



Site Specific Method Statement and Risk Assessment Record

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Viva Brazil restaurants Ltd.

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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

- Enter restaurant through front door.
- It is compulsory to wear a face mask / shield whilst working in the restaurant.
- Use door openers throughout the restaurant.
- Wash hands as soon as enter restaurant using wash station by entrance.
- Temperature check by manager
- Observe new staff room procedures, one/one out.
- Adhere to social distancing rules throughout the restaurant.
- Adhere to one-way system throughout the 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 / shield 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.
- Another temperature check will need to be taken after a staff member break / before returning to work. (This would normally be halfway through their shift.....)
- 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 rules at all times respecting other staff members.
- If not working and you begin to develop symptoms of COVID 19, please call 111 immediately 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 rules.
- Take extra care when exiting the foyer area for any oncoming guests.

Guest Journey and Mitigations

- We currently strongly recommend booking a table.
- We request that all customers wear a face mask whilst moving around the restaurant.
- Any customers who do not book and achieve a table, will be required to provide their details on entry, supporting track and trace methods.
- Restaurant will be limiting number of customers in the building, booking to avoid disappointment will be advertised.
- If you are not feeling well / have any symptoms of COVID-19, please do not enter the restaurant / cancel your booking.
- Use door openers throughout the restaurant.
- Please make sure to wash hands / sanitise in station provided at entrance.
- Please adhere to WAIT HERE signs when prompted too.
- Please make sure to follow ONE WAY system around the restaurant.
- Please make sure to adhere to social distancing rules around 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.
- Please make sure to stay seated at the table unless needing the toilet / exiting the building / in an emergency.
- 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.
- When using the toilet, please adhere to WAIT HERE signs when prompted too.
- Customers need to follow procedures of two persons maximum in the toilets facility at one time.
- Customers are required to adhere to social distancing guidelines whilst using the toilet facility.
- Please make sure to adhere to social distancing guidelines throughout your visit.
- When leaving the restaurant, please make sure to follow one-way system.
- Please make sure upon exiting the building that you adhere to social distancing rules.
- Take extra care when exiting the building for any oncoming guests.
- If you develop any symptoms of COVID-19 within 14 days of your visit to the restaurant, please let the restaurant know.

Outside Cafe

All guests to be seated a minimum 1m apart

Apps are available for order and pay

Waiter / Waitress to be outside at all times cleaning and ensuring good conduct

Extra awareness for intoxication and call manager if suspect someone has had too much to drink

All tables and chairs to be brought in by 11pm at night and stored appropriately and safely.

All tables and chairs to be set up at 10am in the morning and checked for soundness and cleanliness.

Outside waiter to clean each setting after use.

All tables and chairs to be within the boundary of barriers / marquee.

Bin to be available and all table settings to be cleared after use.

All parasols to be properly inserted into 19kg weighted bases. In high winds put parasols down.

All spillages to be cleaned up as soon as they happen. Wet floor sign still to be used if equipment needed to clear up.

Spot sweep, sanitiser, disposable cloths, masks should all be kept near by the outside seating area.

Marquee must be securely fastened to the ground using weights provided at all times.

If weights are displaced or damaged, members of staff must inform a manager immediately.

The marquee must be securely closed / locked when not in use / outside opening hours.

The marquee has been installed with CCTV and a burglar alarm to ensure it is secure when not in use.

Please remind all guests that it is table service only. They must order, drink and eat whilst seated.

All guests are encouraged to scan and check in via the NHS COVID APP.

If the guest does not have the app / unable to use, then the restaurant will take their contact details. This will be for each individual guest.

Guests can dine up to six people from different households or a larger table can be accepted if they are from two households only.

All guests must be greeted by a member of staff before seating to ensure all correct details are obtained and correct measures are taken for the size of the party.

Customers need to follow procedures of two persons maximum in the toilets facility at one time.

Upon entering the restaurant to use the toilet, customer must wear a face mask and adhere to social distancing rules.

Additional risks to be aware of due to the working environment

Risk Assessments -

Risk – Transfer of virus from person to person

Solution – Wash / sanitise hands, wear face mask and maintain 2m distance

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 temperature twice or more a day and self-isolate if above 37.8 degrees