

Details	
Group	Ricker Restaurants
Site	The Stoke House
Title	RA_The Stoke House
Assessed By	The Stoke House GM

Task	Completed date of assessment
COVID-19: Risk Assessment 7 - Offices	20-08-2020

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
Hot desking in offices is not permitted
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:	20-08-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
20-08-2020	Gauthier pupat	Training	

Task: COVID-19: Risk Assessment 7 - Offices

Trained employees	Training date	Signature
Robert Kowalski	01-09-2020	
Carlos Marcelo Sanchez ferro	07-07-2020	
Gauthier Pupat	07-07-2020	
Ioannis Miskou	07-07-2020	
Maria Cava Diaque	07-07-2020	
Nikola Hatasova	07-07-2020	
Pedro Tavares	07-07-2020	

Trained employees	Training date	Signature
Roberto Bruni	07-07-2020	
Carlos Marcelo Sanchez ferro	20-08-2020	
Adrian Iulisca	01-09-2020	
Efthymia Katsava	01-09-2020	
Hector Campanelli Amaris	01-09-2020	
Jessica Mejia Toro	01-09-2020	
Miguel Huertos Garcia	01-09-2020	
Pawel Witkowicz	01-09-2020	
Alexandra Basile Korovouchkina	20-08-2020	
Pedro Tavares	01-09-2020	
Tamas Prigli	01-09-2020	
Alexandra Basile Korovouchkina	07-07-2020	
Efthymia Katsava	07-07-2020	
Hector Campanelli Amaris	07-07-2020	
Jessica Mejia Toro	07-07-2020	
Miguel Huertos Garcia	07-07-2020	
Arianna Di Pea	07-07-2020	
Ersin Calik	07-07-2020	
Ioan Enache Morar	07-07-2020	
Lorena Camila Balsa Goncalves	07-07-2020	
Monika Tomic	07-07-2020	
Pawel Witkowicz	07-07-2020	
Robert Kowalski	07-07-2020	
Alexandra Basile Korovouchkina	20-08-2020	
Slawomir Adam Chlosta	01-09-2020	
Daniel David Gutierrez Velez	01-09-2020	
Gennaro Di Corato	01-09-2020	
Jagoda Starostka	01-09-2020	
Mattia Piscicelli	01-09-2020	
Patrycja Pawlik	01-09-2020	
Patrycja Pawlik	07-07-2020	
Ricardo Younis Moreno	07-07-2020	
Tamas Prigli	07-07-2020	
Adrian Iulisca	20-08-2020	
Carlos Marcelo Sanchez ferro	01-09-2020	

Trained employees	Training date	Signature
Gauthier Pupat	01-09-2020	
Ioannis Miskou	01-09-2020	
Maria Cava Diaque	01-09-2020	
Oleg Genadiev	01-09-2020	
Ronaldo Sanchez	01-09-2020	
Adrian Iulisca	07-07-2020	
Daniel David Gutierrez Velez	07-07-2020	
Gennaro Di Corato	07-07-2020	
Jagoda Starostka	07-07-2020	
Mattia Piscicelli	07-07-2020	
Oleg Genadiev	07-07-2020	
Renato Prozzillo	07-07-2020	
Ronaldo Sanchez	07-07-2020	
Daniel David Gutierrez Velez	20-08-2020	
Alexandra Basile Korovouchkina	01-09-2020	
Ersin Calik	01-09-2020	
Ioan Enache Morar	01-09-2020	
Lorena Camila Balsa Goncalves	01-09-2020	
Monika Tomic	01-09-2020	
Carlos Marcelo Sanchez ferro	20-08-2020	
Ricardo Younis Moreno	01-09-2020	
Virnia Yannelis Garcia Guevara	01-09-2020	