

# LA BRASSERIA

MILANESE

## COVID REOPENING RISK ASSESSMENT

Reopening and adapting our restaurant for reopening during COVID-19

Using Food Standard Agency (food.gov.uk) reopening checklist as guide

(<https://www.food.gov.uk/sites/default/files/media/document/reopening-checklist-for-food-businesses-during-covid-19-form.pdf>)

<b>Date:</b> 12 April 2021	<b>Location:</b> La Brasseria Milanese, 42 Marylebone High St, London W1U 5HD
<b>Review Date:</b>	
<b>Person carrying out Risk Assessment:</b>	Alberto Fraquelli
<b>Persons at risk:</b> (detail all types of persons who may be at risk)	<b>Staff and management</b> (approx. 30 staff) <b>Visitors and contractors</b> (varies) <b>Customers</b> (children, adults and disabled up to 100)

Contractor	Speciality	Maintenance or survey requirements and actions taken
Primair Ltd	Kitchen extractor specialists, ventilation cleaning and maintenance	<ul style="list-style-type: none"> <li>Preopening extractor cleaning survey carried in line with quarterly cleaning framework already in place</li> <li>Preopening ventilation cleaning and fans replaced (as required) to ensure safe ventilation prior to reopening</li> </ul>
Asset Pest Control	Pest control	<ul style="list-style-type: none"> <li>Weekly visits currently in place</li> <li>Access to site provided during lockdown. Surveys carried out pre COVID</li> </ul>
Sharps Drains Logistic	Plumbing	<ul style="list-style-type: none"> <li>Quarterly cleaning carried out</li> <li>Survey carried out prior to reopening</li> </ul>
Amazing Ninja Limited	Cleaning	<ul style="list-style-type: none"> <li>Carried out deep clean prior to reopening</li> </ul>
EuroHygiene Supplies	Health and Safety	<ul style="list-style-type: none"> <li>Review of H&amp;S policy carried out including review of impact of COVID and necessary changes to procedures</li> </ul>
Flow	Health and Safety online training	<ul style="list-style-type: none"> <li>Staff advised to re-engage with Flow H&amp;S training and to carry out all courses prior to returning to work</li> </ul>
London Linen	Laundry	<ul style="list-style-type: none"> <li>Collect, drop off and clean all kitchen uniforms, linen and cloths</li> </ul>

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ASSESSMENT CRITERIA		Action taken	Person responsible	Complete Y / N	Comments
<b>Notify local authorities</b>					
1.	Inform Local Authority of current food activities	Email sent to <a href="mailto:licensing@westminster.gov.uk">licensing@westminster.gov.uk</a> on Monday 12 <sup>th</sup> April 2021 prior to reopening	Alberto	Y	
2.	Notify your Local Authority of our intention to restart serving customers on premises	Email sent to <a href="mailto:licensing@westminster.gov.uk">licensing@westminster.gov.uk</a> on Monday 12 <sup>th</sup> April 2021 prior to reopening	Alberto	Y	
3.	Notify your Local Authority of any change to the business activities you are registered for. This includes the introduction of any new delivery or takeaway service.	Email sent to <a href="mailto:licensing@westminster.gov.uk">licensing@westminster.gov.uk</a> on Monday 12 <sup>th</sup> April 2021 prior to reopening	Alberto	Y	
<b>Food Safety Management</b>					
4.	Consider any risks to food safety introduced by changes to procedures.	<ul style="list-style-type: none"> <li>HACCP Food safety policy and food good practice guide reviewed</li> <li>Delivery from suppliers process amended to ensure suppliers do not pass through restaurant and drop off all deliveries via entrance by 49 Marylebone High St and goods left in the courtyard behind our kitchen for chefs/commis to collect</li> <li>Policy amended to allow goods to be accepted if left off the premises where supplier COVID drop off policy does not allow for drivers to drop on premises</li> </ul>	Giulio / Gianluca	Y	

