

COVID 19 RISK ASSESSMENT FOR THE CIRCUS RESTAURANT

The main risks of getting Covid 19 come from someone with the virus or carrying the virus being in close proximity from a lack of social distancing - keeping less than one metre apart - from moist air droplets containing the virus getting into our respiratory systems. We can also catch the virus from touching something that has recently been touched by someone carrying the virus. So we all need to think differently at work and follow the guidelines as set out in

www.gov.uk/guidance/working-safely-during-coronavirus-covid19

We will ask all staff to sign a form to say that they have read and understood the government guidelines above as was requested in our previous email. If a staff member knows that they are vulnerable to COVID 19 they must let us know and must make a personal decision regarding the risks of working in a public environment.

Safety measures to keep staff safe



If any staff member feels unwell, has a temperature or persistent cough they **MUST NOT** come to work, they **must self isolate** and order a testing pack.



Staff will wear a face covering if asked to do so by customers, but otherwise this is not mandatory at present. Gloves may only be worn if changed regularly. The face should not be touched by gloves or hands.



If you have touched your face, please wash the area and your hands thoroughly. Replace mask if touched by hands. Face coverings MUST be replaced if they get damp and washed daily at a hot temperature.



Staff will wash their hands regularly or sanitise them regularly. After touching food plates and any other hard surfaces. At least every hour. Hand washing facilities are in the usual places but must be regularly topped up with hand sanitiser and paper towels.

Hand sanitiser on the bar for staff with appropriate signage and bin



Staff need to ensure that hard surfaces between covers and all serving areas are sanitised regularly and left to dry before using.

Managers will start the day by sanitising all the buzzers and buzzer holder.

All kitchen staff must be extra vigilant about kitchen cleanliness and disinfecting hard surfaces and regularly washing their hands.

All cutlery, glasses, plates etc must go through the dishwashers on the hottest setting

KPs will regularly sanitise door knobs, fridge openings, hand rails and stair banisters. Anywhere that customers or staff have touched in the kitchen and communal areas.

KP cleaning chart in toilets for them to sign to show guests and staff how often we have disinfected the toilets. They should be sprayed with disinfectant at regular intervals. Outer door left open for air circulation

Chefs' whites, aprons and cloths washed at high temperature daily and serving staff clothes changed and washed daily at home



Staff arrival and departure times to be staggered so that no more than one person is in the staff changing area at any one time

Separate areas for staff to stand and polish glasses and cutlery wearing gloves and 1 metre apart

Serving staff should work with as few others as possible and hopefully always the same team

Breaks taken outside where possible

Staff are advised not to use public transport to come to work. If they have to, they must wear a face-covering

You do not have to comply with social distancing if it would be unsafe to do so eg: If there is a fire or other emergency at work

Chefs and KPs will work back to back or side by side but try to keep a metre apart at all times and not face each other

Usual buzzer system to call the waiting staff to collect the food from the kitchen. Chefs will move a metre away from the pass whilst waiting staff collect their food

Delivery people will be asked to leave stuff on the outside tables in front of the restaurant and not enter the building, with one person designated to pick up and put away each delivery

Safety measures to keep our customers safe



We will stagger bookings as usual and managers will tell guests to arrive promptly at the time allocated to them in order for them to get into the restaurant and to their designated table with proper social distancing and without meeting other guests or causing congestion in the room. We will have a finite amount of people we can sit complying with the one metre social distancing rule.

We will need a contact number and email for all guests to help (in the event of an outbreak) to stem the virus with potential track and trace.

All guests will be asked on entry whether they have a raised temperature or new persistent cough.

Non-contact temperature assessors are not 100% accurate in their readings there are many factors that can affect them, so we are not going to use these at entry points.

On our bookings and on our website there will be a disclaimer to say that on bookings for more than 2 people (6max), the restaurant presumes that the others are part of the guests' support bubble and therefore able to share a table with the other guests. This would account for 2 households=maximum 6 people.

Therefore we will not be spacing these people out from each other but only from the other diners.



To avoid people standing near the bar/near staff or near others whilst waiting to be seated, staff will act promptly on seeing people outside the door at the time of arrival to guide them in to the building keeping a metre apart and seating them asap. Coats will need to have more space between them or stay with the guests. It may work to seat one table upstairs then one downstairs and balance the arrivals like this.

We will encourage use of the outside tables 1 metre apart

Signage on the one metre social distancing rule at regular intervals throughout the building and reminder of hand sanitising



Tables will not be laid ready. No cutlery, glasses, plates or napkins to go on tables before presentation of the first drink and food

Use paper napkins only so that these can be binned.

We will use disposable paper menus

Individually wrapped condiments as appropriate

Wine left open on table for guests to pour for themselves

Customers encouraged to stay at their table unless otherwise instructed

Sanitise



Hand sanitiser will be on a station near the door for customers to use on entry, with appropriate signage

Contactless payment encouraged and sanitise the handsets after each use

Hand sanitiser in toilets and signage re handwashing

Ventilation



It is crucial to ventilate the building as much as possible and get the air circulation in the restaurant going with windows open, fan on, downstairs French doors open. Secondary loo doors open