



COVID-19: Risk assessment tool for food business operations

This risk assessment tool is intended for use by food business operators (FBOs) as restrictions are eased in accordance with the updated [Coronavirus \(COVID-19\): Scotland's Strategic Framework](#) which outlines Scotland's strategy for responding to the pandemic. The Framework describes how Scotland will work to suppress the virus to a level consistent with alleviating its harms while we recover and rebuild for a better future.

In order to play their part in preventing the spread of COVID-19, FBOs are required to undertake a full risk assessment across all areas of the workplace (including non-production areas where communal gatherings are more likely, such as canteens, staff rooms, corridors, entry/exit points etc.), to ensure appropriate mitigation measures are in place. The risk assessment should be developed in consultation with employees, employee representatives or trade unions.

This tool has been developed to assist food businesses in identifying, reviewing and maintaining the mitigation measures that are important in preventing the spread of COVID-19 across their operations.

The food businesses covered by this risk assessment tool include:

- Food manufacturers, processors, and retailers.
- Food to Go/Quick Service Retail establishments (including takeaway, delivery and drive through).
- Hospitality (indoor and outdoor spaces in pubs and restaurants).

The key mitigation measures for food businesses are to:

- ensure staff and customers adhere to the mandatory requirement to wear a face covering in indoor public spaces, and that workplaces endorse and support staff in following best practice in the use of face coverings.
- implement good ventilation across all areas of the business
- ensure staff maintain effective personal hygiene measures at all times
- maintain effective cleaning and disinfection regimes
- consider measures which encourages staff and customers to continue maintaining physical distancing
- record customer/visitor contact details and ensure staff self-isolate and get tested where appropriate, in accordance with Scotland's [Test and Protect Strategy](#)

FSS has updated this tool as Scotland moves beyond level 0 of the COVID-19 levels system and will continue to update this tool in line with Scottish Government's review of the Strategic Framework levels approach, as well as emerging evidence and changes to public health advice.

The tool should be used by all FBOs to document the measures they have taken to prevent the person-to-person spread of COVID-19. It will enable them to manage the implementation of appropriate controls across different areas of the workplace, and provide a means of recording evidence that they are maintaining these measures on an on-going basis to ensure their staff and customers are protected from the risks of infection. This evidence will also help FBOs to identify a possible outbreak of illness in the workforce, and support the investigations that are undertaken by Public Health officials to determine the action required to prevent any further spread of the virus. FSS has also published [guidance on the investigation of COVID-19 outbreaks in food businesses](#), which should be referred to when using this risk assessment tool.

What you need to do

Ventilation, physical distancing, handwashing, the cleaning of surfaces, face coverings - all of these basic measures are as important now as ever in preventing the spread of COVID-19 in food production and handling environments. Both managers and staff should ensure these measures are adhered to wherever possible in order to prevent the spread of the virus. For many FBOs, this will involve making changes to workflow and procedures, and it is critical to ensure that these do not compromise food safety, and that you are able to maintain compliance with food law requirements.

Similar to your Food Safety Management System (FSMS), the measures you will need to take, and the documentation for recording these measures, should be commensurate with the nature and size of your food business. It is therefore important to read through this risk assessment to identify the particular questions that are applicable to your own circumstances, and use these to develop your own COVID-19 Safety Plan.

You should prepare your risk assessment with reference to the [Scottish Government's safer workplace guidance](#). It is important to provide as much information as possible against each of the questions that apply to your business, in order that it can be used as evidence to demonstrate to your staff, as well as trade unions, local authorities and government officials authorised to conduct interventions, that you have:

- Considered the potential COVID-19 risks associated with your business
- Taken appropriate mitigation measures to prevent the spread of COVID-19 and
- Considered any impacts on your ability to ensure the safety and standards of your products.

As the COVID-19 pandemic continues to be an evolving situation, it will be important to review your risk assessment and Food Safety Management systems (FSMS) regularly and make changes as appropriate, to take account of any changes to your own circumstances, as well as new government advice and scientific evidence.

It is recommended that FBOs ensure their managers maintain a record that they have developed a COVID-19 Safety Plan in accordance with this risk assessment and the most up to date government guidance, and that this has been reviewed by an appropriate representative of their workforce. This document includes a table which can be signed off by managers and employee

representatives to demonstrate that appropriate measures for preventing the spread of COVID-19 have been reviewed and addressed through consultation between both parties.

