

Risk assessment

Company name: Uppertunity, Unit 47, The Circle, 4-6 Staffa Place, DD23SX

Date of risk assessment (reviewed): 17/09/2020

Date of review: 01/11/2020

This risk assessment is solely for the purpose of food preparation and delivery within The Circle, and Covid-19 safety. A separate risk assessment has been done for food hygiene and cooking.

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 rooms at any one time. In the main arts and crafts room, a max of 8 individuals are allowed including external staff and Uppertunity staff. In the kitchen, a max of 4 individuals, with 2 remaining at the separate table, - Clients and external staff will be placed 2 meters apart from each other. Uppertunity staff may need to work in closer proximity when sharper/hot tools are being used. - All clients, carers and staff will be asked at the start of any session if they have a high temperature, a new or continuous cough, and a loss or change to sense of smell or taste in the last 24 hours. If so, that individual will be asked to leave the premises immediately. A thermometer will be available to check temperatures using disposable protectors. - Any staff who are displaying symptoms will be required to take a Covid-19 test. - Uppertunity staff will deliver ordered food to prevent an increase in footfall in corridors. Staff and volunteers will wear a face mask when delivering the food. - Record of a staff and volunteer rota will be kept, as well as orders made for track and trace. 	<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> <p>Manager to check weekly updates from the First Minister in regards to any changes or requirements.</p>	Manager and staff
Spread of Covid-19 due to touching of objects	All (staff and customers)	<ul style="list-style-type: none"> - A drop off box will be placed outside of Uppertunity's room for tenants to drop off plates and utensils for washing. - A card machine is available for contactless payments. - All food and ingredients are to be stored in airtight containers that can be wiped down, i.e. clear plastic tubs. - Regular touchpoints will be regularly disinfected and cleaned during the day. - All surfaces will be sprayed with disinfectant at the end of the day - Doors will be kept open to avoid touching of handles 	<p>Manager to check in with staff regularly to ensure these steps are being enforced.</p> <p>Regular reminder to staff and volunteers to wash hands regularly.</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

Reviewed by Manager of Uppertunity CIC
Danielle Gaffney du Plooy