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5.	Review and document new procedures in relation to takeaway	<ul style="list-style-type: none"> <li>We do not operate delivery.</li> <li>Takeaway coffees and pastries served through our window with customer remaining outside at all times. Table barrier created to ensure distance between server and customer is 1m plus.</li> <li>Any collection is made direct by customers who will be instructed to wait outside premises before collecting from the window.</li> </ul>	Manolo	Y	
6.	Manage risks of cross-contamination between raw and ready to eat foods	<ul style="list-style-type: none"> <li>HACCP food safety controls and good practice guide reviewed.</li> <li>Adequate controls already in place to cover cycle of food processing and risk of cross-contamination</li> </ul>	Giulio	Y	
7.	Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type.	<ul style="list-style-type: none"> <li>HACCP 1 control chart for purchase and delivery reviewed. Adequate controls in place to ensure food packaging for takeaway food is appropriate</li> </ul>	Giulio / Manolo	Y	
8.	Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging	<ul style="list-style-type: none"> <li>All fresh produced either thrown away or given to staff prior to closure pre COVID lockdown</li> <li>All temperatures checked for storage areas following temperature checklists.</li> <li>All frozen and dry stored products reviewed prior to reopening to ensure integrity and validity of produce. Any expired or food where use by date expired disposed of.</li> </ul>	Giulio	Y	

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		<ul style="list-style-type: none"> <li>HACCP 2 for dry / ambient storage and HACCP 3 refrigerated and frozen storage control charts reviewed. Adequate controls in place.</li> </ul>			
<b>Staff return to work</b>					
9.	Check staff are fit for work and wearing clean work clothes.	<ul style="list-style-type: none"> <li>Uniforms provided to all front of house staff who have been instructed to wash clothes every day.</li> <li>Kitchen staff provided with clean linen everyday via service provided by London Linen.</li> </ul>	Gianluca	Y	
10.	Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms. Initial telephone interviews with staff may be beneficial in assessing fitness to work.	<ul style="list-style-type: none"> <li>Telephone calls carried out between management and all members of staff prior to reopening</li> <li>Whatsapp group created to ensure constant contact between all staff members relating to symptoms or any other risks</li> <li>Where staff reports symptoms they will automatically be furloughed and/or put on sick leave for a minimum period of 14 days</li> <li>Lateral flow tests ordered to be kept on site to carry out regular testing of staff. Where any positive test of any staff, staff member will be told to return home and order PCR test. All other staff who came in contact must be tested and self</li> </ul>	Gianluca	Y	

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		isolate until negative PCR test result confirmed. <ul style="list-style-type: none"> <li>All staff have been supplied with face masks to wear during service.</li> <li>All staff have been trained in correct communication to customers who must wear masks until they are seated at the table.</li> </ul>			
11.	Ensure any changes to procedures are communicated to staff and training is provided where appropriate, including training of any new staff.	<ul style="list-style-type: none"> <li>Training carried out prior to reopening, covering new procedures and risk assessment</li> <li>Sign posting installed around the restaurant to ensure one-way system to avoid congestion</li> <li>Risk assessment available on our website</li> <li>All health and safety procedures printed and posted on the staff notice board for their review</li> <li>All staff have been supplied with face masks to wear during service.</li> <li>All staff have been trained in correct communication to customers who must wear masks until they are seated at the table.</li> </ul>	Gianluca / Manolo	Y	
<b>Waste management</b>					
12.	Check registered waste carrier services	<ul style="list-style-type: none"> <li>Communicated reopening plans with City of Westminster commercial waste services</li> </ul>	Alberto	Y	
13.	Ensure that your registered waste carrier services are running	<ul style="list-style-type: none"> <li>Confirmed City of Westminster commercial waste services are available and able to collect waste</li> </ul>	Alberto	Y	

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	and available as required, to ensure there is no build-up of waste on site.				
<b>Cleaning</b>					
14.	Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils)	<ul style="list-style-type: none"> <li>Deep clean carried out prior to opening</li> <li>Full stock of cleaning materials including wipes, hand sanitiser provided to all staff</li> </ul>	Giulio / Gianluca	Y	
15.	Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed.	<ul style="list-style-type: none"> <li>Deep clean provided by professionals prior to opening</li> <li>Manager cleaning checklist updated daily</li> </ul>	Gianluca	Y	
16.	Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time.	<ul style="list-style-type: none"> <li>Full stock of cleaning materials including wipes, hand sanitiser provided to all staff</li> <li>Register chemicals supplier with requisite certificates used to source additional cleaning products</li> </ul>	Alberto	Y	
17.	Assess if staff need re-training cleaning procedures.	<ul style="list-style-type: none"> <li>Staff retraining regarding enhanced cleaning obligations carried as part of week training program prior to reopening</li> </ul>	Gianluca / Manolo	Y	
18.	Increase frequency of cleaning and disinfection	<ul style="list-style-type: none"> <li>Rota amended to include a minimum of one person solely dedicated to cleaning and sanitising all surfaces in the restaurant in particular shared equipment and high through put and touch areas.</li> </ul>	Manolo / Gianluca	Y	

