

COVID REOPENING RISK ASSESSMENT

Reopening and adapting our restaurant for reopening during COVID-19
Using Food Standard Agency (food.gov.uk) reopening checklist as guide

(<https://www.food.gov.uk/sites/default/files/media/document/reopening-checklist-for-food-businesses-during-covid-19-form.pdf>)

| | |
|---|---|
| Date: 29 June 2020 Review Date: | Location: Getti, 16-17 Jermyn St, London SW1Y 6LT |
| Person carrying out Risk Assessment: | Alberto Fraquelli |
| Persons at risk: (detail all types of persons who may be at risk) | Staff and management (approx. 12 staff) Visitors and contractors (varies) Customers (children, adults and disabled up to 90) |

| Contractor | Speciality | Maintenance or survey requirements and actions taken |
|------------------------|---|--|
| Primair Ltd | Kitchen extractor specialists, ventilation cleaning and maintenance | <ul style="list-style-type: none"> Preopening extractor cleaning survey carried in line with quarterly cleaning framework already in place Preopening ventilation cleaning and fans replaced (as required) to ensure safe ventilation prior to reopening |
| Asset Pest Control | Pest control | <ul style="list-style-type: none"> Weekly visits currently in place Access to site provided during lockdown. Surveys carried out pre COVID |
| Sharps Drains Logistic | Plumbing | <ul style="list-style-type: none"> Quarterly cleaning carried out Survey carried out prior to reopening |
| Amazing Ninja Limited | Cleaning | <ul style="list-style-type: none"> Carried out deep clean prior to reopening |
| EuroHygiene Supplies | Health and Safety | <ul style="list-style-type: none"> Review of H&S policy carried out including review of impact of COVID and necessary changes to procedures |
| Flow | Health and Safety online training | <ul style="list-style-type: none"> Staff advised to re-engage with Flow H&S training and to carry out all courses prior to returning to work |

| | | |
|--------------|---------|--|
| London Linen | Laundry | • Collect, drop off and clean all kitchen uniforms, linen and cloths |
|--------------|---------|--|

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------------------|--|---|--------------------|----------------|----------|
| Notify local authorities | | | | | |
| 1. | Inform Local Authority of current food activities | Email sent to licensing@westminster.gov.uk on Monday 19 th October 2020 prior to reopening | Alberto | Y | |
| 2. | Notify your Local Authority of our intention to restart serving customers on premises | Email sent to licensing@westminster.gov.uk on Monday 19 th October 2020 prior to reopening | Alberto | Y | |
| 3. | Notify your Local Authority of any change to the business activities you are registered for. This includes the introduction of any new delivery or takeaway service. | Email sent to licensing@westminster.gov.uk on Monday 19 th October 2020 prior to reopening | Alberto | Y | |
| Food Safety Management | | | | | |
| 4. | Consider any risks to food safety introduced by changes to procedures. | <ul style="list-style-type: none"> HACCP Food safety policy and food good practice guide reviewed Policy amended to allow goods to be accepted if left off the premises where supplier COVID drop off policy does not allow for drivers to drop on premises | Manolo | Y | |
| 5. | Review and document new procedures in relation to takeaway | <ul style="list-style-type: none"> We do not operate delivery. Any collection is made directly by customers who will be instructed to wait outside premises before collecting from the window or if | Manolo | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|-----------------------------|---|---|--------------------|----------------|----------|
| | | entering the premises will need to be wearing a mask. | | | |
| 6. | Manage risks of cross-contamination between raw and ready to eat foods | <ul style="list-style-type: none"> HACCP food safety controls and good practice guide reviewed. Adequate controls already in place to cover cycle of food processing and risk of cross-contamination | Giulio | Y | |
| 7. | Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type. | <ul style="list-style-type: none"> HACCP 1 control chart for purchase and delivery reviewed. Adequate controls in place to ensure food packaging for takeaway food is appropriate | Giulio / Manolo | Y | |
| 8. | Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging | <ul style="list-style-type: none"> All fresh produced either thrown away or given to staff prior to closure pre COVID lockdown All temperatures checked for storage areas following temperature checklists. All frozen and dry stored products reviewed prior to reopening to ensure integrity and validity of produce. Any expired or food where use by date expired disposed of. HACCP 2 for dry / ambient storage and HACCP 3 refrigerated and frozen storage control charts reviewed. Adequate controls in place. | Giulio | Y | |
| Staff return to work | | | | | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|---|---|--------------------|----------------|----------|
