



Covid-19 Virus Risk Assessment

This Risk Assessment is an overview of Covid-19 specific hazards (risks) and shows the way in which they can be controlled, monitored and corrected.

This is a dynamic document which means that the contents must be reviewed regularly, and additional information be must edited and / or added by you to reflect the way that you are operating your business.

Parts of this Risk Assessment are editable. This is because advice and regulations from Government around these elements (e.g.: 2 metre rule) may change over time.

Look out for the editable areas - they will be the blue boxes. There is additional space within each hazard for you to fill in additional controls specific to your business. You will see that there is also a blank table for you to use if you need to add additional hazards to the Risk Assessment that are specific to your business.

We have also added an 'Evidence' column to this Risk Assessment, this is because you will most likely be asked to show what your Covid-19 hazards are, how you are controlling them and the evidence of this. For example, with the hazard: 'Contamination of premises or equipment', one of the controls is 'Thorough cleaning and disinfection/sanitising of premises', your evidence here could be your cleaning record.

Terminology:

Hazard - this is anything that could be deemed a risk to you, your staff and the public.

Controls - this is what you are doing to control this hazard. I.e.: to make sure you are reducing the risk of a specific hazard as much as possible.

Evidence - this is the records you keep, e.g.: cleaning logs, staff sickness, COSHH, training records to show that you are controlling potential hazards.

Corrective Action - these are the steps you take to make sure hazards are kept under control e.g.: a member of your staff may need to be re-trained in order to work in line with reducing the risk of a specific hazard.

Name: Daniel McKnight

Business Name: Jacks Ovens LTD

Responsible Person: Daniel McKnight

Date: 20/07/2020

Disclaimer:

NCAASS issued this editable Risk Assessment on 21/6/20 to NCAASS members. It must be used in conjunction with your food safety management system and high standards of hygiene and hand washing and any additional information specific to your business must be added by you in the spaces provided.



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Parts of the Risk Assessment are editable. This is because advice and regulations from Government around these elements (e.g. 2 metre rule) may change over time.

Look out for the editable areas - they will be the blue boxes. There is additional space within each hazard for you to fill in additional controls specific to your business. You will see that there is also a mark made for you to use if you need to add additional hazards to the Risk Assessment that are specific to your business.

You may also add an evidence column to the Risk Assessment, this is because you will need to be able to show what you Covid-19 standards are, how you are controlling them, and the evidence of this. For example, with the hazard of 'Contamination of premises or equipment, one of the controls is 'thorough cleaning and disinfection; identification of premises' and evidence may come in the form of cleaning records.

Terminology:

Hazard - this is anything that could be deemed a risk to you, your staff and the public.

Control - this is what you are doing to control the hazard. It is to make sure you are reducing the risk of a specific hazard as much as possible.

Evidence - this is the support you need to show that you are controlling the hazard. Typical evidence to show that you are controlling a hazard includes:

Corrective Action - this is the steps you take to control the hazard. For example, if you have a hazard of 'Contamination of premises or equipment, one of the controls is 'thorough cleaning and disinfection; identification of premises' and evidence may come in the form of cleaning records.

Hazard:

Business Name:

Responsible Person:

Risk:

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Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Viral transfer from staff	<p>Good personal hygiene</p> <ul style="list-style-type: none"> Staff instructed in the need to avoid touching the face, mouth, eyes and nose and to avoid direct skin contact with others during work Staff trained to frequently and thoroughly wash their hands <p>Social distancing</p> <ul style="list-style-type: none"> Working practices rearranged to allow staff separation of 1 metres e.g. fixed workstations, access to common equipment separated by time and sanitising of common touch areas between usage Staff trained in new procedures Staff advised about need to travel to work and for work in separate vehicles <p>NOTE: Social distancing requirements do not apply to members of the same household</p>	<p>Staff wear face masks.</p>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Contamination of premises or equipment</p>	<p>Cleaning schedules reviewed and updated, and staff trained in enhanced cleaning procedures to ensure:</p> <ul style="list-style-type: none"> • Thorough cleaning and disinfection/sanitising of premises • Frequent use of Virucidal chemicals to sanitise high risk areas e.g. common touch points such as light switches, door handles etc. and Customer touch areas such as Collection points • Keyboards such as for card readers wiped down after each use <p>NOTE: Sanitiser cloths capable of killing viruses should be used to avoid damage from quantities of liquid</p> <p>Counter cleaned on a regular bases. Encourage customers to pay by card. Van given a full clean down every night.</p>	<p>COSHH Cabinet. Cleaning report</p>	<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary</p>

