

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID 19	Employees Contractors Guests	Effective hand washing facilities.	Evaluate the location of additional hand sanitiser stations to ensure used and effectively located and stocked	Mark Maltby on the back of Government Guidance	1st July 2020	Completed
		Effective hand washing training.	Induction training to allow the teams to be fully trained and effective in their role	Mark Maltby	1st July 2020	Completed
		Create a role to be a fresh pair of eyes before each session to ensure we are Covid Safe	Appoint and training COVID MONITOR	Mark Maltby	10th June 2020	Completed
		Ensuring both workers and guests who feel unwell stay at home and do not enter the restaurant	Temperature checks and question of all team members at start of each shift by the Covid Monitor. Currently being carried out by delivery team. Guests will be asked at the door regarding their general health	Covid Monitor & Host	Ongoing	Ongoing
		Provide PPE where appropriate. Front of house team with direct guest interaction below two metres will be wearing face shields.	Ensure communicate to employees and guests what we are doing	Management and FOH team	1st July 2020	Completed
		Restrict access and numbers to a level that allows social distancing.	Fully deep clean all FOH	Mark Maltby	1st July 2020 and then continued daily	Completed
		Teams to work in "bubbles" - i.e. same team working the same space. Using team that are living together. Introduce one other household to allow a team bubble	Reduced operating days and hours to allow contained teams. Effective signage	Mark Maltby and Hayley Lawlor on the back of Government Guidance	1st July 2020	Completed
		Sanitiser available at every entry and exit point and at the entrance to the toilets	Create clear indicators of sanitiser stations. Purchase artificial trees to clearly indicate the location of sanitation stations. Situated at the entrance of main building, entrance to the restaurant. Main dining area and toilet facilities.	Mark Maltby	27th June 2020	Completed
		Zoning the restaurant space for different roles - Kitchen, Restaurant, MCK@HOME	Remove excess seating and tables to allow the 2 metre spacing through out the restaurant area.	James Gregory and Kitchen Team	27th June 2020	Completed
		Leave disused equipment off and not use	Removed excess equipment from kitchen and bar area and place in storage	James Gregory and Kitchen Team	27th June 2020	Completed
		Capacity level safe at 30 guests at one time initially	Constant evaluation of demand and capacity with safety first. Currently set at 30 guests in the building at one time.	Mark Maltby change the booking capacity and time slots with Resdiary	29th June 2020	Completed
		Staggering entry times	Constantly evaluate the arrival and processing of booked guests into the building ensuring no bottlenecks are being created.	Host in conjunction with GM with MCK@HOME	Ongoing	Ongoing
		Reconfigured to 2 metre between all spaces	Remove excess seating and tables to allow the 2 metre spacing through out the restaurant area.	James Gregory and Kitchen Team	27th June 2020	Completed
		Queue Management through the booking engine, to reduce the requirement to queue and ensuring safe arrival and departure through the restaurant, with a one way system	Utilising signage and verbal communication by host on how to move around the building in a safe manner.	Host in conjunction with GM with MCK@HOME	1st July 2020	Ongoing
		Provide clear signage and guidance on social distancing and hygiene from booking through to departure, with emphasis of team and guests safety during the whole dining experience.	Create very clear messaging on our website, sharing the COVID 19 risk assessment on our external board and social media.	designby.redd and Mark Maltby	8th July 2020	Ongoing
		Only taking bookings for groups of up to two households (your support bubble counts as one household) per booking	Communication clearly that guests should be only from two households.	Resdiary and Host	Ongoing	Ongoing
		Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.	Communication clearly that guests should be considerate of other guests.	Host	Ongoing	Ongoing
		Reducing the number of surfaces touched by both staff and customers. For example, asking customers to remain at a table where possible	Tables will be for single use only during each service session. Reduced to Lunch and Dinner sessions only. MCK Deep Clean of each table and chairs post each session to ensure fully sanitised to maintain hygiene and safety	Team	Ongoing	Ongoing
		Providing only disposable condiments - so single use condiments. Salt and pepper grinders will be part of MCK Deep Clean	MCK Deep Clean of salt and pepper grinders post each session to ensure fully sanitised to maintain hygiene and safety. All sauces will be served in ramekins for single use.	Team	Ongoing	Ongoing
		Tables will be set to reduce contact time between servers and guests. All stripped down and washed after each session. Single use only.	MCK Deep Clean after each session to ensure fully sanitised to maintain hygiene and safety.	Team	Ongoing	Ongoing
All doors to be wedged open apart from fire doors to prevent creating a common vector. So door handles should not be required to be touched.	All doors wedged open at beginning of each session. This will include main entrances to both male and female toilet facilities. As space allows for privacy. In addition a sanitiser station is in place at the exit of the toilet facilities.	Covid Monitor	Ongoing	Ongoing		
We have an app in place for ordering and taking payment which will be regularly updated to allow all products to be available online within the restaurant.	APP CENTRAL and Mark Maltby to programme all menu and products for opening.	APP CENTRAL and Mark Maltby	3rd July 2020 and ongoing	Ongoing		
Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines	Credit card machine updated to allow contactless payment regardless of location	Worldpay FIS	2nd June 2020	Completed		