-based hand sanitiser, they have received training and written advice to this effect</p> <ul style="list-style-type: none"> • Staff have been strongly advised that they must wash hands immediately on entering the workplace and leaving the workplace, they have received handwashing training and know they must wash hands for a minimum of 20 seconds using the trained method • Staff have been provided with personal lockers to store their own clothing or personal possessions, all personal possessions including items such as mobile phones must be kept in the locker and are not allowed in the general workplace, | | |

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| | | they have received training and written advice to this effect | | |
| Contractors Suppliers Visitors | These groups could be harmed by coming into close proximity to others at the company worksite and may be infected by airborne spread of the virus or by touching objects and surfaces that could be contaminated | <ul style="list-style-type: none"> • We will advise contractors working on site that they must have suitable and sufficient risk assessments provided in advance of works being carried out. • We will advise contractors working on site that they must provide their staff with PPE when working in food preparation areas and must also follow any personal hygiene rules set out by the company in regard to personal hygiene, extra hand washing/use of sanitisers • We will advise suppliers delivering to site that they must have suitable and sufficient risk | <ul style="list-style-type: none"> • Senior managers will spot check that contractors and suppliers are following company safety rules • Weekly management meetings will be used to review how measures are working. • They will be temperature checked on arrival and asked to wash/sanitise their hands. Temperature will be logged. | |

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| | | <p>assessments provided in advance of delivery being carried out</p> <ul style="list-style-type: none"> · We will advise suppliers delivering to site that they must provide their staff with PPE when delivering and that they must not enter food areas/kitchens if not necessary to do so and also, if necessary must also follow any personal hygiene rules set out by the company in regard to extra hand washing/use of sanitisers if required • All unnecessary visits to site will be discouraged and other forms of communication used where possible i.e. phone, text, email, video link etc | | |

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| Vulnerable Groups (Expectant mothers – staff only, staff with low immunity or underlying health conditions, young (under 18) members of staff with limited knowledge and life experience) | More likely than average chance of being infected through close proximity to an infected person or touching objects or surfaces that are contaminated, but in the case of young inexperienced workers, more likely to make mistakes or take chances | <ul style="list-style-type: none"> • Government guidelines will be followed, staff may be given tasks with a lower risk level or may be required to work from home | | |
| Staff and Customers | Airborne spread of infection by coming into close proximity with others from persons coughing, sneezing, talking, shouting, laughing etc | <ul style="list-style-type: none"> • Online ordering and payment through website • Customers given specific reservation times and discouraged from turning up too early • Customer numbers are limited per time period and adjusted with Exclusive Dining bookings. • Signage is used at all points through the building to control a 1 | <ul style="list-style-type: none"> • Managers will spot check that staff and customers are following social distancing safety rules. • Continuous monitoring will take place by managers to ensure compliance • Weekly management meetings will be used to review how measures are working. | Lauren Price - 01/07/2020 |

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| | | metre+ minimum distance between customers | | |
| Staff and Customers | Risks to persons coming into contact with contaminated objects and surfaces | <ul style="list-style-type: none"> • Sanitisers placed at entry so staff and customers can use prior to touching door handles. • Card machines activated for unlimited Apple Pay and Google pay for ease of contactless payment. If Chip & Pin is required the machine will be sanitised before and after use. • Sanitising stations outside each bathroom. • Staff wear PPE (gloves) were risks of contamination are high | <ul style="list-style-type: none"> • Senior managers will spot check sanitising stations to ensure they are fully stocked, to be recorded on COVID checklist • Restaurant procedures have been adjusted so all surfaces are regularly sanitised and tables set with all cutlery covered and glassware upside down for guests to un-cover and flip upon their arrival. • Continuous monitoring will take place by managers to ensure compliance with | Lauren Price – 09/09/2020 |

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| | | <ul style="list-style-type: none"> • Company has implemented enhanced cleaning regimes on the whole site • Company has implemented an enhanced personal hygiene and hand washing policy for all staff | <p>enhanced cleaning and personal hygiene/hand washing policies – all public area cleaning will be signed off</p> <ul style="list-style-type: none"> • Weekly management meetings will be used to review how measures are working. | |
| Staff | Close contact with colleagues in high-traffic areas. | <ul style="list-style-type: none"> • Rotas will have staggered start times to reduce the amount of staff using the changing room/staff areas • The Restaurant FOH will be split into sections with specific roles to minimise the 'cross-over' of staff during service | <ul style="list-style-type: none"> • Rotas will be discussed at weekly managers meetings to monitor staffing level. • Policies and procedures will be continually monitored by managers . | Lauren Price – 01/07/2020 |

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| | | <ul style="list-style-type: none"> ● Kitchen will have designated sections to minimise 'cross-over' during service ● Lu Ban will operate with a reduced level of staff to minimise the amount of people with the building at any one time. | | |
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