

## Risk Assessment

### Details

<b>Group</b>	Pizarro Restaurant Group
<b>Site</b>	Pizarro
<b>Title</b>	Pizarro_ COVID -19RiskAssessment
<b>Assessed By</b>	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19: Risk Assessment 7 - Offices	09-04-2021

### 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  
Staff  
Contractors

#### 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

Only one person at a time access allowed

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

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:	09-04-2021		

## COVID-19: Risk Assessment 7 - Offices

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)
02-10-2020	Clara Peseiro Mocinho	New restrictions in place

### Task: COVID-19: Risk Assessment 7 - Offices

Trained employees	Training date	Signature