



## Site Specific Method Statement and Risk Assessment Record

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### Viva Brazil restaurants Ltd.

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Viva Brazil Glasgow 87-91 Bothwell St | G2 7HX Tel 0141 204 0240

Viva Brazil Cardiff Ground Floor Maldron Hotel | St. Mary St | CF10 1GD Tel 029 202 202 55

**Based on the Scope of Work this MSRA addresses the following activities**

**Employee and Guest focus journeys**

**Personal protective equipment**

**Safe distancing**

**Cleaning**

**Ways of working safely**

## Employee Journey and mitigations

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- Enter restaurant through front door.
- All employees must wear a face mask unless exempt. Face masks are available in the restaurant.
- Wash hands as soon as enter restaurant using wash station by entrance.
- Observe new staff room procedures, one/one out.
- Please make sure to follow ONE WAY system in and out of restaurant.
- Make sure you are changed in uniform before coming to work
- Limit the items that you bring to work / needs for using the staff room.
- Ensure that mask is kept clean at all times / replaced regularly.
- Wash hands regularly throughout your shift / after any contact with any surfaces.
- Gloves are also available, however not mandatory. Regular hand washing is preferred.
- Ensure to cover your nose / mouth with a tissue when you cough or sneeze. (Cough / sneeze into elbow if not available)
- Ensure to wash hands immediately after coughing or sneezing.
- Any staff food eaten on break will be required to eat in the restaurant at a table on the main restaurant floor, distanced from others. Eating food in the staff room will not be permitted.
- Staff toilets are available, ensure that toilets are kept clean and tidy. Staff toilets to be deep cleaned every hour.
- Ensure to wash hands thoroughly before returning from break.
- Ensure to wash hands regularly throughout shift.
- Avoid any contact with your nose, eyes, face.
- Payments will now be via card only. Upon taking payments, please ensure you have no contact with the customer, use contactless / card machines provided.
- If you are feeling unwell at any point during your shift, please let the manager know immediately.
- Please limit contact with staff members to the minimal / work related communication.

- Please make sure you adhere to social distancing at all times respecting other staff members.
  - If not working and you begin to develop symptoms of COVID 19, please arrange to take a covid test and let a manager know as soon as possible.
  - If you have travelled outside of the UK, members of staff must inform their manager who can advise in regards to Covid-safe procedures.
  - Please note that rotas will be developed with the intention of staggering shifts and ensuring that workers work in group bubbles, limiting the risk of the spread of COVID 19.
- Staff members will therefore be unable to swap shifts upon the rota being released, unless of an emergency.
- Please pay extra attention to rotas as the shift patterns will be different to our regular schedule.
  - Please make sure upon completion of your shift that all uniform is washed / cleaned.
  - Please make sure upon exiting the building that you adhere to social distancing.
  - Take extra care when exiting the foyer area for any oncoming guests.
  - All staff members will be required to take a rapid lateral flow test once a week (Every Friday)

## Guest Journey and Mitigations

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- We currently strongly recommend booking a table.
  - All customers must wear a face mask upon entry to the restaurant and upon moving around the restaurant.
  - Customers will be required to provide their details on entry to support the NHS test, trace and protect service.
  - If you are not feeling well / have any symptoms of COVID-19, please do not enter the restaurant / cancel your booking.
  - Please make sure to wash hands / sanitise in station provided at entrance.
  - Customers must follow the requirement of 1m social distancing throughout the premises. Tables will be set 1m apart.
  - Please make sure to follow ONE WAY system in and out of the restaurant.
  - Upon being seated, please scan QR code on the tables to see the menu.
  - If mobile phone does not permit / unavailable, please request to have a disposable menu.
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- Please make sure to stay seated at the table unless needing the toilet / exiting the building / in an emergency.
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- Ensure to cover your nose / mouth with a tissue when you cough or sneeze. (Cough / sneeze into elbow if not available)
  - Ensure to wash hands immediately after coughing or sneezing.
  - Payments will be card only, this will be communicated on entry.
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- If you develop any symptoms of COVID-19 within 14 days of your visit to the restaurant, please let the restaurant know.

## Additional risks to be aware of due to the working environment

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### Risk Assessments -

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**Risk** – Transfer of virus from person to person

**Solution** – Wash / sanitise hands, wear face mask, tables set 1m apart, 1m social distancing.

**Risk** – Transfer of virus from surface to surface

**Solution** – All surfaces wiped down after use on all occasions

**Risk** – Transfer of virus from person to person or from surfaces

**Solution** – All staff to take a rapid lateral flow test once a week.