



COVID-19 RISK ASSESMENT

September 2020

NAME OF PUB _____

NAME OF MANAGER _____

DATE OF INITIAL ASSESSMENT 24/09/2020

Updates highlighted in blue



KINGS ARMS
PUBLIC HOUSE
& THAI KITCHEN



MC & SONS
PUBLIC HOUSE
& THAI KITCHEN

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is copy of the Windmill Taverns Group **Risk Assessment** for dealing with the current Covid-19 situation in the pub estate.

Upon receipt of this document, Management will review the controls required (Column A) and add additional controls to enable the hazard identified to be controlled on an ongoing basis (Column B). There may be some controls in Column B already, if these are not relevant then please delete them. DO NOT delete any controls in Column A as they represent controls which must be addressed. You can enter how this will be done in Column B

The risk assessment will be signed and dated by the Manager and will be reviewed by Ops and HR when guidance changes, when the manager changes or after any incident which indicates the necessity to review this document.

All staff will be trained in the contents of this risk assessment and attend an online COVID briefing.

Details of training and signatures of trainees will be recorded.

Details of review of the risk assessment will be recorded.

Training will take place prior to the pub reopening and any subsequent new starters will be fully trained in this information prior to commencing work at Windmill Taverns Group.

It is recognised that as the understanding of COVID-19 develops revision of this document will be necessary to incorporate appropriate controls.

All staff in all roles must have a telephone interview before returning to work to determine they are fit to return to work. Use the Employee Daily Return to Work Questionnaire and record and retain the information.

Any questions regarding this document can be directed to:

John Creevy- jc@windmilltaverns.com/ 07831467427 Hannah Spedding- Hannah@windmilltaverns.com/ 07590841954

What is the hazard: Spread of Covid-19 Coronavirus

Who might be harmed: Staff, Customers, Visitors to the premises, Cleaners, Contractors, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with us in relation to our business

General Controls Required (A)	Additional Controls which you can add to based on specific site (B)	Action by who?	Action by when?	Date Completed
<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Employees to be reminded on a regular basis to wash or sanitise their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff will be required to wash their hands</p> <ul style="list-style-type: none"> • On arrival at work • Before starting work • Every 20 minutes at least • Whenever they enter the kitchen • Whenever they leave the workplace • Whenever they re-enter the workplace • Before handling deliveries • After handling deliveries • If hand washing facilities are not in place to allow this, then appropriate hand sanitiser will be used instead. 	<p>Government guidelines allow for hand dryers to be used, please ensure these are switched on for every shift.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly available at the main sink point of each site</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>https://www.gov.uk/coronavirus?gclid=EAlaIqobChMl0df2mt2w6QIVQbTtCh3RAwzkEAAAYASAAEgK2i_D_BwE</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>All Staff</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>On-going</p> <p>(Reviewed and confirmed 24th September 2020)</p>

<p>This is in addition to normal food safety hand washing practices as per food safety management system.</p> <p>Posters, leaflets, and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Stringent hand washing taking place and supervision by management.</p> <p>See hand washing guidance.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAYASAAEgK2i_D_BwE</p> <p>Gel sanitisers (minimum 60% alcohol) in any areas where washing facilities not readily available e.g. entrance of pub, service area, till area.</p>	<p>Sanitiser is available throughout the building for staff use</p>			
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<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Should a staff member make any physical contact with customers, they should wash their hands immediately.</p>				
<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tills, payment machines, office equipment, toilet flushers and taps using appropriate cleaning products and methods.</p> <p>Appropriate cleaning products and sanitiser to be used which is based on hydrogen peroxide, peracetic acid or sodium hypochlorite (World Health Organisation - WHO) and are solutions containing greater than 60% alcohol</p> <p>Entire tabletop / edges and chairs are wiped down with sanitiser after each customer leaves before the table is ready for the next customers</p> <p>Toilet taps and flusher to be sanitised in hourly checks.</p> <p>Wipe down payment machine regularly, if a customer touches the machine to type in pin, use sanitiser wipes after every time this is done.</p>	<p>Photocopier and scanner and similar equipment touch points wiped with sanitiser wipes before and after use-applies to all offices.</p> <p>Sanitise desk telephones at beginning and end of each working day</p> <p>Sanitise mainline phone after every use.</p> <p>In the kitchen sanitise the tap handles, fridge/ freezer/ oven/ rational/ blast chiller handle, equipment handles e.g. fryer</p> <p>Use paper towels in the toilets and put in bins provided.</p> <p>During working hours there will be a member of staff dedicated to cleaning touch points in the pub to include, door handles, rails, toilet door handles, flushers, switches, chairs, and tables after customers leave.</p>	<p>AI Staff</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>On-going</p> <p>(Reviewed and confirmed 24th September 2020)</p>