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19.	Check all areas are free from evidence of pest activity	<ul style="list-style-type: none"> <li>Certified pest control company have attended site throughout lockdown to ensure areas are free from evidence of pest activity</li> </ul>	Giulio	Y	
20.	Consider resetting your pest-control schedule if necessary.	<ul style="list-style-type: none"> <li>Pest control regime already involving weekly visit. No pest control risk identified during lockdown as such procedure to remain as is.</li> </ul>	Alberto	Y	
21.	Arrange for contractors to undertake a pre-opening site survey, if required.	<ul style="list-style-type: none"> <li>Pest control have continued to attend the site during lockdown</li> <li>Deep clean provided prior to reopening</li> <li>Daily cleaning and pre-opening checklists already in place amended to factor COVID risks</li> </ul>	Alberto	Y	
22.	Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels)	<ul style="list-style-type: none"> <li>Extra hand sanitiser, wipes and soap stock acquired to ensure staff and customer can increase handwashing</li> <li>Extra cleaning materials and wipes purchased for cleaning role to be introduced into rota for one member of staff, with sole task of cleaning shared equipment / surfaces</li> </ul>	Gianluca	Y	
23.	Make sure all consumables are within dates for use	<ul style="list-style-type: none"> <li>All consumables checked to ensure within date of use. Supplementary cleaning materials purchased prior reopening</li> </ul>	Giulio	Y	
24.	Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable	<ul style="list-style-type: none"> <li>Certified cleaning materials acquired from M&amp;A Hygiene chemical supplier</li> </ul>	Alberto / Gianluca	Y	

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	alternatives if your regular products are unavailable.	<ul style="list-style-type: none"> <li>Extra cleaning consumables such as hand sanitizer, wipes and soap acquired from our Amazon business account due to novel nature of requirement</li> </ul>			
25.	Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual.	<ul style="list-style-type: none"> <li>All staff have completed full week of training prior to reopening including government advice and training relating to increasing frequency of handwashing</li> <li>Signage installed next to all waiter stations and around the premises to remind staff of handwashing requirements</li> </ul>	Andrea / Gianluca	Y	
26.	Check hot and cold running water is available at all sinks and hand wash basins.	<ul style="list-style-type: none"> <li>All sinks and hand wash basins checked to ensure hot and cold running water is available</li> </ul>	Gianluca	Y	
27.	Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas.	<ul style="list-style-type: none"> <li>Policy and training updated to refer staff to signage above each waiter station. Sinks and hand wash basins available for front of house staff behind ground floor and basement bar. Three sinks and hand wash basins available for kitchen staff to wash hands</li> </ul>	Alberto	Y	
28.	Consider providing hand sanitiser additional to hand-washing facilities at appropriate locations.	<ul style="list-style-type: none"> <li>Individual hand sanitiser containers provided for each front of house member of staff, which will be attached to their uniform by a key chain</li> <li>Additional hand sanitiser bottles will be provided across the restaurant, with a bottle always</li> </ul>	Alberto	Y	



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		available at reception and on both ground floor and basement bars			
<b>Equipment checks</b>					
29.	Check your fridges, chilled display equipment and freezers are working properly	<ul style="list-style-type: none"> <li>All fridges, chilled display equipment and freezers working properly</li> </ul>	Giulio	Y	
30.	Thoroughly clean equipment before restarting and restocking.	<ul style="list-style-type: none"> <li>All equipment deep cleaned prior to reopening</li> </ul>	Giulio	Y	
31.	Check required temperatures and any temperature control records, if kept during closure period.	<ul style="list-style-type: none"> <li>Temperatures of all storage equipment checked prior to reopening</li> <li>Temperature logs reviewed, adequate to ensure food safety requirements</li> </ul>	Giulio	Y	
32.	Review whether equipment requires maintenance after a period of inaction.	<ul style="list-style-type: none"> <li>Maintenance contractor attended site for pre reopening for walk around and carried out necessary checks</li> </ul>	Giulio	Y	
33.	Allow sufficient time for equipment to reach required temperature before restocking.	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown majority of equipment has been in operation with requisite temperature</li> <li>A week prior to opening all equipment has been switched on without stock to ensure temperatures in line with HACCP policy</li> </ul>	Giulio	Y	
34.	Remove and refresh any ice left in machines and dispensers.	<ul style="list-style-type: none"> <li>Ice machines refreshed and used during lockdown for takeaway juices</li> </ul>	Gianluca	Y	
35.	Check your other equipment (e.g. oven) is working properly	<ul style="list-style-type: none"> <li>All equipment checked and working properly</li> </ul>	Giulio	Y	