| 9. | Check staff are fit for work and wearing clean work clothes. | <ul style="list-style-type: none"> Uniforms provided to all front of house staff who have been instructed to wash clothes every day. Kitchen staff provided with clean linen everyday via service provided by London Linen. | Gianluca | Y | |
| 10. | Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms. Initial telephone interviews with staff may be beneficial in assessing fitness to work. | <ul style="list-style-type: none"> Telephone calls carried out between management and all members of staff prior to reopening Whatsapp group created to ensure constant contact between all staff members relating to symptoms or any other risks Where staff reports symptoms they will automatically be furloughed and/or put on sick leave for a minimum period of 14 days In line with recent government measures (introduced on Thursday 24th September 2020) all staff have been supplied with face masks to wear during service. All staff have been trained in correct communication to customers who must wear masks until they are seated at the table. | Gianluca | Y | |
| 11. | Ensure any changes to procedures are communicated to staff and training is provided where appropriate, | <ul style="list-style-type: none"> Full week training carried out prior to reopening, covering new procedures and risk assessment | Gianluca / Manolo | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|-------------------------|--|--|--------------------|----------------|----------|
| | including training of any new staff. | <ul style="list-style-type: none"> • Sign posting installed around the restaurant to ensure one-way system to avoid congestion • Risk assessment available on our website • All health and safety procedures printed and posted on the staff notice board for their review • In line with recent government measures (introduced on Thursday 24th September 2020) all staff have been supplied with face masks to wear during service. • All staff have been trained in correct communication to customers who must wear masks until they are seated at the table. | | | |
| Waste management | | | | | |
| 12. | Check registered waste carrier services | <ul style="list-style-type: none"> • Communicated reopening plans with City of Westminster commercial waste services | Alberto | Y | |
| 13. | Ensure that your registered waste carrier services are running and available as required, to ensure there is no build-up of waste on site. | <ul style="list-style-type: none"> • Confirmed City of Westminster commercial waste services are available and able to collect waste | Alberto | Y | |
| Cleaning | | | | | |
| 14. | Check food preparation areas are clean and disinfected (this | <ul style="list-style-type: none"> • Deep clean carried out prior to opening | Giulio / Gianluca | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|---|---|--------------------|----------------|----------|
| | includes work surfaces, equipment and utensils) | <ul style="list-style-type: none"> Full stock of cleaning materials including wipes, hand sanitiser provided to all staff | | | |
| 15. | Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed. | <ul style="list-style-type: none"> Deep clean provided by professionals prior to opening Manager cleaning checklist updated daily | Gianluca | Y | |
| 16. | Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time. | <ul style="list-style-type: none"> Full stock of cleaning materials including wipes, hand sanitiser provided to all staff Register chemicals supplier with requisite certificates used to source additional cleaning products | Alberto | Y | |
| 17. | Assess if staff need re-training cleaning procedures. | <ul style="list-style-type: none"> Staff retraining regarding enhanced cleaning obligations carried as part of week training program prior to reopening | Gianluca / Manolo | Y | |
| 18. | Increase frequency of cleaning and disinfection | <ul style="list-style-type: none"> Rota amended to include a minimum of one person solely dedicated to cleaning and sanitising all surfaces in the restaurant in particular shared equipment and high through put and touch areas. | Manolo / Gianluca | Y | |
| 19. | Check all areas are free from evidence of pest activity | <ul style="list-style-type: none"> Certified pest control company have attended site throughout lockdown to ensure areas are free from evidence of pest activity | Giulio | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|--|--|--------------------|----------------|----------|
| 20. | Consider resetting your pest-control schedule if necessary. | <ul style="list-style-type: none"> Pest control regime already involving weekly visit. No pest control risk identified during lockdown as such procedure to remain as is. | Alberto | Y | |
| 21. | Arrange for contractors to undertake a pre-opening site survey, if required. | <ul style="list-style-type: none"> Pest control have continued to attend the site during lockdown Deep clean provided prior to reopening Daily cleaning and pre-opening checklists already in place amended to factor COVID risks | Alberto | Y | |
