**Tips on completing your COVID-19 risk assessment**

Every premises is different and your risk assessment must reflect your specific business operations. You can use the template provided in section 1 and this guidance should help.

Hazards – examples:

* Staff working with Coronavirus symptoms
* Customer entering with Coronavirus symptoms
* Picking up Coronavirus from hand contact surfaces
* Transmission of Coronavirus between people on the premises

Control measures – examples:

* 2m Social distancing
  + Staff – designated work areas
  + Customers – clear instruction/signage
* Handwashing – more frequent, 20 second handwash
* Enhanced cleaning – written detailed procedure, more frequent, emphasis on hand contact surfaces, consider disposable cloths
* Personal Protective Equipment (till screens, face coverings, hand sanitiser etc)
* One way system (if premise is large enough) – visual markings
* Payment methods – encouraging contactless card payment
* Limited menu – allows faster service, eases staff social distancing pressure in the kitchen

| 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 |
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| ***Example:***  Transmission of Coronavirus between people on the premises | Staff, customers, delivery drivers | None | Implement 2m distance controls (floor stickers, one way system), staff training, customer instruction (posters, verbal advice) | Manager and staff | Immediately and ongoing |  |