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36.	Thoroughly clean all equipment before reopening.	<ul style="list-style-type: none"> <li>Deep clean carried out prior to reopening</li> <li>Cleaning checklists amended to increase frequency of cleaning</li> </ul>	Giulio	Y	
37.	Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature.	<ul style="list-style-type: none"> <li>Maintenance contractor attended site for pre reopening walk around and carried out necessary checks</li> <li>Due to takeaway service operating during lockdown majority of equipment has been in operation with requisite temperature</li> <li>A week prior to opening all equipment has been switched on without stock to ensure temperatures in line with HACCP policy</li> </ul>	Giulio	Y	
38.	Run dishwashers and glasswashers empty on hot cycle before use.	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown dishwasher and glasswashers have been working on usual cycle</li> </ul>	Giulio	Y	
39.	Flush through taps and other equipment with water systems (e.g. bain marie)	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown as such taps and water have been running daily</li> </ul>	Giulio	Y	
40.	Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks.	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown as such taps and water have been running daily</li> <li>COSSH controls in place which are adopted to mitigate any Legionella risks</li> </ul>	Giulio	Y	
41.	Check probe thermometer is working properly, and probe wipes are available	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown thermometers continually used, functional and within COSSH requirements</li> </ul>	Giulio	Y	

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42.	Consider whether probe thermometers need to be recalibrated	<ul style="list-style-type: none"> <li>Due to takeaway service operating during lockdown thermometers continually used, functional and within COSSH requirements</li> </ul>	Giulio	Y	
<b>Raw materials and ingredients</b>					
43.	Check raw materials and ingredients	<ul style="list-style-type: none"> <li>Due to takeaway service operating raw materials and ingredients stock managed in line with HCCAP policy</li> </ul>	Giulio	Y	
44.	Check for any damage to packaging which might affect safety of food or result in loss of allergen information.	<ul style="list-style-type: none"> <li>Due to takeaway service operating packaging constantly reviewed by chefs prior to serving customers</li> <li>All suppliers have responded to allergen matrix survey to ensure allergen information available to customers accurate</li> </ul>	Giulio	Y	
45.	Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available.	<ul style="list-style-type: none"> <li>No evidence of temperature abuse</li> <li>Temperature records kept up to date during lockdown</li> </ul>	Giulio	Y	
46.	Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions.	<ul style="list-style-type: none"> <li>Due to takeaway service operating raw materials and ingredients stock managed in line with HCCAP policy</li> </ul>	Giulio	Y	
47.	For foods frozen by you on closure, check that labelling and records are sufficient to allow the safe use of the food.	<ul style="list-style-type: none"> <li>Due to takeaway service operating raw materials and ingredients stock managed in line with HCCAP policy</li> </ul>	Giulio	Y	
48.	Check that the length of storage is in-line with your	<ul style="list-style-type: none"> <li>Due to takeaway service operating raw materials and ingredients</li> </ul>	Giulio	Y	

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	assessment at point of freezing.	stock managed in line with HCCAP policy			
49.	Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met	<ul style="list-style-type: none"> <li>All suppliers contacted and access to raw materials discussed. As far as we are aware no shortages of raw materials and/or change to product specifications</li> </ul>	Giulio	Y	
50.	Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors	<ul style="list-style-type: none"> <li>We have not engaged any new suppliers and continue to work with the same suppliers</li> </ul>	Giulio / Alberto	Y	
<b>Allergen information</b>					
51.	Check allergen information is accurate and available for all items on sale	<ul style="list-style-type: none"> <li>We will be operating the same menu post COVID and as such allergen matrix suitable on reopening</li> </ul>	Gianluca	Y	
52.	Review your allergen management system, allergen matrices and menus to account for changes of supplier and any new raw materials or products.	<ul style="list-style-type: none"> <li>We will be operating the same menu, using the same suppliers post COVID and as such allergen matrix suitable on reopening</li> </ul>	Gianluca	Y	
53.	Review new takeaway or delivery services to ensure risk of allergen cross contamination is managed.	<ul style="list-style-type: none"> <li>All takeaway dishes are on our usual menu</li> <li>Any takeaway dish is prepared in the same way as an "a la carte" dish. Once ready it is taken direct to the customer to collect from our window, as such receiving the dish within the same time as if they were a customer at the restaurant</li> </ul>	Gianluca	Y	