| 22. | Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels) | <ul style="list-style-type: none"> Extra hand sanitiser, wipes and soap stock acquired to ensure staff and customer can increase handwashing Extra cleaning materials and wipes purchased for cleaning role to be introduced into rota for one member of staff, with sole task of cleaning shared equipment / surfaces | Gianluca | Y | |
| 23. | Make sure all consumables are within dates for use | <ul style="list-style-type: none"> All consumables checked to ensure within date of use. Supplementary cleaning materials purchased prior reopening | Giulio | Y | |
| 24. | Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable. | <ul style="list-style-type: none"> Certified cleaning materials acquired from M&A Hygiene chemical supplier Extra cleaning consumables such as hand sanitizer, wipes and soap acquired from our Amazon | Alberto / Gianluca | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|--|---|--------------------|----------------|----------|
| | | business account due to novel nature of requirement | | | |
| 25. | Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual. | <ul style="list-style-type: none"> All staff have completed full week of training prior to reopening including government advice and training relating to increasing frequency of handwashing Signage installed next to all waiter stations and around the premises to remind staff of handwashing requirements | Andrea / Gianluca | Y | |
| 26. | Check hot and cold running water is available at all sinks and hand wash basins. | <ul style="list-style-type: none"> All sinks and hand wash basins checked to ensure hot and cold running water is available | Gianluca | Y | |
| 27. | Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas. | <ul style="list-style-type: none"> Policy and training updated to refer staff to signage above each waiter station. Sinks and hand wash basins available for front of house staff behind ground floor and basement bar. Three sinks and hand wash basins available for kitchen staff to wash hands | Alberto | Y | |
| 28. | Consider providing hand sanitiser additional to hand-washing facilities at appropriate locations. | <ul style="list-style-type: none"> Individual hand sanitiser containers provided for each front of house member of staff, which will be attached to their uniform by a key chain Additional hand sanitiser bottles will be provided across the restaurant, with a bottle always available at reception and on both ground floor and basement bars | Alberto | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|-------------------------|---|---|--------------------|----------------|----------|
| Equipment checks | | | | | |
| 29. | Check your fridges, chilled display equipment and freezers are working properly | <ul style="list-style-type: none"> All fridges, chilled display equipment and freezers working properly | Giulio | Y | |
| 30. | Thoroughly clean equipment before restarting and restocking. | <ul style="list-style-type: none"> All equipment deep cleaned prior to reopening | Giulio | Y | |
| 31. | Check required temperatures and any temperature control records, if kept during closure period. | <ul style="list-style-type: none"> Temperatures of all storage equipment checked prior to reopening Temperature logs reviewed, adequate to ensure food safety requirements | Giulio | Y | |
| 32. | Review whether equipment requires maintenance after a period of inaction. | <ul style="list-style-type: none"> Maintenance contractor attended site for pre reopening for walk around and carried out necessary checks | Giulio | Y | |
| 33. | Allow sufficient time for equipment to reach required temperature before restocking. | <ul style="list-style-type: none"> Due to takeaway service operating during lockdown majority of equipment has been in operation with requisite temperature A week prior to opening all equipment has been switched on without stock to ensure temperatures in line with HACCP policy | Giulio | Y | |
| 34. | Remove and refresh any ice left in machines and dispensers. | <ul style="list-style-type: none"> Ice machines refreshed and used during lockdown for takeaway juices | Gianluca | Y | |
| 35. | Check your other equipment (e.g. oven) is working properly | <ul style="list-style-type: none"> All equipment checked and working properly | Giulio | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|--|--|--------------------|----------------|----------|
| 36. | Thoroughly clean all equipment before reopening. | <ul style="list-style-type: none"> Deep clean carried out prior to reopening Cleaning checklists amended to increase frequency of cleaning | Giulio | Y | |
