

### Cromer Church Cornerstone Cafe - Risk Assessment - RA 4

Area of Focus	Controls Required	Additional Information	Action by Whom	Completed (date and name)
Access to church for visitors	Creation of “in “and “out” lanes in church entrance porch.	To create safe entry and exit.	Church Wardens	
	Clear signage to direct visitors down south aisle and across in front of chancel arch.	To minimise contact while passing.	Church Wardens	
	Visitors requiring café directed up north aisle and others up centre to exit church.			
	Café customers to queue next to end pew on north aisle seating.	Maintain social distancing while waiting.		
Serving Café customers	One customer or group invited forward at a time to be served .		Volunteer counter staff	
	Each customer will be given a tray and everything they require, including cutlery and serviettes, will be placed on the tray for them.	To minimise handling.	Volunteer counter staff	

	When they have collected all their food and drink items they will be given a numbered table marker.	To ensure that a clean and sanitised table is available.	Volunteer counter staff	
	They will then move to the pay-point at the end of the counter to make card or cash payment.	Card payments to be encouraged to minimise cash handling.		
	Customers will then move to the clean and sanitised table with the number matching their table marker.			
Safe working for volunteers.	All volunteers will be free to decide to wear a face covering while working in the café if they so wish.	A supply of disposable face masks will be available.	Catering Manager	
	The number of volunteers working behind the counter will, as far as possible, be kept to a maximum of two at any one time.	To minimize close contact in confined space.		
	Only one volunteer will work in the kitchen at a time.	To minimize close contact in confined space.		
	Disposable gloves will be available for volunteers to wear while clearing and sanitising tables.		Catering Manager	

	Volunteers should use hand sanitiser or wash their hands between customers.			
Safe Food Service	Opening and closing checks and routines as laid out in Food Safety documentation will be observed.	Training for all volunteers will be provided and documented.	Catering Manager	

Date: June 2021

Review date June 2022