



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 within the work place	Employees	Only scheduled employees are allowed in the building				Low
		Temperatures taken and recorded for all employees on start of shift as well as a daily 4pm temperature				Low
		Employees know that they must inform Manager if they are suffering from any COVID-19 symptoms	Send home and self isolate as per Gove guidelines	immediate	Manager	Low
		Employees will regularly wash hands as per guidance as well as using the gel sanitiser.				Low
		Employees must adhere to the appropriate social distancing guidelines of 2 metres, and 1 metre with risk mitigation where necessary	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	ongoing	Manager	Low
		Employees will not arrive to work in their uniform. It will be changed in to on arrival and changed out of at the end of the shift before leaving the building.	the staff changing room will be checked at the end of each day	ongoing	Manager	Low
		Employees must wear a freshly washed uniform every day				Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 within the work place	Employees	Employees will be on staggered breaks to reduce mingling				low
		The staff changing room must only have one person in at a time and high touchpoints regularly sanitised. Full clean and santise at 12pm and 6pm				Low
		Plastic, cleanable, sealed containers are provided for employees to store their clothes and personal belongings throughout their shift	the containers will be sanitised at the end of every day. And must be sealed at all times	daily	Head Chef	Low
		All employee belongings must be taken home at the end of the shift. No belongings may be left on the premises	Check no belongings left. Any must be quarantined for 3 days	daily	Manager	Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 through Food Preparation	Employees	To maintain social distancing, a maximum of 3 chefs and 1 Kitchen Porter will work in the kitchen at one time with separate sections that are more than 1 metre apart. When passing each other in the kitchen, chefs will move as far away as possible from each other and pass back to back to mitigate risk.	Monitoring adherence and guidelines	ongoing	Manager	low
		The kitchen layout is re-organised to minimise the need for Chefs to move away from their section.	Monitor and adjust as required	ongoing	Head Chef	low
		No other employees will be allowed in to the kitchen area				low
		Working schedules are written to keep the number of employees working at one time to the absolute minimum each shift.	Schedules to be monitored and adjusted as required	weekly	Head Chef	low
		All areas of the store room and walk-in fridge will be cleaned and sanitised every morning and throughout the day as required	and evening? Throughout the day if required?			low
		Access to the walk-in fridge and store rooms is restricted to one employee at a time. Signage is in place to reiterate this. Door handles should be sanitised when employee exits.				low
		Formalised prep and handover lists in place in order to minimise the need for face-to-face contact at shift handovers.	Lists to be adjusted when required to ensure that they are current	ongoing	Head Chef	low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 through Food Preparation	Employees	Hand sanitisers are available throughout the kitchen area.	Ensure that they are replaced before they get empty.	ongoing	Head Chef	low
		All crockery, cutlery and kitchenware are washed in the dishwasher at a minimum water temperature of 80°C				low
		All J-Cloths and scourers used for cleaning are discarded at the end of every day. Tea towels used for drying are changed on a daily basis and washed at temperatures above 60°C				low
		Each Chef will have their own set of utensils and chopping boards to use during their shift and these will not be used by anybody else.				low
		All high touch areas in each section will be regularly sanitised by the Chef in that section. The whole kitchen will be cleaned and sanitised at least twice a day for all floors, surfaces and high touch points to be sanitised.	regular reviewing	ongoing	Head Chef	low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 through supplier deliveries, contractors and other non-customer & non-employees	Employees, Delivery Persons, Contractors	Deliveries are made to the back door with no entry into the building by delivery provider as much as possible.				low
		Door handles on each side of rear door must be sanitised after use				low
		One employee only to be allocated to put the delivery away	to be allocated by Head Chef each day	ongoing	Head Chef	low
		Any contractor / delivery person that needs to enter the building must sanitise on entry, provide their name and contact telephone number as well as have their temperature taken and recorded.	information to be kept for 21 days and discarded	ongoing	Manager	low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 in restaurant public toilets	Employees, Customers	A plan has been drawn up to manage and control access in the toilets of one person at a time. Appropriate signage is posted outside the toilets and staff are fully trained.	monitor that customers are following guidelines.	daily	manager	low
		Signage to request customers close toilet seat before flushing				
		Provision of sanitiser in toilet cubicles and wash basin area for hands and toilets / surfaces if needed.	ensure always available	daily	manager	
		Cleaning & disinfection of all high touch points in the public toilets performed every 30 minutes.	Monitor that cleaning checklist is signed off every 30 minutes	daily	Manager	low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 in restaurant dining area	Employees and Customers	An operational plan has been drawn up for the maximum number of tables and guests in order to adhere to social distancing and government guidelines	continue to monitor placement of tables to ensure social distancing	ongoing	Manager	low
		Access inside the restaurant entrance is restricted to one table booking at a time. This is clearly communicated during booking process as well as clear signage to reiterate this of this on entrance to the building. Employees trained to clearly and politely inform customers of the procedures in place to ensure social distancing is adhered to.				Low
		Air ventilation in the dining area will be improved through keeping the front doors open whenever possible.				Low
		Air conditioning filters cleaned and sanitised once a week or more if required.				



