

**RISK ASSESSMENT TOOL FOR RE-STARTING YOUR FOOD BUSINESS TO ENSURE FOOD SAFETY
AND PREVENT THE SPREAD OF COVID-19**

- **Business Name:**

- **Division Group:**

- **Manager Name:**

- **Date Completed:**

- **Date Distributed:**

<u>What you need to assess</u>	<u>What will you do?</u> <i>Identify the questions in this risk assessment that apply to your specific circumstances to prepare your own risk assessment</i>	<u>Who is responsible?</u>	<u>Evidence needed to demonstrate this has been addressed.</u>	<u>How will you verify that these procedures are being carried out?</u>
PLANNING AND PREPARATION				
1. Have you identified all of the areas of your business that will need to be reviewed in order to assess the risks of restarting during COVID-19?				
2. Are there particular maintenance issues and food safety management considerations that will need to be addressed before re-starting food production and/or service?				
3. How will you ensure all of your staff understand the measures needed to prevent the spread of				

COVID-19 whilst at work?				
IMPLEMENTING PHYSICAL (SOCIAL DISTANCING)				
4. What procedures will you put in place to ensure appropriate physical distancing (i.e. 2m separation) is maintained between staff in food production and handling areas?				
5. What procedures will you put in place to ensure appropriate physical distancing (2m) is maintained between staff in communal areas including changing facilities, toilets, staff rooms, canteens, corridors and smoking areas?				
6. Are there any specific tasks where maintaining 2m physical distance between staff presents a challenge, and are additional measures possible which will prevent the spread of COVID-19?				

<p>7. What procedures will you put in place to ensure appropriate physical distancing (2m) is maintained between customers both within and outside your premises?</p>				
<p>8. What procedures will you put in place to minimise contact between staff and customers during transactions and food pick-ups?</p>				
<p>9. What additional procedures will you put in place to ensure any essential visitors do not present a risk of spreading COVID-19 to staff?</p>				
<p>ENSURING STAFF IMPLEMENT EFFECTIVE PERSONAL HYGIENE</p>				
<p>10. What facilities and/or procedures will you put in place to enhance the implementation of effective handwashing practices by all staff to</p>				

<p>prevent the spread of COVID-19 ?</p>				
<p>11. How will you ensure all staff are undertaking effective hand hygiene measures at appropriate points within food production/work and communal areas?</p>				
<p>IMPLEMENTING EFFECTIVE CLEANING AND DISINFECTION</p>				
<p>12. What changes will you make to your cleaning and disinfection procedures to ensure they are capable of controlling the potential spread of COVID-19 from food handling staff and customers?</p>				
<p>13. What procedures will you put in place to ensure existing (standard issue) PPE worn by staff, such as overalls and gloves, are changed and cleaned regularly in accordance with government advice on COVID-19 control?</p>				

ENSURING APPROPRIATE ACTION IS TAKEN IF STAFF BECOME UNWELL DUE TO COVID-19

<p>14. How will you gather and assess information on the wellness of your staff to ensure that they are safe to work?</p>				
<p>15. What steps will you take to ensure staff are not incentivised to work if they are feeling unwell or have had contact with a symptomatic individual?</p>				
<p>16. How will you ensure staff comply with the requirements to self-isolate when themselves or family members are displaying symptoms of COVID-19?</p>				
<p>17. What procedures will you implement to prevent the risks of COVID-19 transmission in your food business if a member of staff becomes unwell and displays symptoms at work?</p>				

ENSURING YOU HAVE CONSIDERED THE IMPACTS OF COVID-19 ON YOUR FOOD SAFETY MANAGEMENT SYSTEMS (FSMSs)				
18. How will you assess the impact of additional measures needed to prevent the spread of COVID-19 on your existing FSMS?				
19. What changes will you have to make to your existing FSMS to accommodate the additional measures needed to prevent the spread of COVID-19 throughout your business?				
20. What additional changes will you have to make to ensure food safety, standards and traceability due diligence is not compromised as a result of COVID-19?				
21. What procedures do you have in place which will ensure remedial action is taken as soon as possible following a breakdown in your COVID-19 and food				

safety management controls?				
22. How often will you review protective measures that have been implemented to prevent the spread of COVID-19, to ensure you are continuing to follow any updated government advice or guidance?				
23. Add any further information here that may be relevant to your business				

After completing this risk assessment you MUST implement the control measures that you have identified to remove or reduce the Risk

Risk Assessment provided by Food Standards Scotland (2020)

<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees>