| 37. | Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature. | <ul style="list-style-type: none"> Maintenance contractor attended site for pre reopening walk around and carried out necessary checks Due to takeaway service operating during lockdown majority of equipment has been in operation with requisite temperature A week prior to opening all equipment has been switched on without stock to ensure temperatures in line with HACCP policy | Giulio | Y | |
| 38. | Run dishwashers and glasswashers empty on hot cycle before use. | <ul style="list-style-type: none"> Maintenance contractor attended site for pre reopening walk around and carried out necessary checks | Giulio | Y | |
| 39. | Flush through taps and other equipment with water systems (e.g. bain marie) | <ul style="list-style-type: none"> Maintenance contractor attended site for pre reopening walk around and carried out necessary checks | Giulio | Y | |
| 40. | Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks. | <ul style="list-style-type: none"> Maintenance contractor attended site for pre reopening walk around and carried out necessary checks COSSH controls in place which are adopted to mitigate any Legionella risks | Giulio | Y | |
| 41. | Check probe thermometer is working properly, and probe wipes are available | <ul style="list-style-type: none"> All thermometers checked, functional and within COSSH requirements | Giulio | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|--------------------------------------|---|---|--------------------|----------------|----------|
| 42. | Consider whether probe thermometers need to be recalibrated | <ul style="list-style-type: none"> All thermometers checked, functional and within COSHH requirements | Giulio | Y | |
| Raw materials and ingredients | | | | | |
| 43. | Check raw materials and ingredients | <ul style="list-style-type: none"> All raw materials and ingredients stock managed in line with HCCAP policy | Giulio | Y | |
| 44. | Check for any damage to packaging which might affect safety of food or result in loss of allergen information. | <ul style="list-style-type: none"> All packaging checked and safety of food satisfactory All suppliers have responded to allergen matrix survey to ensure allergen information available to customers accurate | Giulio | Y | |
| 45. | Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available. | <ul style="list-style-type: none"> No evidence of temperature abuse Temperature records kept up to date during lockdown | Giulio | Y | |
| 46. | Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions. | <ul style="list-style-type: none"> All perishable stock cleared out on closure and new stock ordered prior to reopening All dry / frozen goods labels and all storage areas checked by staff, pest control and maintenance contractor | Giulio | Y | |
| 47. | For foods frozen by you on closure, check that labelling and records are sufficient to allow the safe use of the food. | <ul style="list-style-type: none"> All frozen goods labels and all storage areas checked by staff and maintenance contractor | Giulio | Y | |
| 48. | Check that the length of storage is in-line with your | <ul style="list-style-type: none"> All frozen goods labels and all storage areas checked by staff and | Giulio | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|-----------------------------|---|--|--------------------|----------------|----------|
| | assessment at point of freezing. | maintenance contractor in line with HCCAP policy | | | |
| 49. | Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met | <ul style="list-style-type: none"> All suppliers contacted and access to raw materials discussed. As far as we are aware no shortages of raw materials and/or change to product specifications | Giulio | Y | |
| 50. | Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors | <ul style="list-style-type: none"> We have not engaged any new suppliers and continue to work with the same suppliers | Giulio / Alberto | Y | |
| Allergen information | | | | | |
| 51. | Check allergen information is accurate and available for all items on sale | <ul style="list-style-type: none"> We will be operating the same menu post COVID and as such allergen matrix suitable on reopening | Gianluca | Y | |
| 52. | Review your allergen management system, allergen matrices and menus to account for changes of supplier and any new raw materials or products. | <ul style="list-style-type: none"> We will be operating the same menu, using the same suppliers post COVID and as such allergen matrix suitable on reopening | Gianluca | Y | |
| 53. | Review new takeaway or delivery services to ensure risk of allergen cross contamination is managed. | <ul style="list-style-type: none"> All takeaway dishes are on our usual menu Any takeaway dish is prepared in the same way as an “a la carte” dish. Once ready it is taken direct to the customer to collect from our window, as such receiving the dish | Gianluca | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|-----------------------------------|---|--|--------------------------|----------------|----------|
| | | within the same time as if they were a customer at the restaurant | | | |
