

<b>Reference Number:</b>	<b>S(3)1.004</b>
<b>Persons identified as at risk:</b>	<b>Visitors/Staff/Contractors</b>
<b>Risk assessment completed by:</b>	<b>General Manager &amp; Duty Managers</b>
<b>Date Completed:</b>	<b>21.04.21</b>
<b>Review Cycle:</b>	<b>Weekly or sooner depending on risk factors</b>

<b>1. Risk</b>
<p><b>Without mitigation: exposure to the spread of Covid-19- Risk is High</b></p> <p><b>When following the control measures outlined below we judge the risk is reduced to Low</b></p>
<b>Control Measures</b>
<p><b>Provide details of the control measures you will implement to mitigate the risk</b></p> <p><b>Training-</b></p> <p><b>A return to work briefing has been carried out with all staff- following HSE Published Guidance, along with a comprehensive Covid -19 online training module, this covered detail of social distancing and the importance of hand washing and contact point sanitising. All staff are aware of symptoms associated with the virus and must not attend work if they develop any of the symptoms, all managers are also aware to send any staff who become unwell home immediately on shift, in line with current government advice.</b></p> <p><b>The online module also covered- personal protection/staying safe/looking after customers/preparing to reopen/ service standards with covid in mind.</b></p> <p><b>Physical Distancing-</b></p> <p><b>Jute Café Bar operates with a 1 metre plus rule in line with current advice, this applies to all staff, customers, delivery staff and other visitors</b></p>

**Where possible staff will be allocated to 1 table for service**

**Furniture has been reallocated to allow for more space between tables**

**Servers must remain 1 metre where possible when taking orders and dealing with customer requests**

**There is no service available at the bar counter**

**There is no vertical drinking permitted, customers must have a table**

**All visitors will be asked leave their contact details for test and track**

**Floor signage has been added to assist with your visit throughout the building**

**Where possible we will prevent queues and advise using our online booking system to reserve a table ahead of your visit to assist with a speedy arrival to Jute.**

**Staff breaks have been staggered to ensure that they are not mixing unnecessarily**

**We will also have a full record of staff rotas to ensure we have the necessary details for test and trace**

**In line with current guidance we are now playing background music**

**Face covering must be work by all staff all the time and by all visitors when not seated at a table.**

**Kitchen and Back of House Areas-**

**Kitchen access is restricted to prevent mixing of different departments**

**Spacing has been put in place where possible within the working areas**

**Additional cleaning/sanitising and control measures are all in place**

#### **Hand washing-**

**Hand washing facilities for staff are in place and staff are aware of the importance of regular hand washing, signage has been placed throughout, alcohol sanitiser stations are located throughout Jute and are available for both staff and visitors.**

#### **Cleaning-**

**More frequent cleaning regimes have been implemented including all contact points, tables and chairs after every use with an appropriate detergent.**

**Disposable paper towels will be used wherever possible**

**Where possible all commodities required by customers will be single use, sugars, salt and pepper, sauces etc**

**Where possible all menus will be single use so we will be only giving 1 menu to each table.**

**We will operate with an order at the table app for those that want to use this, we encourage everyone where possible outside to use this. Please let us know if you are unable or need assistance**

#### **Marquee-**

**There is a maximum number of 56 guests to be seated in the marquee at any time.**

**There is a no smoking policy in place backed up by signage.**

**Sides of marquee have been removed to allow circulation of fresh air and added escape routes.**

**Marquee has been secured to the ground to prevent movement in adverse conditions.**

**Background Music-**

**A risk assessment has been carried out to ensure music remains at a reasonable level. The result being guests will not have to raise their voices to communicate with each other whilst music is played.**

**Background music will remain under the review of the duty manager.**

**Capacity- Under new Government Guidance Jute Capacity including Visitors and Staff is-**

**Outside on Patio- 184**

**Inside in Bar and Restaurant-126**