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54.	Ensure allergen information is available to customers at time of ordering and at delivery of food	<ul style="list-style-type: none"> <li>All allergen information is available on request at the time of ordering</li> </ul>	Gianluca / Manolo	Y	
<b>Social distancing measures</b>					
55.	Review the government advice on social distancing in the workplace in Working safely during coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>Steps of service amended to ensure all staff are aware of the requisite social distancing rules</li> <li>Training provided with staff to prepare them for reopening</li> <li>Steps of service during COVID posted on the staff notice board for their reference</li> <li>All briefings before each service will include reminder of staff obligation to retain social distance as much as possible</li> <li>One way system set up with signage for all staff and customers to avoid congestion</li> </ul>	Alberto / Andrea / Paolo	Y	
56.	Provide where possible for 2 metre social distancing. See Social distancing at work and Food preparation	<ul style="list-style-type: none"> <li>Kitchen and waiter stations reviewed to ensure for 2 metre social distancing where possible</li> <li>Where 2 metre social distance is not possible, employees to operate back to back and in any event not face to face</li> <li>Floorplan and table setting of restaurant reorganised to cater for 1 metre plus scenarios</li> </ul>	Paolo	Y	
57.	Consider steps to minimise staff-customer interactions.	<ul style="list-style-type: none"> <li>Steps of service amended to ensure all staff are aware of the requisite social distancing rules</li> </ul>	Paolo	Y	

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	See Managing your customers, visitors and contractors.	<ul style="list-style-type: none"> <li>• Training provided with staff to prepare them for reopening</li> <li>• Steps of service during COVID posted on the staff notice board for their reference</li> </ul>			
58.	Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training.	<ul style="list-style-type: none"> <li>• Steps of service amended to ensure all staff are aware of the requisite social distancing rules</li> <li>• Training provided with staff to prepare them for reopening</li> <li>• Steps of service during COVID posted on the staff notice board for their reference</li> <li>• Practical training provided for staff prior to reopening, with employees split into groups of maximum of 6 people</li> <li>• Orders to kitchen always made via point of sale system (Lightspeed)</li> <li>• Only managers allowed to communicate with kitchen via telephone</li> <li>• New process introduced to reduce cross contamination risk between kitchen and front of house staff</li> <li>• All communication relating to mistakes and/or alterations to orders to be made by telephone</li> </ul>	Andrea / Paolo	Y	
59.	Identify staff at higher risk.	<ul style="list-style-type: none"> <li>• 1 higher risk staff identified and advised to remain furloughed further to government guidance</li> </ul>	Paolo	Y	
60.	Cohort working teams to lower staff mixing.	<ul style="list-style-type: none"> <li>• Rotas prepared to minimize teams cross contamination</li> </ul>	Paolo	Y	

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61.	Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene.	<ul style="list-style-type: none"> <li>• Ground floor sliding windows to remain constantly open</li> <li>• Primair Ltd visited site to clean A/C filters and ensure safe ventilation</li> </ul>	Paolo	Y	
62.	Refer to government guidance on social distancing, customer interaction and communication or instructions to the public.	<ul style="list-style-type: none"> <li>• Steps of service amended to ensure all staff are aware of the requisite social distancing rules and appropriate communications to customers</li> <li>• Sign posting provided for customers around the restaurant to indicate one way system and to keep 2m social distance as much as possible</li> <li>• Training provided with staff to prepare them for reopening</li> <li>• Steps of service during COVID posted on the staff notice board for their reference</li> <li>• All customers to wear masks indoors until they are seated at the table.</li> <li>• All customers dining indoors must be from the same household and no more than 6 people per table</li> <li>• Customers seated outside may be from mixed households and maximum of six</li> </ul>	Paolo	Y	
<b>Track and Trace</b>					

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63.	Refer to government guidance and changes to Track and Trace legislation	<ul style="list-style-type: none"> <li>• Before serving a guest all staff must check that all customers from the reservation have checked in and provided the necessary information required for track and trace purposes, including:                             <ul style="list-style-type: none"> <li>○ First and last name</li> <li>○ a contactable telephone number</li> <li>○ email address</li> </ul> </li> <li>• Guest register at our venue via a certified track and trace app called Stampede, which advises guests to fill in all their information.</li> </ul>			
64.	Lateral flow testing	<ul style="list-style-type: none"> <li>• Staff have been informed of the government lateral flow testing scheme and encouraged to test twice a week. Where their test is positive they must self-isolate and order a PCR test. They will be furloughed until PCR test result negative</li> <li>• Spare lateral flow tests to be stored onsite for regular testing of staff</li> </ul>			