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Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
Contamination by money	<ul style="list-style-type: none"> Use of contactless payment systems wherever possible. In cases where cash handling is necessary, staff trained to thoroughly wash hands between transactions. <input checked="" type="checkbox"/> 2 metre separation distance maintained throughout 	Card machine with contactless payments	Responsible person monitors procedures and practices to ensure that controls are properly implemented	In the case of control failures, procedures reviewed and amended as necessary Staff retrained as necessary

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action
<p>Viral transfer from customer to customer or customer to staff</p>	<p>Order collection Social distancing</p> <ul style="list-style-type: none"> Food pre-ordered to allow collection times to be spread out, limiting customer presence at any one time Queuing system. Controls to separate customers by <input type="checkbox"/> metres Call forward for collection to allow staff to step back as customer approaches to pay/collect food <p>Delivery Social distancing</p> <ul style="list-style-type: none"> System to maintain separation distance e.g. food placed on doorstep, delivery driver steps back, alerting customer to arrival of food, whilst maintaining a <input type="checkbox"/> metre separation distance 		<p>Responsible person monitors procedures and practices to ensure that controls are properly implemented</p>	<p>In the case of control failures, procedures reviewed and amended as necessary</p> <p>Staff retrained as necessary</p>

Hazard Risk	Controls	Evidence	Monitoring	Corrective Action

IMPORTANT INFORMATION – PLEASE READ ME

Covid-19 Updates

Supporting you with the tools to trade safely and legally.

As a business owner, you have a legal responsibility to ensure that the food that is prepared and sold by your business is safe to eat and is what it says it is.

Your NCASS Due Diligence pack is your Primary Authority Assured Food Safety Management System. It contains all of the tools that you need to ensure and to demonstrate that your business is operating safely and within the law. It is essential that you read through this pack in full and complete the templates so that they reflect your business - your due diligence system should be part of your day to day and as such will need to be updated regularly.

The system will only support and protect your business if you fill it out and follow the processes you have agreed to adopt by using this system – the contents of the pack. As your trade association we have put everything you need here in this pack.

Your pack includes your Daily Recording Diary & cleaning schedules, Allergen control systems, Risk Assessments, Codes of Practice, checklists and much more. Please take the time to read through and complete this information and just let us know if you have any questions.

In addition to this, to support you in working safely through the Covid-19 pandemic, we have produced a set of new resources that can be downloaded by visiting your member dashboard or visiting the NCASS website <https://www.ncass.org.uk/covid19-compliance>

You will find:

- **The Independent caterers guide to safe trading through Covid-19**

This guide was created to enable our members to adapt their businesses to a delivery, collection or takeaway model as well as providing additional support to those moving into small scale production such as cook at home or ready meal products.

It takes you through what to do step by step and includes key information on how to do so safely and legally; from assessing risk now to labelling, packaging, deep cleaning, PPE and everything in between. The guide is essential for anyone who has made material changes to their business during the Covid-19 crisis.

There are elements of the guide that are also available to download individually, these are listed below, should be completed, and uploaded to your membership area and printed if possible. These documents are key to showing your Local Authority that you are operating safely and should be shared with all staff members.

- **Covid-19 Virus Risk Assessment**

This is an editable Risk Assessment that enables you to assess the risk of Covid-19 as you operate your business. It sets out potential hazards, gives examples of how these can be controlled, how they are monitored and what corrective action should be taken. This is a dynamic document which means that the contents must be reviewed regularly, and additional information be must edited and / or added by you to reflect the way that you are operating your business. **please complete this online print it out and pop it into the plastic pocket we've provided for safekeeping.**

- **Covid-19 Compliance Statement**

Read through each statement and tick each section that applies to your business – to show what you are doing to operate compliantly. It covers Infection, isolation and deep cleaning, Responsible Persons, Social Distancing, Training, Packaging, Payments, PPE and more.

- **Covid-19 Handwashing poster**

Print and display this poster in key areas to ensure that you and your team are washing hands regularly and correctly.

- **Covid-19 Customer Notice**

The customer notice should be displayed for your customers to read. It is important to show clearly what you are doing to reduce risk and what you expect from them too.

- **Covid-19 Deep Cleaning Guide**

This document outlines the Public Health England guidance on Deep Cleaning during CV19. It covers cleaning and disinfection, PPE, Laundry, Waste and more.

- **Covid-19 Safe Deliveries Guidance**

If you are delivering food or are working with a company who is making deliveries on your behalf, it is important that you are aware as well as the people carrying out deliveries about safe practice. This guidance explains the current position on safe deliveries.