<p>All staff to be trained in safe use of cleaning chemicals especially in relation to COVID-19. This includes awareness of contact times for sanitiser.</p> <p>Cleaning schedules to be fully reviewed to encompass COVID-19 controls.</p> <p>With respect to washing of dishes, crockery, utensils, glasses etc, the rinse cycle or water must exceed 60C.</p> <p>Cloths, sponges etc should be changed daily and any tea towels or oven cloths used must be washed at least daily in temperatures above 60C</p>				
<p><u>Staff Uniforms and Staff Areas</u></p> <p>Staff to change into their uniform at work. It must be washed after every shift (normal expectation).</p> <p>Aprons only worn when handling food.</p>	<p>All coat hook areas to be decluttered- sticker labels available for each hook every day for one staff members' use.</p> <p>Staff to try and limit to one coat and one bag if leaving in communal area, all items must be hung and cannot be left on table or floor.</p> <p>Lockers may also be used but these must be sanitised before and after use.</p>	All Staff	Ongoing (Reviewed and confirmed 24 th September 2020)	On-going (Reviewed and confirmed 24 th September 2020)

<p><u>Visitors e.g. contractors/ enforcement</u></p> <p>Visitors and contractors to sign in on the logbook as normal.</p> <p>Assessment of work required and how tradesperson will work, to be carried out prior to entry and shared with the tradesperson.</p> <p>Distancing of 1m to be maintained at all times when dealing with visitors.</p> <p>Where possible visitors and contractors will be kept to a minimum and not during trade hours.</p> <p>All visitors and contractors entering the building must wear a face covering.</p>		Manager	Ongoing (Reviewed and confirmed 24 th September 2020)	On-going (Reviewed and confirmed 24 th September 2020)
<p><u>Operational Flow</u></p> <p>Plan of pub and gardens/ public area documented to identify potential 'pinch points' and specific controls to cover these areas documented and trained to staff</p> <p>This plan to be reviewed at least fortnightly or when advice regarding COVID-19 changes.</p>	<p>Pinch points identified (dependent on guidelines at the time of pub opening):</p> <ul style="list-style-type: none"> • Kings Arms staircase • Kings Arms hallway • The Ring upstairs staircase • The Ring bar • The Ring cellar staircase • Jacks staircase • Jacks back area • Jacks corner bar • <p>Entrances and Exits for Customers</p> <ul style="list-style-type: none"> • The Ring Entrance: Main corner door facing TFL building • The Ring Exit: Blackfriars Roadside door 	Operations Manager	Complete 03.07.2020 (Reviewed and confirmed 24 th September 2020)	Complete 03.07.2020 (Reviewed and confirmed 24 th September 2020)

	<ul style="list-style-type: none"> • The Kings Arms: Entrance on Windmill Walk • The Kings Arms Exit: Roupell Street left door • Jacks Entrance: Through main doors • Jacks Exit: Through window doors, separated by glass • Mc & Sons Entrance: Front right door • Mc & Sons Exit: Back door/ Right front door 			
<p><u>Social Distancing Generally</u></p> <p>Reducing the number of persons in any work area to comply with the 1-metre gap</p> <p>Redesigning processes to ensure social distancing in place with markers and tape</p> <p>Ensuring sufficient rest breaks for staff are staggered to reduce contact.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Tables to be arranged with a 1 metre circumference around the table at all times</p>	<p>Indoors and outdoors will be table service only. Strictly no standing drinkers inside and outside as well as no customers ordering at the bar. Any customers not adhering to these guidelines on the premises will be asked to leave.</p> <p>Customers can either use the QR code to order from the table or table service provided.</p>	Operations Manager	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>