Before completing this risk assessment, it is strongly advised that you familiarise yourself with the relevant guidance that has been published by:

- [Scottish Government's safer workplace guidance](#)
- [Scottish Government's central staying safe and protecting others guidance](#)
- [Health Protection Scotland \(COVID-19 guidance for all non-healthcare settings\)](#)
- [NHS Inform \(General Healthcare Advice\)](#)
- [Scottish Government \(links to guidance on all aspects of COVID-19\)](#)
- [Health and Safety Executive: Working Safely during the COVID-19 Outbreak](#)
- [Health and Safety Executive: What to include in your COVID-19 Risk Assessment](#)

Similar guidance has been produced by UK Government:

- [Food Standards Agency Guidance on hygiene and food safety requirements for food businesses to reopen and operate safely during COVID-19.](#)
- [UK Cabinet Office \(Gov.uk guidance for food businesses on COVID-19\)](#)
- [Gov.uk \(Department for Business, Energy and Industrial Strategy\) Sectoral Guidance on Working Safely during Coronavirus](#)

It is important that you contact your Local Authority Environmental Health department for specific advice on food safety management and infection prevention and control measures that are relevant to your food production system, premises and workforce.

Risk assessment tool for your food business to ensure food safety and prevent the spread of COVID-19

| What you need to assess | What will you do? | Who is responsible? | Evidence needed to demonstrate this has been addressed. | How will you verify that these procedures are being carried out? |
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| Planning and preparation | | | | |
| <p>1. Have you identified all of the areas of your business that will need to be reviewed in order to assess the risks of COVID-19 throughout operations?</p> | <p>Identify the questions in this risk assessment that apply to your specific circumstances to prepare your own risk assessment</p> <p>Points to consider: The nature of your business, lay-out of premises, staffing levels, methods for communicating with staff, shift patterns, workflow, ventilation, visitors to site, contact with customers, training programmes.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: risk assessment relevant to the business, checklists, written procedures.</p> | <p>Examples: regular review to ensure that appropriate measures are implemented at all areas identified.</p> |
| <p>2. Are there particular maintenance issues and food safety management considerations that will need to be addressed?</p> | <p>Points to consider: Pre-requisites such as ventilation and pest control, the need for changes to workflow, communal areas, staff numbers, staff interactions with each other and customers, rotas, speed of production, cleaning and disinfection procedures, hand hygiene requirements.</p> <p>The need for additional cleaning measures; equipment checks (e.g. oven and fridge temperatures) to ensure it is working properly, additional pest control measures for areas where there has been a lack of activity on site, inspections to assess the safety and quality of raw materials and the need for re-ordering out of date or contaminated ingredients.</p> <p>Suppliers, changes to ingredients, new or re-worked products, allergen risks and the need for changes to labelling, packaging and menus.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, photographs, invoices, inspection and testing records.</p> | <p>Examples: regular review, spot checks.</p> |

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| <p>3. How will you ensure all of your staff understand the measures needed to prevent the spread of COVID-19 whilst at work?</p> | <p>Points to Consider: Procedures for raising staff awareness of Test and Protect rules, guidance, training, staff meetings to discuss current requirements, regular reviews of knowledge and understanding.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, guidance documents, training records, notes of team meetings to raise staff awareness of government guidance.</p> | <p>Examples: Managers to test staff knowledge at daily meetings, spot checks on implementation.</p> |
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Maintaining physical distancing where possible across the workplace

