



Restaurants offering takeaway and delivery during COVID-19

Business Details	
Trading Name:	Company Name:
Address:	Head Office Address:
Tel No:	Email
Main Activity:	No of employees

	Check ✓ x	Comments
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Risk Assessment		
<ul style="list-style-type: none"> • Have you carried out a COVID-19 risk assessment which considers the specific risks of working in your premises? • Have you engaged with staff/ staff representatives in carrying out the assessment and shared the findings with relevant staff? • Are the following key controls included: <ul style="list-style-type: none"> ○ Taking orders & delivering / collection of food ○ Handwashing, cleaning & hygiene procedures ○ Communication between all parties to ensure safe working ○ Maintaining 2m distancing 		

Notes:
HSE risk assessment guidance available at: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
Businesses with 5 or more staff must produce a written risk assessment
Businesses with over 50 staff are encouraged to publish the risk assessment on their website
Businesses are also encouraged to display the COVID-19 secure poster:
<https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-covid-19-secure.pdf>

Who should go to work		
<ul style="list-style-type: none"> • Have you identified if your staff are particularly vulnerable (such as age, expectant mothers, weakened immune system)? • Remind staff daily not to work if they have symptoms of coronavirus or anyone in their household is symptomatic? • Try to keep staffing levels to an absolute minimum 		

Notes:
Advice on those more at risk: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Social distancing		
<ul style="list-style-type: none"> • Have lines been marked on the floor 2m apart (where necessary)? • What limit has been placed on the number of people in the premises? • How have you decided this? • How do you ensure social distancing controls between all employees? 		



<ul style="list-style-type: none"> • At busy times does a member of staff guide customers and limit entry? • How are customers kept apart while waiting for their order? <p>At the Food Collection Point (assume people may be infected and hands and money might be contaminated)</p> <ul style="list-style-type: none"> • How have you protected you / your staff when working on the counter? • Have you provided a sneeze screen barrier at the counter (with a gap to pass through food or payment) or an equivalent system (eg an exclusion area)? • Has this been marked out and a poster displayed reminding customers not to over step the line? • Do customers face directly at the counter staff (without a barrier) at any time? • Have you cleared the counter area to create a surface to place customers orders for collection? • What methods are you / your staff operating to receive payments? • Has a washable / replaceable cover been provided for the keys on the till (if used)? • Is it regularly disinfected? 		
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Notes:
Government guidance on staying alert & safe: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Access and Exit

<ul style="list-style-type: none"> • How are you managing customers entering the premises to collect orders? • Does the cleaning schedule include regular disinfection of all surfaces and contact points (such as door handles; card payment machines etc) • Do you have recommended signage up at the entrance? 		
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Notes:

Cleaning

<ul style="list-style-type: none"> • Do you remind staff of hygiene measures: to wash hands thoroughly and regularly, sneeze into single use tissues or crook of arm, etc.? • Are arrangements and materials available to regularly clean and disinfect objects and surfaces touched regularly (tools, equipment, hand contact points etc)? • Do you have a sufficient supply of cleaning materials? 		
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Notes:

FSA guidance on cleaning: <https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business>

Allergens

- Do you provide allergy information at the time of ordering online/ over the phone?
- Do you clearly mark any food delivered with allergen information?

Notes: FSA guidance on allergens: <https://www.food.gov.uk/business-guidance/food-safety-for-food-delivery>

Personal Protective Equipment

PPE is not indicated unless the risk of COVID-19 transmission is very high (such as close contact with confirmed or suspected cases, people with symptoms).

- Has your risk assessment identified the need for PPE to prevent risk of COVID-19 infection?
If so:
 - Is the specified PPE appropriate for the purpose?
 - Are arrangements in place to provide staff with an adequate supply of PPE?
- Have employees been trained in how to use PPE and/or face coverings appropriately and safely?

Notes:

For most work activities, social distancing and regular thorough hand washing are the key controls. Guidance on uses of PPE is available <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>

Staff must wash their hands/ use hand sanitiser before and after use of PPE, be trained how to put on and remove items safely, understand the risks of contamination from the exterior surface of the mask and be reminded to still adhere to handwashing and social distancing rules.

Management

- Has the cleaning schedule been followed, signed and dated?
- Have the start-up and closing checks been completed? Has this been signed and dated? (If using SFBB)
- Has hand moisturiser and / or barrier cream been provided for staff?

Deliveries to homes

- Do you minimise contact during deliveries (e.g. phone to notify arrival rather than use of doorbell, use electronic payment and documentation)?
- Are deliveries made with just one person in the car?

Notes:

Further Advice

HSE Working during Coronavirus <https://www.hse.gov.uk/news/social-distancing-coronavirus.htm>



FSA Guidance Working Safely during COVID 19 in restaurants offering takeaway or delivery

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-110520.pdf>

Guidance on reopening and adapting your food business during Covid-19 <https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>

Legionella

Legionella is a harmful bacteria that can be found in the natural environment but can also grow easily in purpose-built water systems such as, evaporative condensers, all hot and cold water systems and spa pools. Controls such as regular use of the water systems, temperature control or chemical treatment can prevent the bacteria growing. However long periods of no use, such as may have been the case during your business closure due to Covid-19 can allow the bacteria to grow.

Transmission to humans of the bacteria can cause Legionnaires Disease, a potentially fatal disease. The following questions will help us determine what controls you have implemented, and the guidance will assist you.

- Are you aware of the risks of Legionella?
- What type of water system do you have? (e.g. mains water feed/ hot water tank/ air conditioning units)
- Had you taken any control measures whilst closed? What were these? (e.g. weekly flushing/ drained entire system)
- What steps, if any did you take before recommissioning your water system? (e.g. full chlorination/ flushing)
- What were these?
- Do you have a company come in to look after your water systems? If yes- who?

HSE guidance on Legionella <https://www.hse.gov.uk/legionnaires/>

Specific guidance for [Covid – 19 / Legionella](#)

Completed by:

Date:

Thank You. Please now email this completed form to