<p><u>Social Distancing – Customer and Staff Numbers</u></p> <p>Usable customer area measured to identify maximum capacity when 1 metre distancing is applied, and tables are laid out accordingly</p> <p>Review work schedules and rosters including start & finish times/shift patterns to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p>	<p>Staff to be allocated safe working areas maintaining social distancing guidelines at all times.</p> <p>Staff entrances and exits:</p> <p>The Ring: side door leading to the kitchen, ensure this is empty before entering and leaving.</p> <p>Jacks Entrance: Same as customer entrance following floor markers</p> <p>Jacks Exit: Fire exit door in the back snug</p> <p>Kings: Usual staff entrance at the side door on Windmill Walk, please wait for this to clear before entering</p> <p>Mc & Sons: Same as customer entrance and exit following floor markers.</p>	<p>Operations Manager</p>	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>
<p><u>Social Distancing – Customer arrival and departure</u></p> <p>OUTSIDE THE ENTRANCE - Customer advice not to enter if they have symptoms of COVID-19 is prominently displayed. Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • Fever • Respiratory problems • Loss of sense of taste/smell 	<p>Line marking and floor stickers to ensure customers stand 1m apart and to identify entrance and exit points</p> <p>One-way systems will be applied where possible around the sites from arrival to exit</p> <p>Where possible doors are open to circulate air and avoid necessity to touch doors. This may not be possible due to design and/or weather conditions.</p>	<p>Operations Manager</p>	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>Complete: 03.07.2020</p> <p>(Reviewed and confirmed 24th September 2020)</p>

<p>A notice advising customers of the COVID-19 restrictions, distancing and useful information on behalf of Windmill Taverns Group will be prominently displayed on entrance. This will outline all the items to be aware of during their visit to all sites part of Windmill Taverns Group</p> <p>Clear route for customers to follow after they have finished their meal and a separate exit</p>				
<p>Service</p> <p>Menus laminated and to be wiped before and after use. Staff to take menu to table and take away when order is placed, then wiped down. Two trays will symbolise 'Un-sanitised' menus and 'Sanitised' menus in case menus are left laying around. Staff to only take a menu to the table from the 'Sanitised' tray.</p> <p>Food and drink must be consumed at a table if inside and outside. No standing drinkers inside and outside and must be in groups of no more than 6 people. Those not adhering to the guidelines will be asked to leave the premises.</p> <p>No condiment bottles on tables, plastic pots provided if requested</p> <p>No tables laid in advance</p> <p>Glasses and take-away boxes handled by the bases</p>	<p>If offering Thai take away, customers who are eating in will need to be seated at a table and table service provided. If a customer wishes to take-away, they must wear a face covering whilst ordering their food and leave immediately after paying and receiving their food.</p> <p>Tokens will not be used for the take-away until further notice to prevent the spread of germs.</p> <p>Customer 'tasters' for the Thai take-away will now be given to them in a plastic disposable ramakin and they will need to dispose of this in a nearby bin. Customers will not be able to spoon this out of the food tray for the foreseeable.</p>	<p>Manager</p>	<p>Reviewed and complete 24th September 2020</p>	<p>Reviewed and complete 24th September 2020</p>

<p>Cutlery is wrapped prior to service and taken to the customer. No cutlery is accessible by the customers</p> <p>Salt, pepper, sauces are in sachets or decanted into single use servings which are not reused</p> <p>Sanitise hands before every customer plate is taken to their table. Staff may also use a tray to avoid fingers being on plates. Disposable napkins can also be used to take to table.</p> <p>Allergen information is still available and documented for each item</p> <p>Disposable napkins in use</p> <p>Staff will clear all tables, and this should not be done by customers</p>				
<p>Bookings and Walk-in Groups</p> <p>From Monday 14th September 2020, the government have prohibited more than groups of 6 people meeting indoors and outdoors. This also applies in hospitality venues which means we cannot seat a booking or walk-in of more than 6 people. Bookings or groups of more than 6 people cannot be 'split-up' onto multiple tables. If you believe a table or booking has not adhered to this law, they can be asked to leave the premises.</p> <p>Penalties apply to both the individual and business allowing for this law to be breached.</p>		Manager	24.09.2020	24.09.2020