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| <p>4. Have you considered how you can make best use of the space available across your business to enable staff to maintain physical distancing as a means of minimising the risk of COVID-19 transmission - consideration should be given to the factory floor, and communal facilities including changing facilities, toilets, staff rooms, canteens, corridors and smoking areas?</p> | <p>Points to Consider: <u>Areas of good practice include:</u> Procedures for staggering break times to reduce pressure on break/eating areas, providing additional space for breaks (e.g. using free office space) or using safe outside areas, reconfiguring seating and tables to maintain spacing. Implementing ‘one way’ systems in congested areas such as corridors, staircases, doorways and storage areas. Limiting the number of people who are in an area or room, or who use a lift at any one time Consider the use of physical distance marking and additional signage for areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. Re-design of workflow, measures to prevent non-essential movement between work areas, floor markings and/or Perspex screens to ensure separation (ensuring screens do not impede ventilation).</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: checklists, written procedures, photographs of signage, workflow plans, photographs, clocking in records.</p> | <p>Examples: on-going supervision and checks by managers, reviews with staff.</p> |
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| | <p>Supporting employees to work from home if possible and consider hybrid working arrangements, for the longer term, so that many staff can continue to work from home some of the time. Consider how digital systems can be used to replace the need for face to face discussions.</p> <p>Reconfigure seating and tables in canteens and break rooms to maintain reasonable distancing.</p> <p>Use protective screens in busy areas where distancing is not possible.</p> <p>Consider use of small groups of workers to form work cohorts, where a job role requires groups of workers to work in close proximity such that they are likely to be deemed close contacts as set out in the Coronavirus (COVID-19): Test and Protect - gov.scot (www.gov.scot) guidance. It may help to maintain business operations in the event that a worker develops symptoms or is tested positive for the virus, as exposure would be limited to their particular cohort.</p> | | | |
| <p>5. What procedures will you put in place to allow physical distancing to be maintained between customers and staff both within and outside your premises?</p> | <p>Points to Consider: The number of people who can be accommodated in the available space within the premises, ensuring no queueing inside premises.</p> <p>Construction of physical barriers to facilitate structured queuing systems, restricting the number of people entering the premises at any one time. Signage for reminding customers of physical distancing good practices, floor markings to support separation.</p> <p>Measures to prevent opportunities for crowding at entrance/exit points of toilet facilities through the display of posters or use of floor markings.</p> <p>Whilst table service will no longer be mandatory in hospitality settings, businesses may want to consider retaining this measure as it reduces the amount of people coming into contact with each other.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, photographs, training records,</p> | <p>Examples: on-going monitoring and improvements implemented where required.</p> |

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| | <p>Encouraging customers to order their deliveries online, by app, or by phone. Stagger collection times and allow contactless payment on site where needed.</p> <p>Consideration of additional mitigation measures required such as the use of protective screening between tables and at bar and payment areas to ensure adequate separation between staff and customers, ensuring these do not impede ventilation.</p> | | | |
| <p>6. What additional procedures will you put in place to ensure any essential visitors and customers do not present a risk of spreading COVID-19?</p> | <p>Points to Consider: Treat all site visitors as if they were workers, providing the same protections and expecting them to follow the same rules.</p> <p>Health declarations for all essential workers and officials to prevent infected individuals from entering the premises. This includes customers, enforcement officers, auditors, delivery drivers/maintenance crews/cleaning personnel. The need for measures to inform visitors of business procedures for preventing the spread of COVID-19, provision of additional handwashing facilities.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, photographs.</p> | <p>Examples: on-going monitoring and improvements implemented where required.</p> |
| <p>7. Do you provide accommodation and transport to your employees, and if so, have you reviewed these arrangements to ensure they do not present a risk of spreading COVID-19?</p> | <p>Points to Consider: The need to enhance cleaning schedules for staff accommodation, especially after occupants have been required to self-isolate and at changeover points. Offer single occupancy options and ensure single rooms are available for workers who have reported symptoms.</p> <p>Car sharing should be minimised where possible. Limiting vehicle sharing to essential tasks or keeping a vehicle(s) dedicated to a single cohort, are possible options. Encourage transport arrangements which minimise the number of staff in each vehicle (e.g. more trips with fewer passengers).</p> <p>Transport Scotland has provided guidance on car and vehicle sharing and it is important to ensure that people keep a reasonable distance,</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, photographs.</p> | <p>Examples: on-going monitoring and improvements implemented where required.</p> |

face coverings are worn and ventilation maximised. Employers should promote the wearing of face coverings on public and private transport.

