

Risk assessment

Company name: Serendipities, 12 Union Street, Dundee, DD14BH

Date of risk assessment (reviewed): 11/09/2020

Date of review: 01/10/2020

This risk assessment is solely for Covid-19. A separate risk assessment has been done for food hygiene and cooking, and outdoor seating.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Social distancing/spread of Covid19 due to proximity	All (staff and customers)	<ul style="list-style-type: none"> - Reduced persons in building at any one time. There will be 5 tables max inside (2 of these are smaller ones with only 2 seats). - There is at least 1 meter between each customer sitting down. This will be clearly marked with red tape to show the sections. Chairs will be back to back, with no face to face seats of separate tables. - There are 3 hand sanitizer stations inside, as well as 1 outside. Customers will be asked to use hand sanitizer immediately when coming in. There is also a hand sanitiser at each table. - The front shop door will remain open for ventilation. - Customers who are sitting in with be asked to provide a name and contact number/email for track and trace. Contact details will be shredded after 21 days using 'Let's Talk Shred', following GDPR guidelines - All staff and volunteers will always wear a face mask, or face shield if they have breathing problems. - Customers are required to wear masks when entering, ordering and moving around the café. Masks are allowed to be removed when seated at the table to eat and drink. - A sign will be displayed upon entrance stating that anyone showing signs must not enter premises. - Record of a staff and volunteer rota will be kept. Staff team will be kept small. Currently 6. - Groups are maxed to 6 people per group and no more than 2 households. 	<p>Regular reminder to staff and volunteers to wash hands regularly.</p> <p>Manager to check in with staff regularly to ensure these steps are being enforced.</p>	Manager and staff
Toilets/spread of Covid19 due to proximity and surface touching	All (staff and customers)	<ul style="list-style-type: none"> - There is only one person allowed into the toilet at a time. - There is a hand sanitizer station before entering the toilet. Customers are asked to use this before entering. - The toilet will be cleaned immediately after each use. - Signs of correct hand washing technique will be displayed. 	Manager to check in with staff regularly to ensure these steps are being enforced.	Manager and staff
Spread of Covid-19 due to touching of utensils, sugar pots and other utensils	All (staff and customers)	<ul style="list-style-type: none"> - Tables will be wiped with disinfectant after each use. - Menus are laminated for easy cleaning and will be cleaned after each use. - Utensils will be removed from public area and staff will provide them when needed. The same with sugars. - Regular touchpoints will be regularly disinfected and cleaned during the day. - All surfaces will be sprayed with disinfectant at the end of the day 	<p>Manager to check in with staff regularly to ensure these steps are being enforced.</p> <p>Any items that are regularly touched will either be removed or made sure to be cleaned regularly. Staff to check this daily.</p>	Manager and staff
High risk individuals contracting Covid-19	Staff	Anyone falling into the clinically vulnerable category (https://www.gov.uk/government/publications/staying-alertand-safe-socialdistancing/staying-alert-and-safe-socialdistancing#clinicallyvulnerable-people) should make themselves known to management so individual risk assessments can be carried out.		Manager