<p>Individual = £200</p> <p>Premises = Up to £10,000</p> <p>https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</p>				
<p>Payment</p> <p>Payment is at the table only, using contactless where possible or payment via the QR code.</p> <p>All venues are now cashless and will not be accepting cash until further notice</p>	<p>Card payment machine is wiped with a sanitiser wipe regularly and if touched, after every use.</p>	<p>All Staff</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>
<p>Social Distancing – Toilets/ Rest Rooms and Staff Facilities</p> <p>All staff to ensure that they do not pass in space restricted areas such as stairs, kitchen area, staff rooms and rest rooms/ toilets</p> <p>Signage at toilets for customers to advise them that the toilets operate on a 'one in one out basis'. Markings on floor to denote where to stand- Complete 03.07.2020</p>	<p>Maintain a 'lone person zone' on stairs, staff room, rest room/ toilet and kitchen</p> <p>Only one person in the kitchenette area at a time</p> <p>If front of house staff has a query for the kitchen, they must not enter the kitchen but instead stay in the doorway.</p> <p>Only one person in the toilet area at a time</p> <p>Staff to use designated toilet only (Mc & Sons exempt)</p> <p>Staff will not go on cigarette breaks with anyone else</p> <p>Consider how you will manage the toilets for customer use. This could involve using only the disabled toilet if you have one or having a key code system</p>	<p>All Staff</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>	<p>Ongoing</p> <p>(Reviewed and confirmed 24th September 2020)</p>

<p><u>Wearing of Gloves</u></p> <p>There is no current requirement to wear gloves in the hospitality sector with respect to COVID-19, but these will be provided if requested.</p>		<p>Manager</p>	<p>03.07.2020 (Reviewed and confirmed 24th September 2020)</p>	<p>03.07.2020 (Reviewed and confirmed 24th September 2020)</p>
<p><u>Face Masks/ Coverings</u></p> <p>As of Thursday 24th September 2020, all indoor hospitality staff will be required to wear a face covering. The company will supply face masks and visors.</p> <p>If wearing a re-usable mask, this must be washed after every shift.</p> <p>If wearing a surgical mask, this must be disposed of after every shift.</p> <p>If wearing a visor, this must be sanitised before and after every use.</p> <p>Face masks will be provided for every shift and management to inform Joanne in Head Office if more face masks and/or visors need to be ordered.</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>		<p>Manager to implement and Head Office to supply 24.09.2020</p>	<p>Complete 24.09.2020</p>	<p>Complete 24.09.2020</p>
<p><u>Working Arrangements</u></p> <p>Staggered work arrangements</p>	<p>Menu to be reviewed to determine whether changes to items offered can reduce crossovers in the kitchen in terms of preparation.</p>	<p>Manager/Head Chef</p>	<p>Reviewed and confirmed 24th September 2020</p>	<p>Reviewed and confirmed 24th September 2020</p>

Where possible, specified areas to be used by one person at a time only				
<p>Closing Times: 10pm Curfew</p> <p>As of Thursday 24th September, the hospitality industry will be under a strict 10pm curfew until further notice. This means that all customers must leave the premises no later than 10pm. Last orders will be 9.30pm.</p> <p>https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september</p>		Manager	Complete and implemented 24.09.2020	Complete and implemented 24.09.2020
<p><u>Symptoms of Covid-19</u></p> <p>Customers and staff advised not to enter if they have symptoms of COVID-19 is prominently displayed outside the pub entrance.</p> <p>Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • High Fever • Loss of sense of taste/smell • Respiratory problems <p>If you become unwell with any of the above symptoms, you will be sent home and will need to contact 119 to receive a COVID-19 test. This is</p>	Managers and Human Resources will offer support to staff who are affected by Coronavirus or has a family member affected.	Manager/Human Resource Manager	Ongoing	Reviewed and confirmed 24 th September 2020

also to ensure staff members you have worked with are informed and to avoid any additional staff members from having to self-isolate. Staff need to be pro-active with this so please note, your line manager will need to see proof of negative test results before allowing you to commence work again. This is to ensure the safety of all staff members and customers.

Line managers and Head Office will maintain regular contact with staff members during this time.