Ensuring continued use of face coverings

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| <p>8. How will you ensure your staff and customers are aware of and adhering to current mandatory requirements for the wearing of face coverings?</p> | <p>Points to Consider: Ensure all staff are aware that the wearing of face coverings continues to be mandatory in all indoor public places. This includes all customers and staff unless an exemption applies. In all other settings, such as outdoor events and crowded places, the use of face coverings should be encouraged, particularly where keeping distance is difficult.</p> <p>Identify the areas where face coverings may be required including:</p> <ul style="list-style-type: none"> • areas where employees undertake tasks in the course of their work, such as production/assembly lines, packing, delivery or storage areas, testing or quality control areas, waste disposal areas, offices • canteens • workplace communal areas, such as passageways, stairs, lifts, staff rooms, training rooms, changing rooms, entrances or any other area where people might mingle or gather <p>Identify the circumstances where exemptions from the wearing of face coverings may apply including:</p> <ul style="list-style-type: none"> • where undertaking tasks in the course of employment, where the wearing of a face covering would cause a material risk of harm • where a person is unable to wear a face covering for physical or mental health reasons • when seated in a canteen • where a worker is in an indoor part of their workplace and they are separated from others, either by a partition or by maintaining a distance of at least 1 metre. | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, training records, photographs of facilities and posters.</p> | <p>Examples: regular checks by managers.</p> |
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Continue to refer staff to the [Scottish Government guidance on the use of face coverings](#).

Consider whether it is appropriate for employees to use their own face coverings or whether it is more appropriate for your business to provide them to employees.

Ensure there are facilities which allow employees to store face coverings and access them when passing through work and communal areas.

Consider how face coverings can be disposed of or washed hygienically.

Ensure staff adhere to the rules on the wearing of face coverings in all areas of the workplace, through signage, monitoring and communication with staff.

Individuals who have received two doses of the COVID-19 vaccination are not exempt from the face covering rules unless they are [exempt](#) as a result of their specific circumstances.

Unless exemptions apply, delivery drivers, couriers and similar workers should wear face coverings in communal, indoor residential areas such as blocks of flats and other multiple occupancy spaces where physical distancing can be difficult to maintain (for example, in stairwells), on entering and until exiting the building.

Remember that face coverings are not a replacement for other ways of managing the risk of exposure and transmission of COVID-19 and should be considered alongside all other baseline measures.

Ensuring good ventilation across all areas of the business

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| <p>9. As the provision of fresh air into indoor environments is essential to preventing the spread of COVID-19, have you reviewed the effectiveness of the current ventilation to identify any required improvements to air flow?</p> | <p>Points to Consider: Good ventilation will not stop the spread of COVID-19 on its own. It must be in addition to other protective measures such as physical distancing, enhanced hygiene regimes, face coverings and reduced occupancy.</p> <p>Identify areas that are poorly ventilated - such as areas with no mechanical or natural ventilation. Carbon dioxide (CO₂) monitors can help identify these areas - specialist advice must be sought on the use of these.</p> <p>Minimise the recirculation/transfer of air from one room to another.</p> <p>Consider the possibility of air cleaning devices to enhance indoor air quality - seek advice from specialist ventilation engineers prior to investment.</p> <p>Ensure all users of the buildings have clear instructions on the correct use of ventilation systems.</p> <p>Increase the volume of outside air entering a building, such as opening windows, doors or vents, you can help minimise the risk of spreading COVID-19 to colleagues and customers.</p> <p>Where possible, maximise the use of outdoor spaces for meetings and breaks.</p> <p>Employers should review ventilation in the workplace and can refer to the following guidance on what good ventilation is - Scottish Government ventilation guidance and the Health and Safety Executive guidance on ventilation and air conditioning during COVID-19.</p> <p>Communicate the importance of good ventilation to employees by making use of the Scottish Government ventilation advice cards.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, review documents, staff training and communications</p> | <p>Examples: regular checks by managers.</p> |
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Ensuring staff and customers implement effective personal hygiene

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| <p>10. What facilities and/or procedures will you put in place to enhance the implementation of effective handwashing practices by all staff to prevent the spread of COVID-19 ?</p> | <p>Points to Consider: The need to review provision of hot water, soap, and paper towels to ensure handwashing can be undertaken at all appropriate points within both food production and communal areas. Provision of sanitising gels (in addition to handwashing facilities) in appropriate areas. Assessing training requirements of staff. Posters to remind staff of effective handwashing technique.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, training records, photographs of facilities and posters.</p> | <p>Examples: regular checks by managers.</p> |
| <p>11. How will you ensure all staff are undertaking effective hand hygiene measures at appropriate points within food production/work and communal areas?</p> | <p>Points to Consider: The need for supervision of handwashing practice by staff, appropriate frequency of training.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: audit schedule, training records.</p> | <p>Examples: implementation of an audit/monitoring schedule to monitor improvements in handwashing practice by staff.</p> |
| <p>12. If you are intending to serve food to customers on your premises, what procedures will you put in place to ensure they are undertaking effective hand hygiene measures?</p> | <p>Points to Consider: Undertake regular checks of handwashing facilities to ensure there are adequate supplies of hot water, soap and paper towels.</p> <p>Display posters on effective hand washing practice in toilets and washrooms. Refer to Scottish Government guidance on public toilets.</p> <p>Provision of hand sanitiser at entry and exit points, and at payment areas to be used following transactions.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: posters, stock takes, staff training records</p> | <p>Examples: records of spot checks by staff</p> |

