

			<p>Removal of chairs and tables or marking them as not usable to reduce capacity</p> <p>Arrows to indicate flow of customers and staff on the floor.</p> <p>In and out flows in place, with doors and windows left open for ventilation-main door leave open</p> <p>Maximum number of people on site is established and monitored, capacity is not exceeded-120</p> <p>Walk in fridge only 1 person allowed access at a time – poster</p> <p>Limit access inside kitchen, bar-briefing and training,</p> <p>Seating Strategy-wait to be seat, limited seating</p> <p>Kitchen sections- divided up, working in safe distancer with ppe</p>	<p>EVERYONE</p> <p>GM</p> <p>GM</p> <p>MOD</p> <p>MOD</p> <p>EVERYONE</p> <p>EVERYONE</p> <p>HOST</p> <p>HC</p> <p>EVERYONE</p> <p>MOD</p>	<p>4 july 2020</p> <p>4 july 2020</p> <p>4 july 2020</p> <p>4 july 2020</p> <p>On going</p> <p>On going</p> <p>On going/4 july 2020</p> <p>On going/4 july 2020</p> <p>On going/4 july 2020</p> <p>On going/4 july 2020</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
		<p><u>Wearing of Gloves</u></p> <p>Where an employee wishes to wear gloves, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Gloves to be changed in line with 15 minute timer or when necessary.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.-via training and briefing</p>			
		<p><u>PPE</u></p>	<p>All staff issued with x2 face masks, and face shields are available upon request- Uniform issue form</p>			<p>YES</p>

		<p>Plastic Aprons to be provided and changed regularly in kitchen</p> <p>Face coverings to be provided in a format i.e. bandana or face masks.</p> <p>Gloves available</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If we are aware that a member of staff or public has developed Covid-19 and were recently on our premises, the management team may close the site in order to conduct a deep clean and referrals maybe made for employees to receive a Coronavirus test.</p>	<p>Allocated ppe bin for foh and boh/posted</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.- fourth engage in action, scaling up process on fourth engage</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing</p>	<p>GM</p> <p>GM</p> <p>FLOW, HOSPITALITY, HR</p>	<p>On going/4 july 2020</p> <p>4 july 2020</p> <p>4 july 2020</p> <p>On going/4 july 2020</p> <p>On going</p>	<p>YES</p> <p>YES</p> <p>YES</p>
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		<p><u>Drivers and deliveries</u></p> <p>Where social distancing is not possible, drivers will wear masks and gloves in vans..</p>	<p>delivery drivers adequate breaks to avail of proper welfare facilities. NO DRIVERS allowed into the kitchen when collecting direct from kitchen.</p> <p>Minimal cardboard is to be brought into kitchen- removed all packing before storage</p> <p>Allocated pick up point for Delivery driver to ensure social distancing</p> <p>Allocated Drop off point for delivery</p> <p>.</p>		<p>On going</p> <p>On going</p> <p>4 july 2020</p> <p>4 july 2020</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
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		<p>People Return to work questionnaires given to all staff Daily health checks on TRAIL App Forehead temperatures checked on arrival</p> <p>Training to be provided on:</p> <ul style="list-style-type: none"> - Coronavirus symptoms and new procedures - Keeping safe and secure - Wellbeing - Cleaning and Hygiene training - Manager specific training on policies and H&S specific RIDDOR compliance - Steps of service and providing service safely - Using gloves in site safely - Bone Daddies guide <p>Floor plans</p> <ul style="list-style-type: none"> - One way systems in place and employees know how to brief customers - Staff briefed on new floor plans and high risk areas specific 1 person only areas - Back to back working encouraged <p>PPE</p> <ul style="list-style-type: none"> - Washable masks provided - Plastic aprons provided for all Back of House staff - Uniforms to be provided where necessary (i.e. BOH) to eliminate need for laundry services 	<p>Employees complete return to work before arriving on site.</p> <p>On arrival forehead temperature is checked and employee is logged in on trail app/fourth app</p> <p>All vulnerable staff identified and risk assessment provided.</p> <p>Where a staff member is living with someone who is shielding, additional guidance has been provided to employee.</p> <p>All Managers issued manager training</p> <p>No employee will return to work unless their training has been completed –</p> <p>Employees trained in induction on flow of kitchen/ floor areas.</p> <p>Ensure staff understand how to work in areas that are high risk – for example areas around Bar</p> <p>Especially important in Kitchen – shout “back” where needed so employees know who is around them</p> <p>Instructions given for how to use PPE</p>	<p>HR/GM</p> <p>GM</p> <p>HR</p> <p>HR/GM</p> <p>GM</p> <p>GM</p>	<p>04/07/20</p> <p>04/07/20</p> <p>04/07/20</p> <p>ONGOING DUE TO FURLOUGH</p> <p>ONGOING DUE TO</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>ONGOING</p> <p>YES</p> <p>YES</p>
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		<p>Mental Health</p> <ul style="list-style-type: none"> - EAP service advertised and briefed to employees <p>Fourth Engage to be used as a way of staying in touch</p>	<p>PPE bins placed in areas and staff told to use them for only PPE</p> <p>Encourage employees to stay in touch and use fourth as a way to keep employees engaged in the business but also up to date</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>HR/GM</p> <p>HR/GM</p> <p>GM</p> <p>MOD</p> <p>GM</p> <p>GM</p>	<p>FURLOUGH</p> <p>H</p> <p>04/07/20</p> <p>04/07/20</p> <p>ONGOING</p>	
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