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 in restaurant dining area	Employees and Customers	Disposable one-use paper food menus will be provided to customers as well as the menu being able to view via our app or website. Drink/Wine menus will be laminated and sanitised between uses as well as being available to view via our app or website	Monitor to ensure all paper menus are being thrown out and that drink/wine lists are being sanitised.	ongoing	Manager	Low
		There will be nominated employees to look after the tables of customers. This will be kept to the absolute minimum required to maintain level of service.				Low
		Orders taken and service at each table at a minimum will be done at a minimum 1 metre distance.	regular refresher training for employees plus visual monitoring of service	ongoing	Manager	Low
		Cutlery, glasses, napkins and anything else needed by the customer will be taken over to the table as it is required. The table will be clear and sanitised when customers sit down.				Low
		Individually wrapped salt and pepper sachets and single-use pots of sauces will be taken to customers on request.				Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 in restaurant dining area	Employees and Customers	Customers will be requested to stay at their table for all orders, service and payment transactions. This will be verbally communicated to customers as well as politely requested on the menu.				Low
		Plates and glasses to be picked up only by staff to return to kitchen and bar. It will be communicated to customers to kindly refrain from passing items to the server				Low
		All glasses are washed in the glasswasher at a minimum water temperature of 80°C				Low
		Communication to customers that contactless payment is the preferred payment method. The PDQ terminal will be sanitised between uses.				Low
		When a table has been vacated, the table and chairs will be sanitised from top to bottom. A 15 minute time allocation has been built in to allow for this.				Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 in restaurant dining area	Employees and Customers	Stringent employee hand washing to take place on both exit from and entry into the customer dining area. Gel Sanitisers also in place for use by customers and employees.	Refresher training on washing their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – tissue to be made available throughout the workplace	ongoing	Manager	Low
		Minimum distance between staff and customers will be observed via floor markings especially where counter is less wide than current social distance guidelines				Low
		The service hatches and regularly used surface tops will be cleaned every hour as well as immediately after use				Low
		High throughput areas and regular touchpoints including door handles, push plates, the stair bannister rail, air conditioning switch, till screen & laptop will be cleaned regularly and as needed.	ensure that checklists are adhered to and signed off as required	ongoing	Manager	Low
		We will promote the measures undertaken to combat Covid-19 and display for customer peace of mind.				Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 through Take Away Food Collection Process	Employees and Customers	The process for how Take Away food is collected must be clearly communicated to both employees and customers to ensure 2m social distancing. This is achieved through signage outside the restaurant, social media and instructions on the online ordering website as well as staff training.	Continue to communicate Take Away process to customers and refresh training with employees regularly	ongoing	Manager	Low
		To minimise risk of the pinch point at the front door, customers are not permitted in to the restaurant to collect their Take Away meals. This is clearly communicated through signage at entry to building.				Low
		Take Away bags are either placed in to the car by the employee or placed on to the table by the employee who then moves away from the area to allow the customer to approach table to collect their bags.				Low
		Communication to customers that online pre-payment or contactless payment is the preferred payment method. The PDQ terminal will be sanitised between uses.				Low



CHEZ JULES COVID-19 RISK ASSESSMENT

HAZARD	Who might be harmed?	Controls in place	Any Further Action	When is the further action needed by?	Who needs to carry out the further action	Risk Level
Spread of COVID-19 through Take Away Food Collection Process		Pre-orders and defined collection times to reduce the interaction between employees and customers and crowding of customers outside the building.				Low
		In the case of more than one customer waiting outside the building, 2 metre demarcation lines have been placed to control queues.	Continue to ensure that the markings are clearly visible and not removed / damaged	ongoing	Manager	Low
		Hand sanitising stations are available for use by customers and employees in the restaurant entrance.	Ensure that they are replaced before they get empty.			Low