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| <p>13. If you are intending to serve food to customers on your premises, what additional measures will you put in place to prevent contamination through hand contact?</p> | <p>Points to Consider: Identify common touch points and measures for minimising contact e.g. by delivering cutlery and condiments only when meals are served.</p> <p>Clearly display food and drink options digitally or in central locations (e.g. posters, screens) or provide laminated menus which can be cleaned and disinfected after each use.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: photographs, staff training records</p> | <p>Examples: regular checks by managers.</p> |
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Implementing effective cleaning and disinfection

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| <p>14. What changes will you make to your cleaning and disinfection procedures to ensure they are capable of controlling the potential spread of COVID-19?</p> | <p>Points to Consider: The need to review existing cleaning and disinfection regimes to identify areas where additional measures may need to be applied in areas where there is increased human contact such as handles, rails, switches. Adequate disposal arrangements should be made for any additional waste created.</p> <p>The frequency of cleaning and disinfection should be based on risk assessment depending on the usage of the area but it should be scheduled at least every 2-3 hours.</p> <p>Workspaces should be kept clear and all waste removed at the end of a shift e.g. water bottles, mugs, stationary etc.</p> <p>Regularly review the cleaning and disinfection procedure at all toilet, shower and changing facilities to ensure it is undertaken at a frequency which is appropriate to capacity and levels of usage.</p> <p>The need to check with suppliers on purchasing of chemicals which have been proven effective against coronaviruses. Products bearing the EN 14476:2019 standard indicates that they have been tested for</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Written procedures, labels/instructions confirming efficacy of cleaning and disinfectant agents against coronaviruses.</p> | <p>Examples: daily audits of cleaning and disinfection procedures, verification using ATP monitors, swabs.</p> |
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| | <p>efficacy against enveloped viruses (although not specifically the virus responsible for COVID-19). The need to ensure that changes made to cleaning and disinfection will not cause damage to surfaces/equipment or the contamination of food.</p> <p>Refer to FSS guidance on the Control of E. coli O157 Cross Contamination and The Society of Food Hygiene and Technology guidance on cleaning and disinfection regimes in food operations with regard to COVID-19.</p> | | | |
| <p>15. What procedures will you put in place to ensure existing (standard issue) PPE worn by staff, such as overalls and gloves, are changed and cleaned regularly in accordance?</p> | <p>Points to Consider: The need to review current procedures for laundering PPE to prevent the potential spread of COVID-19.</p> <p>Provision of contracted laundering services or facilities installed within the premises to ensure PPE does not need to be taken home by employees and is adequately cleaned after each shift.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: written procedures, daily audit of PPE.</p> | <p>Examples: daily inspections to ensure clean PPE is worn at the start of each shift.</p> |
| <p>16. What changes will you make to your cleaning and disinfection procedures to ensure they are capable of controlling the potential spread of COVID-19 in office environments?</p> | <p>Points to Consider: The need to review existing cleaning and disinfection regimes in offices to identify where additional measures may be required, such as cleaning workstations and phones between users when they cannot be assigned to individual users.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Written procedures, staff training.</p> | <p>Examples: daily audits of cleaning and disinfection procedures, verification using ATP monitors, swabs.</p> |

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| <p>17. Are there any other areas of your business where cleaning and disinfection regimes need to be reviewed?</p> | <p>Points to Consider: Vehicles for staff transport, changing rooms, lockers, showers and staff accommodation.</p> <p>Set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items. Implement regular and effective cleaning of vehicles between journeys and between different cohort use, and a record of use should be kept up to date.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Written procedures, staff training.</p> | <p>Examples: daily audits of cleaning and disinfection procedures, verification using ATP monitors, swabs.</p> |
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Ensuring managers understand what they need to do when staff become unwell due to COVID-19

