



COVID 19 RISK ASSESSMENT AND PROCEDURES TAKEAWAY

At Pork & Co. we understand we need to plan and act responsibly to protect the health, safety and welfare of all our customers, staff and contractors. With this in mind, we have implemented a set of Covid-19 Safe procedures so that we can operate as effectively and safely as possible during the current pandemic. The well-being of customers, staff and contractors is of the utmost priority to us, and this is the focus of these procedures: to best manage the health and safety of all who are on the premises and in our care. These measures are put in place in order to limit the risk of spread of the virus, and Pork & Co. expects all staff and customers, and anyone on the premises to adhere to the guidelines as set out below, and in accordance with advice from the U.K Government and Public Health England.

IMPORTANT NOTES:

- Please do not visit if you or anyone in your household is displaying symptoms of COVID-19 no matter how minor.

These symptoms are:

1. A New Continuous Cough.
2. A Temperature over 38°C (Fever).
3. A Loss of Taste or Smell.

- Please do respect the current Government guidelines on social mixing whilst out of the setting, as by not doing so you are putting others at greater risk.

PREMISES PROCEDURES:

- Pork & Co. will display its Covid-19 Safe procedures and guidelines within the premises and on its website to best inform its customers and staff.
- Customers will receive clear guidance during their visit through our Customer Guidance Procedures, through clearly laid-out signage, and through diligent staff communication.
- Staff will be provided with clear directives on Covid-19 Safe working practices through our staff Procedures, Covid-19 Safe Cleaning and Hygiene Procedures and through updated training literature.
- Exemplary and thorough cleaning and hygiene procedures will be set out in our Covid-19 Safe Cleaning and Hygiene Procedures. Signage will be provided to promote good handwashing technique, the safe removal of gloves, and catch it, bin it, kill it guidelines.
- Service areas will be managed using the following:
 1. A queuing system for placing and receiving orders. Signage will be provided, and staff will be trained to manage the flow of customers.

2. Walkways to be one-way where possible. Signage and floor markings will be provided.

SUPPLIER DELIVERIES:

- 2m social distancing is to be adhered to between the delivery driver and staff member.
- A cleaning procedure is to be implemented for all goods and deliveries arriving at on premises and where possible and safe, a single worker will receive and put away the delivery.
- Staff are to wash their hands as per government guidelines immediately after receiving and putting away delivered goods.

COVID-19 CUSTOMER GUIDANCE :

In order to assist us in safeguarding your visit to the premises Customers are asked to please adhere to the following:

- Customers are asked to form an orderly queue if necessary and to adhere to the 2 metre social distancing rules whilst they wait to be admitted. Signs and floor stickers will be provided to assist with this process. Customers are asked to please excerpt patience during this process, we commit to attending to them as soon as is practically possible. The queue may only be as long as set out by the floor markings. If the queue has reached this point customers are asked to come back when the queue has dissipated sufficiently to join.
- All customers are required to please use the hand sanitising facilities provided.
- Customers are asked to follow all relevant signage and floor markings to assist in the safe practice of these procedures.
- Customers are asked to touch the minimum number of surfaces while placing and collecting their orders.
- Customers are encouraged to pay via card payment, using contactless payment where possible.
- Pork & Co. reserves the right to refuse service to anyone in repeated breach of Covid-19 Safe Procedures, and if deemed to be putting other customers or staff at undue risk.

COVID-19 SAFE CLEANING AND HYGENE PROCEDURES:

- The premises will be thoroughly cleaned and disinfected before reopening to the public.
- The premises will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is provided.
- Doors and windows are to be left open when possible and weather permitting (taking fire safety into consideration), to limit the use of door handles and aid ventilation.

- Staff are to adhere to a strict and stringent hand washing regime as detailed in Staff Procedures and are required to wash or sanitise their hands before handling plates, glasses or takeaway boxes.
- Staff are required to sneeze or cough into tissues and follow catch it, bin it, kill it guidelines.
- Staff are to follow personal hygiene regime and to wear clean laundered uniform as set out in Staff Procedures.
- Customers will be required to use the hand sanitising facilities provided.
- Recognising that cleaning measures are already stringent in kitchen additional cleaning and disinfection measures will be implemented and recorded in the cleaning record.

COVID 19 SAFE CLEANING RECORD:

1. Frequent Cleaning and disinfection of objects and surfaces that are touched regularly including counters, kitchen surfaces, cooking equipment, tills, card machines, keyboards and phones.
2. Frequent cleaning and disinfection of all work areas and equipment between uses, using the usual and appropriate cleaning products.
 - Staff are to perform cleaning tasks with appropriate products and materials, and following COSHH guidelines. Food Safe Sanitiser/Disinfectant and disposable cloths and paper towels. For electrical equipment such as card machines, monitors, keyboards and printers anti-bacterial wipes must be used.
 - Staff are required to wash their hands thoroughly after performing any cleaning or disinfection task, and after removing gloves, aprons and other protection used whilst cleaning. Staff are to avoid unnecessary spray and splashing whilst cleaning.
 - If an area has been heavily contaminated, such as with visible body fluids, from a person with suspected coronavirus, protection for the eyes, mouth, and nose, as well as wearing gloves and an apron will be provided and used. Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 1. Should be put in a plastic bag and tied.
 2. The plastic bag should be placed in a second bin bag and tied.
 3. It should be kept in a suitable secure place (bin alleyway) and marked for storage until either the individual's test results are known or stored for at least 72 hours before putting with the normal waste. It should be kept away from customers and staff.
 - Appropriate bins are provided to ensure there are adequate disposal arrangements for cleaning products.
 - Bins are to be emptied regularly, and rubbish disposed of appropriately.