If someone with coronavirus comes to work, we will not need to close the sites completely, but we must follow Government cleaning advice.

<https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Those who test positive for COVID-19 will need to self-isolate for 14 days. It is likely that those who have worked with an employee who has tested positive for COVID-19 will need to self-isolate for 14 days also. This will be reviewed on a case by case basis.

If you are using the COVID-19 Symptom Tracker or have been contacted via the NHS Track and Trace and receive news you have been in contact with someone who has tested positive for COVID-19, you will need to follow the advice given to you and inform your line manager as soon as possible.

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<p><u>NHS Track and Trace</u></p> <p>From Monday 21st September 2020, it will now be compulsory for all customers entering the premises. If there is a group of 2-6 people, only one of these individuals will need to provide their details on behalf of the group.</p> <p>This data is to be collected via the Track and Trace QR code by hovering a smart phone camera over the code and following the instructions in the link provided, or by filling in a paper slip and inputting in the black 'Track and Trace Slips' box at each site. All data must be disposed of after 28 days. Please staple the track and trace slips after every shift and give to the manager on shift to keep in a dated envelope in the safe. After 28 days the manager will be required to put the out-of-date slips in the weekly envelope to be disposed of in Head Office.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>		<p>Manager on shift</p>	<p>Complete 24.09.2020</p>	<p>Complete 24.09.2020</p>
<p><u>Health of Staff and Visitors</u></p> <p>Review fitness to work daily - all employees of Windmill Taverns Group will complete the Employee Daily Return to Work questionnaire regardless of position for every day they work. This document is to be filed in the Keeping Safe folder on site.</p>		<p>Manager and All Staff</p>	<p>Ongoing Reviewed and confirmed 24th September 2020</p>	<p>Ongoing Reviewed and confirmed 24th September 2020</p>

<p><u>Deliveries and Post</u></p> <p>Deliveries are managed by the Manager or the Kitchen.</p> <p>Post is managed by the Manager</p> <p>Wipe down all deliveries with sanitiser wipe or spray if the packaging allows this.</p> <p>No contact deliveries. Location of the delivery to be arranged with the supplier who will leave the delivery in agreed place as per arrangement so there is no contact with Staff. Staff to assist kitchen if needed.</p>	<p>Thoroughly wash hands after handling post and deliveries</p>	<p>Manager and Head Chef</p>	<p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>	<p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>
<p><u>Training and Communication</u></p> <p>All staff to be trained in this risk assessment to ensure they understand all aspects of its application. Staff must also sign any updated Risk Assessments where Government or Company guidelines have changed.</p> <p>Briefing to take place before return to workplace and CPL training course to be complete prior to starting shift.</p> <p>Daily staff briefing to document any updates or changes to COVID-19 policies and risk assessments. Attendance of the briefing to be documented. The new template to be used from 24.09.2020 at every site.</p>		<p>Human Resource Manager/ Operations Manager</p> <p>Manager on shift to complete daily briefing</p>	<p>Complete 03.07.2020</p> <p>Reviewed and confirmed 24th September 2020</p> <p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>	<p>Complete 03.07.2020</p> <p>Reviewed and confirmed 24th September 2020</p> <p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>

<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>All staff to receive the company 'Mental Health & Wellbeing Guide' before commencing work. Employee mental health monitored daily. Video call/ online briefing held before commencing work.</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>Human Resource Manager</p>	<p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>	<p>Ongoing</p> <p>Reviewed and confirmed 24th September 2020</p>
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This document has been reviewed and will be reviewed again when:

- Reissued by EPP,
- Any changes take place in the pub (structure/ menu processes/ design)
- New Manager
- Change in Government Advice

<u>Reviewed by (Name)</u>	<u>Position</u>	<u>Date</u>
Joanne McElhinney	Office & Accounts Payable Manager	24.09.2020
John Creevy	Operations Manager	24.09.2020
Hannah Spedding	Human Resources	24.09.2020

STAFF TRAINING SIGN OFF SHEET

I confirm that I have received this information, discussed with my line manager and I understand my responsibilities in relation to COVID-19

Employee Full Name	Signature	Date

Employee Full Name	Signature	Date

Employee Full Name	Signature	Date