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| <p>18. How will you gather and assess information on the wellness of your staff to ensure that they are safe to work?</p> | <p>Points to Consider: The need to improve procedures for monitoring the health status of staff prior to each shift, ensuring line managers have regular discussions with all employees on health and well-being and are familiar with the symptoms of COVID-19.</p> <p>Identify workers who remain at highest risk of serious illness if they contract the virus, and through an individual risk assessment, identify what support they need and what you can put into place.</p> <p>Provide written or verbal communication of the latest guidelines to staff, develop communication and training materials for workers who are returning to sites, especially around any new procedures that have been introduced.</p> <p>Ensure that disabled people are informed about new procedures and are able to access facilities i.e. hand washing facilities at wheelchair height, verbal direction for those unable to see any floor markings or signs etc.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Records of health declarations and notes of discussions with staff.</p> | <p>Examples: daily roll calls for staff, reviews by senior management on levels of awareness of staff health and welfare by team leaders.</p> |
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| <p>19. What steps will you take to ensure staff are not incentivised to work if they are displaying symptoms of COVID-19 and how will you ensure they comply with the requirements to self-isolate?</p> | <p>Points to Consider: The need for procedures which ensure staff are reminded of the self-isolation requirements for COVID-19 and that these are fully understood. Ensure COVID-19 policies and procedures enable managers to engage appropriately with ethnic minority employees on their health status, circumstances and support needs.</p> <p>The need to implement procedures for raising awareness of published guidance such as daily meetings and posters.</p> <p>If an individual tests positive for COVID-19 they need to stay at home and self-isolate for 10 days – consider supporting staff by providing paid time off or sign posting them to where they can receive financial support, such as statutory sick pay, sickness benefit or self-isolation grant.</p> <p>Consider support mechanisms for staff who are self-isolating:</p> <ul style="list-style-type: none"> • encourage testing where a member of staff who is self-isolating as a close contact develops symptoms • check on staff who are self-isolating to identify how they are coping and whether they need advice or assistance <p>The need to review existing return to work policy to take account of COVID-19 isolation requirements, and implement follow up procedures for staff who have been required to isolate.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Notes of meetings, policy documents, photographs of posters, return to work policies, records of management training.</p> | <p>Examples: regular reviews of staff knowledge and awareness, line manager reporting of staff adherence to policy.</p> |
| <p>20. Have you ensured your staff understand the circumstances where self-isolation and testing are required?</p> | <p>Points to Consider: The need for continued compliance with Test and Protect rules and guidance, which means you must stay at home if you have symptoms or test positive for COVID-19.</p> <p>Individuals who have received two doses of the COVID-19 vaccination under a UK Government programme (and 2 weeks have passed), and return a negative PCR test, will no longer need to self-isolate for ten days as a close contact but should self-isolate at home while they book the test and wait for the results.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Notes of staff meetings, records of management training.</p> | <p>Examples: line manager reporting of staff adherence to policy, regular reviews of staff knowledge and awareness.</p> |

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| | Individuals who test positive for COVID-19 will still be required to self-isolate for ten days. | | | |
| 21. Are you aware of your own obligations as an employer under Scotland's Test and Protect Strategy? | <p>Points to Consider: The need for procedures which ensure staff feel able to report symptoms and are not disincentivised to take time off work.</p> <p>The need to ensure managers are giving the necessary support to staff when they are required to self-isolate either as a confirmed case or when they book a COVID-19 test and await the results. Supporting workers on the highest risk list (previously known as the shielding list).</p> | All staff who need to be consulted in such a review. | Examples: Return to work policies, records of staff training and procedures for maintaining contact with staff during the isolation period. | Examples: records of staff absence, recorded communications between managers and staff. |
| 22. What procedures will you implement to prevent the risks of COVID-19 transmission in your food business if a member of staff becomes unwell and displays symptoms at work? | <p>Points to Consider: The need for procedures and facilities which enable symptomatic individuals to isolate as soon as possible.</p> <p>The need for procedures and training to ensure contact with other employees is limited, and that staff who are in contact with infected employees are identified.</p> <p>The need for additional cleaning and disinfection regimes for decontamination of areas that have come into contact with a potentially infected individual.</p> | All staff who need to be consulted in such a review. | Examples: Written procedures, training records. | Examples: regular reviews of staff knowledge and awareness. |
| 23. Have you reviewed record keeping in relation to staff on site, team composition, visitors and customers to the site to enable a rapid and accurate response if a case was | <p>Points to Consider: The need for procedures for recording details of staff shift patterns which allow individuals to be identified promptly if they have been in contact with co-workers who are showing symptoms of COVID-19 or if they have tested positive.</p> <p>The need for more robust procedures for recording the details of external visitors to the premises, including the timing of visits and the names of staff they may have been in contact with.</p> | All staff who need to be consulted in such a review. | Examples: Policies and procedures, records of staff working on different shifts, records of | Examples: Regular checks of record keeping |