- Kitchen access will be restricted to as few people as possible, and interaction between kitchen and waiting staff will be minimised.
- In the kitchen and Waiting work sections will be spaced 2m apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs, ovens and tills. When this is not possible, side to side and back to back working will be encouraged.
- Contact at “handover” points with other staff will be minimised by placing the item down and stepping back.
- Break times will be staggered to reduce pressure on places to eat, and to ensure social distancing is maintained.

COVID-19 SAFE STAFF PROCEDURES

Pork & Co. will:

- Provide staff with detailed Policies and Procedures that have been put in place (All policies and procedures have been written following Government Guidance).
- Provide staff with relevant training to assist them in their role, and hold a staff meeting before reopening to prepare staff in any changes to policy and working practices.
- Provide staff with up to date information of the ever-changing situation in relation to their role.
- Check in with staff regularly to discuss their physical and mental wellbeing in relation to their work and provide guidance where appropriate.
- Provide staff with the relevant PPE they will need to fulfil their role. Staff need to ensure they wash their hands after removing PPE, and do so safely using the appropriate guidelines. In line with current guidance, face masks will not be required to be worn, however should any member of staff or customer prefer to do so, they are of course welcome to.
- Provide screens to minimise contact during takeaway transactions.
- Provide staff with the cleaning materials they will need to make sure the environment is kept clean.
- Provide Staff with the handwashing/sanitising stations and materials necessary to adhere to a strict and rigorous hand washing regime. Provide Tissues and Emollient cream to assist in good practice.

Staff Directives:

- Staff are required to read the Procedures and Procedures that have been put in place.
- Staff traveling to work are required to follow Government Guidelines on social distancing and the correct use of public transport.
- Staff are not to attend work if they are displaying symptoms of COVID-19 no matter how minor.

These symptoms are:

1. A New Continuous Cough.

2. A Temperature over 38°C (Fever).

3. A Loss of Taste or Smell.

Staff are to inform management at the earliest possible opportunity should they develop any symptoms. Staff will not be allowed back to work until the appropriate Government isolation period has been adhered to. Duty managers will be in frequent communication with the staff member in order to check on their wellbeing and organise their return to work whenever it is safe to do so.

The number of staff on each shift has been reduced, to enable social distancing at work.

- Staff must arrive in fresh laundered clothes daily. Front of House staff are required to wear a freshly laundered uniform daily and not to re-wear their work clothes over multiple days.
- Staff are reminded to avoid touching their faces while in the setting and are reminded to follow our uniform policy with regards to appropriate clothing, jewellery and hair styling.
- Staff must only bring the minimum amount of personal possessions to work as possible and these must be stored in a bag. Any items not pertinent to or necessary for their shift must be kept in their bag and stored in the staff changing area. Packing spare work T-shirt in case of contamination is encouraged.
- Staff are encouraged to bring their own distinctive water bottle to work daily to avoid any confusion or cross contamination from drinking from similar glasses.
- Staff will be required to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. In addition to this they will be required to wash their hands:

1. On arrival to the premises.

2. Before and after eating.

3. After Coughing, sneezing, touching their eyes, face or hair.

4. After touching high-contact objects (eg, door handles, card machines etc)

5. After Touching Customers' used table ware and after cleaning down a used table or area.

6. After receiving a delivery.

- Staff are strongly encouraged not to touch their mouth, eyes and nose.
- Staff are to use a tissue or elbow to cough and sneeze and to use bins for tissue waste in accordance with catch it, bin it, kill it guidelines.
- Staff are to endeavour to stay 2 metres apart from other staff members, customers and contractors where at all possible. When this is not possible, side-to-side or back to back working/interaction is to be encouraged, and for the minimum amount of time possible.
- Staff are required to take care of the customers in the premises by following the procedures and policies put in place to make the premises Covid-19 safe.
- Staff are required to carry out the tasks set out in the Covid-19 Safe Cleaning Rota to ensure the setting is as appropriately clean as possible.

- Staff are encouraged to provide feedback and present ideas on continuing working policy in relation to Covid-19 Safe Procedures.

Consideration for Staff with members of their households who are Shielding: Prior to recommencement of work management will contact each individual staff member to ascertain if any member(s) of their household are shielding and thus discuss any permutations regarding appropriate recommencement. In the case of an employee with a shielding member of their household, Pork & Co. will liaise with the staff member to gauge the suitability of their return to work, and to support their return to work where possible. Pork & Co. will continue to follow guidelines for the duration of the pandemic and will adapt this policy in line with government recommendations and advice as and when needed, or until such a time that the pandemic is considered low to no risk to customers, staff and contractors.