| 54. | Ensure allergen information is available to customers at time of ordering and at delivery of food | <ul style="list-style-type: none"> All allergen information is available on request at the time of ordering | Gianluca / Manolo | Y | |
| Social distancing measures | | | | | |
| 55. | Review the government advice on social distancing in the workplace in Working safely during coronavirus (COVID-19). | <ul style="list-style-type: none"> Steps of service amended to ensure all staff are aware of the requisite social distancing rules Training provided with staff to prepare them for reopening Steps of service during COVID posted on the staff notice board for their reference All briefings before each service will include reminder of staff obligation to retain social distance as much as possible One way system set up with signage for all staff and customers to avoid congestion | Alberto / Andrea / Paolo | Y | |
| 56. | Provide where possible for 2 metre social distancing. See Social distancing at work and Food preparation | <ul style="list-style-type: none"> Kitchen and waiter stations reviewed to ensure for 2 metre social distancing where possible Where 2 metre social distance is not possible, employees to operate back to back and in any event not face to face Floorplan and table setting of restaurant reorganised to cater for 1 metre plus scenarios | Paolo | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|--|---|--------------------|----------------|----------|
| 57. | Consider steps to minimise staff-customer interactions. See Managing your customers, visitors and contractors. | <ul style="list-style-type: none"> Steps of service amended to ensure all staff are aware of the requisite social distancing rules Training provided with staff to prepare them for reopening Steps of service during COVID posted on the staff notice board for their reference | Paolo | Y | |
| 58. | Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training. | <ul style="list-style-type: none"> Steps of service amended to ensure all staff are aware of the requisite social distancing rules Training provided with staff to prepare them for reopening Steps of service during COVID posted on the staff notice board for their reference Practical training provided for staff prior to reopening, with employees split into groups of maximum of 6 people Orders to kitchen always made via point of sale system (Lightspeed) Only managers allowed to communicate with kitchen via telephone New process introduced to reduce cross contamination risk between kitchen and front of house staff All communication relating to mistakes and/or alterations to orders to be made by telephone | Andrea / Paolo | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|---------------------|---|---|--------------------|----------------|----------|
| 59. | Identify staff at higher risk. | <ul style="list-style-type: none"> 3 higher risk staff identified and advised to remain furloughed further to government guidance | Paolo | Y | |
| 60. | Cohort working teams to lower staff mixing. | <ul style="list-style-type: none"> Rotas prepared in groups of six to minimize teams cross contamination | Paolo | Y | |
| 61. | Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene. | <ul style="list-style-type: none"> Ground floor and 1st floor windows to remain constantly open Primair Ltd visited site to clean A/C filters and ensure safe ventilation | Paolo | Y | |
| 62. | Refer to government guidance on social distancing, customer interaction and communication or instructions to the public. | <ul style="list-style-type: none"> Steps of service amended to ensure all staff are aware of the requisite social distancing rules and appropriate communications to customers Sign posting provided for customers around the restaurant to indicate one way system and to keep 2m social distance as much as possible Training provided with staff to prepare them for reopening Steps of service during COVID posted on the staff notice board for their reference All customers to wear masks indoors until they are seated at the table. All customers dining indoors must be from the same household and no more than 6 people per table | Paolo | Y | |

| ASSESSMENT CRITERIA | | Action taken | Person responsible | Complete Y / N | Comments |
|------------------------|---|---|--------------------|----------------|----------|
| | | <ul style="list-style-type: none"> Customers seated outside may be from mixed households and maximum of six | | | |
| Track and Trace | | | | | |
| 63. | Refer to government guidance and changes to Track and Trace legislation | <ul style="list-style-type: none"> Before serving a guest all staff must check that at least one customer from the reservation has checked in and provided the necessary information required for track and trace purposes, including: <ul style="list-style-type: none"> ○ First and last name ○ a contactable telephone number ○ email address Guest register at our venue via NHS track and trace QR code. | | | |