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| identified and contact tracing was required across your site? | The mandatory requirement within the hospitality sector to collect contact details from all customers/visitors, and to share these details with public health officers for the purposes of contract tracing when requested. | | customer contact details. | |
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| 24. Have you identified a point of contact to liaise with the local health protection team or other authorities in the event of an outbreak or requirement to undertake contact tracing across your site? | <p>Points to Consider: The need to ensure managers are aware of contacts for NHS health protection teams. The need to discuss with FSS and Local Authority enforcement officials an appropriate course of action when more than one case of COVID-19 is identified in the business.</p> <p>Ensure managers and team leaders are familiar with FSS published guidance on the investigation of COVID-19 outbreaks in food businesses.</p> | All staff who need to be consulted in such a review. | Examples: Contact information records, written procedures. | Examples: regular reviews of manager knowledge and awareness. |
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Ensuring you have considered the impacts of COVID-19 on your Food Safety Management Systems (FSMSs)

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| 25. How will you assess the impact of additional measures needed to prevent the spread of COVID-19 on your existing FSMS? | <p>Points to Consider: The need to review your FSMS in light of any new measures implemented within your business for preventing the spread of COVID-19 e.g. to assess the impact, on potential food safety risks, of enhanced cleaning and disinfection, and changes to workflow.</p> | All staff who need to be consulted in such a review. | Examples: Documented procedures for reviewing FSMSs, staff training records. | Examples: on-going review by managers. |
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| <p>26. What changes will you have to make to your existing FSMS to accommodate the additional measures needed to prevent the spread of COVID-19 throughout your business?</p> | <p>Points to Consider: The need for assurance that any changes to staffing levels, workflow, ventilation, hand hygiene and cleaning/disinfection procedures do not compromise the safety of your products.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Documented FSMS/HACCP reviews, staff training records.</p> | <p>Examples: enhanced monitoring of FSMS.</p> |
| <p>27. What additional changes will you have to make to ensure food safety, standards and traceability due diligence is not compromised as a result of COVID-19?</p> | <p>Points to Consider: The need to review impacts of COVID-19 on suppliers, sourcing of ingredients and provision of consumer information and allergen risks.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Supplier records, documented reviews of HACCP, menus and labelling.</p> | <p>Examples: enhanced monitoring of FSMS.</p> |
| <p>28. What procedures do you have in place which will ensure remedial action is taken as soon as possible following any breakdown in your COVID-19 and food safety management controls?</p> | <p>Points to Consider: The need to increase the monitoring and supervision of staff to ensure any breakdown in COVID-19 control measures is identified as soon as possible, and that changes to working practice are not presenting a risk to food safety.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Documented HACCP reviews, staff training records.</p> | <p>Examples: enhanced monitoring of FSMS and H&S monitoring.</p> |

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| <p>29. How often will you review protective measures that have been implemented to prevent the spread of COVID-19, to ensure you are continuing to follow any updated government advice or guidance?</p> | <p>Points to Consider: The need for dedicated procedures for staying up to date with government guidance on COVID-19.</p> <p>Ensure continued referral to the Scottish Government's safer work places guidance and Scottish Government's Strategic Framework, for details on the levels and restrictions that apply.</p> | <p>All staff who need to be consulted in such a review.</p> | <p>Examples: Documented reviews of guidance materials.</p> | <p>Examples: regular checks by managers.</p> |
| <p>30. Add any further information here that may be relevant to your business</p> | | | | |

Confirmation/sign-off:

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|--------------------------------------|--|
| BUSINESS NAME: | DIVISION/GROUP: |
| DATE COMPLETED: | DATE DISTRIBUTED: |
| REVISION NUMBER AND DATE: | |
| MANAGER APPROVAL (signature): | EMPLOYEE REPRESENTATIVE APPROVAL (signature): |
| MANAGER NAME: | EMPLOYEE REPRESENTATIVE NAME: |