Risk Assessment

ALERT65
Plan | Do | Check | Act

Details	
Group	Pizarro Restaurant Group
Site	Pizarro
Title	Pizarro_ COVID -19RiskAssessment
Assessed By	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19: Risk Assessment 7 - Offices	02-10-2020

COVID-19: Risk Assessment 7 - Offices
Hazards?
Risk of infection by COVID-19 whilst cleaning work areas.
Risk of infection whilst working in offices
Who might be harmed and how?
Visitors
Cleaners
Contractors
Staff
Controls in place
Cleaning procedures will be followed to help avoid transmission of COVID-19. Company approved chemicals will be used for cleaning. See COVID-19 cleaning (general) risk assessment
Access to offices will be limited to designated personnel only
Personnel will be designated desk space, PC, keyboard and phone. Sharing of such equipment will be avoided as far as possible. Where equipment is shared, it will be sanitised between users
Refuse bins will be emptied daily
Notices will be displayed in the office reminding staff of the need to maintain physical distances between each other and to observe good personal hygiene practices at all times
Office arrangement will be reviewed to help avoid face to face working with personnel working side by side or back to back
Where cash payments have been received, cashing up will be completed by one designated member of staff. Disposable gloves will be worn for the process (see PPE risk assessment)
Staff will be trained in safe procedures during cashing up including the need to avoid hand to face contact. All surfaces with which cash has come into contact will be sanitised after cashing up is completed

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	02-10-2020		

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)
04-07-2020	Clara Peseiro Mocinho	New restrictions in place

Task: COVID-19: Risk Assessment 7 - Offices

Trained employees	Training date	Signature