



Lorna Robins

Date of risk assessment: **28/06/2020**

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?	Action by when?	Done
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Customers Their guests Our staff Venue staff	<ul style="list-style-type: none"> We follow the FSA guidance on hand washing safe method Use separate hand sink Use soap and paper towels provided Hand washing should be done before and after food prep, after washing dishes, after touching high touch points, after being in a public place and after blowing nose. Provide hand sanitiser for the occasions when people can't wash their hands 	<ul style="list-style-type: none"> Monitor and supervise to make sure people are following controls. Put signs up to remind people to wash their hands Hand washing/sanitising facilities checked and/or replenished daily 	All staff. Monitored by Manager.	From now on - 31/12/2021	
Getting or spreading coronavirus in commonly used or high traffic areas	Customers Their guests Our staff Venue staff	<ul style="list-style-type: none"> I work mostly by myself and so some of these hazards don't always apply as it is a family business if I do require assistance the other staff live in the same household Extra Handwashing Extra cleaning step with anti-viral disinfectant 	<ul style="list-style-type: none"> Monitor and supervise to make sure people are following controls. Socially distance when engaging with customer and venue staff. 	All staff. Monitored by Manager.	From now on - 31/12/2021	

Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations	Customers Their guests Our staff Venue staff	<ul style="list-style-type: none"> • All surfaces are cleaned and dried using 3 steps before and after food prep. • Hot soapy water then dried • Anti- viral disinfectant then dried • Anti – bacterial spray then dried • All surfaces are cleared and cleaned with anti-bac and dried after each prep job. • All high touch points are cleaned before, during when needed and after food prep • Equipment cleaned in hot soapy water. 	<ul style="list-style-type: none"> • Monitor and supervise to make sure people are following controls. • All detergents etc are replenished as and when needed 	All staff. Monitored by Manager.	From now on - 31/12/2021	
Contracting or spreading the virus by not maintaining social distancing at a venue	Customers Their guests Our staff Venue staff	<ul style="list-style-type: none"> • Socially distance when engaging with customer and venue staff • At the event itself provide Individual food boxes and individually wrapped cutlery to allow for guests to socially distance. • Not all clients like the individual box approach and want the communal food buffet concept in which case the venue would be responsible for social distancing. 	<ul style="list-style-type: none"> • Delivery of food before guest arrival. • Wear PPE at venue • Talking to venues about their safety measures and social distancing rules and how we can do our part to assist. 	All staff. Monitored by Manager and venue	From now on - 31/12/2021	

<p>Contracting or spreading the virus by communal food concepts which could become contaminated with virus through the touching of utensils by many people, touching food with hands and allowing children near the table.</p>	<p>Customers Their guests Venue staff</p>	<ul style="list-style-type: none"> • Try to persuade the customer to provide an individually boxed buffet like we do for those with food allergies and dietary requirements if not - • Provide a Covid Safer Buffet Kit which includes: • Disposable plates • Individually wrapped cutlery • Signage reminders to not touch food with hands. • Serving utensils • Hand sanitiser. 	<ul style="list-style-type: none"> • Follow our 5- step protocol • Delivery before guest arrival to protect our staff. • Wear mask & gloves at venue. • Provide Covid Safer Buffet Kit. • Provide signage reminders not to touch food with hands • Strongly advise against allowing children to attend the buffet table 	<p>Monitored by Venue Manager.</p>	<p>From now on - 31/12/2021</p>	
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