



COVID 19 RISK ASSESSMENT

Company name: Bocca Bona Ltd

Last revised: 26th April 2021

Assessment carried out by: Chris Moonie (director)

Date assessment was carried out: 4th December 2020

Hazard: Spread of Covid 19 through lack of staff awareness/training

Control Measures:

1. All staff on induction are shown the Covid-19 Pandemic Policy and a copy is made available to them at all times.
2. As part of induction, all staff trained on Covid-19 risk reduction procedures in place, i.e. hand washing, sanitising, safe-distancing, etc.
3. Policy and Risk Assessment are reviewed regularly in line with local government guidance and any changes are communicated to all staff via email prior to shift commencement.
4. Management on shift to provide a good example of correct procedures and remind staff where necessary.

Hazard: Spread of Covid 19 through lack of appropriate equipment/preparation

Control Measures:

1. Uniforms are provided and staff change into clean uniforms and indoor shoes when they arrive at work. Lockers are provided



2. Surgical masks are provided by the Company. Staff must take a clean mask from the box at the start of each shift. Guidance is given on correct use. Trays are provided for staff to place their mask in so to reduce risk of contamination of work surfaces/counters.

3. Shoe coverings are provided for staff upon arrival to avoid contaminating the back shop with outdoor shoes when they go to get changed.

4. Manager will ensure that masks are always in plentiful supply and stocked up.

5. Antibacterial wipes provided for cleaning equipment

6. Sanitiser is available at all work-stations

7. Cleaning equipment available in premises and antibacterial spray given to drivers.

Hazard: Spread of Covid 19 on site through contaminated surfaces and staff contact

Control Measures:

1. Staff are advised to wash their hands, or if not possible, sanitise after touching their face or mask

2. If during breaks staff need to leave the premises, they should change out of their work uniform before doing so

3. When taking rubbish out, shoe coverings should be worn to reduce contamination on coming back inside and hands must be washed thoroughly for at least 20 seconds following the guidance on the handwashing posters located at the sinks throughout the premises

4. Where possible and despite mandatory wearing of face masks, staff should try to maintain the 2m rule



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| 5. During each shift, staff should limit the use of each telephone and Epos to one person and at the end of the shift, these should be cleaned with the antibacterial wipes provided |
| 6. Stationery – sharing of stationery is to be kept to a minimum but where not possible, at the start of each shift staff should take what they need for that day and clean them with antibacterial wipes or sanitiser, and the same at the end of their shift |
| 7. Use of personal mobile phones is prohibited unless in emergency or absolutely essential. If staff use their own phones during work, handwashing after use is essential |
| 8. On arrival for shifts, the temperature of each staff member is checked using a digital thermometer. If staff feel unwell, they must report to their line manager before starting their shift. Details of this procedure are set out in the staff handbook (and Pandemic Policy) |

Hazard: Spread of Covid 19 by delivery drivers

Control Measures:

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| 1. Drivers must wear face masks at all times and are given the same guidance as counter staff in terms of hygiene and best practice. |
| 2. Drivers stay on the customer side of the counter and maintain a safe distance at all times. |
| 3. Drivers employed by the company using our cars, ensure that the cars are sprayed with antibacterial spray at the end of each shift. |
| 4. Drivers wear face coverings and maintain distance (where possible) when collecting from the shop. |



5. On returning to the shop, drivers disinfect the pizza bags before handing them back to the counter staff. Cleaning products are provided

6. Drivers are trained on keeping a safe distance when they get to customers' homes. The driver app also informs customers that they have arrived so they can meet the driver and if desired, provide instructions to - the driver as to how they wish to receive their food

7. If drivers need to use the toilet, they should ask for a pair of shoe coverings from the counter staff before entering the back shop to reduce risk of contamination

8. All drivers are informed that they are required to sanitise between jobs and confirm they have sanitiser in their cars. Drivers are provided with sanitiser for using in their vehicles if required

Hazard: Spread of Covid 19 by customers

Control Measures:

1. As of 26 April 2021, customers are permitted to enter the shop but must adhere to social distancing measures and wear face coverings unless exempt (proof of exemption is required)

Hazard: Spread of Covid 19 by suppliers/contractors

Control Measures:

1. All external delivery drivers must sign the visitor sheet detailing their name, company, date and reason for visit

2. Deliveries are brought into the front shop, then moved to the back by our staff. Suppliers do not gain access to the back shop.



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| <p>3. Existing measures for hand-washing and best practice to be followed after receiving and packing away a delivery and all packaging waste to be removed to the bins outside as soon as possible after the delivery</p> |
| <p>4. All contractors requiring access to the shop (front or back) are required to provide evidence of their company Covid-19 Risk Reduction Policy and Risk Assessment prior to starting work</p> |
| <p>5. Contractors must wear shoe coverings, face coverings and wash or sanitise hands prior to access being given</p> |
| <p>6. All contractors must complete a visitor form with personal details should we need to contact them at a later date in line with Track & Protect Guidelines</p> |