

JLSG Inns Ltd Safe System of Work	Food & Beverage Service (Breakfast) During COVID-19	Prepared by	Date
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This safe system of work has been developed with reference to UK Government Guidance for employers and businesses on coronavirus (COVID-19).

You must read, understand and follow the safe systems of work, standard operating procedures in place for your health, safety and welfare. Correctly use all equipment and PPE provided and cooperate with your employer on health and safety matters. You **MUST** inform your manager if you identify any equipment defects; and ensure your activities do not put yourself or others at risk.

Hazards (potential to cause harm)

- Contracting the coronavirus (Covid 19) whilst at work. You are at increased risk of severe illness from coronavirus if you have an underlying health condition or are pregnant, see Government guidelines for more details.

Precautions (measures taken to reduce risk of harm)

- Staff will be issued with their own personal visor & individual hand sanitiser to wear when serving in downstairs trading areas. These should be cleaned down with sanitiser periodically and stored in their lockers when not in work. Hand sanitisers should be used at the end of each task being carried out.
- Tables will be set up as per the room bookings to a maximum of 2 households per booking (2 rooms table of 4 guests max) the night before
- On arrival guests will be taken directly to their table
- Menus will be able to be download via a QR code on their phone / mobile device. Laminated menus will be available on request should anyone need one and be kept to a minimum of 1 each for a table of 2 then 1 per 2 customers thereafter.
- Customers will be issued with a new pager system that will enable the customer to call over a member of staff using the service button should they need assistance to enable us to offer a proficient service without unnecessary contact
- Orders will be taken for breakfast and bought out to the tables as there will no longer be a buffet station
- Servers will take over food serving to the side of the guest where possible
- Sauces / Preserves will be available from the kitchen in individual pots and discarded after
- If guests need to leave the table for anything, such as the toilets they should use / follow the guidance within the building & avoid touching any objects whilst moving about the premises unnecessarily.
- Where children are visiting, parents need to ensure they stay at the table and do not wonder about or touching other surfaces
- When guests are ready to leave their table staff should clear all dirty items to the kitchen disposing of all items and thoroughly sanitise the table and surrounding areas

Name	Signature	Date