

Associate Welfare Facilities – Intention to Open

For the purposes of this form Associate Welfare Facilities are classed as facilities used to prepare food and drink inclusive of appliances such as: kettles, microwaves, toasters, ovens etc. It does not include canteens operated by sub contracted workers.

Understanding the Risk

Associate Welfare Facilities pose a unique COVID 19 risk due to the increased frequency of bringing items (food and drink) to your mouth. COVID 19 can enter the body through this route. The mixture of multiple persons within this area touching appliances, items and surfaces used to prepare/serve food also increases the likelihood of COVID 19 transmission. If not controlled this area becomes a high risk for COVID 19 transmission

Controlling the Risk

It must be stressed that failure to control the risk of transmission in these areas will leave Associates vulnerable to COVID 19 transmission. The following controls have been identified and **MUST** with no exceptions be followed by all using the Associate Area Welfare Facilities:

Control	Implementation
Hand sanitisation	All Associates using the Associate Welfare Facilities MUST wash or sanitise their hands prior to using any of the facilities and following its use. Failing to do so could contaminate several items for the following users
Surface Sanitisation	Any surfaces you use to prepare or eat food from must be sanitised prior to using and after with surface sanitiser. This control will help remove any contamination stopping it from transmitting to your food.
Use of Appliance (toasters, microwaves, kettles)	Any buttons or switches used by the Associate must be wiped with surface sanitiser prior to and after use. They MUST also wiped down any spillages or clear any debris created by their activities. Anything touched by another Associate could harbour the virus. Wiping it down before and after helps to eliminate the virus. Hot water boilers should continue to be used as an alternative to kettles. Kettles should remain out of use
Seating	In Scotland and Wales only All seating must still adhere to social distancing requirements. This means sitting 2 metres apart from each other and not directly face to face. This helps lower the possibility of inhalation transmission.
Capacity limits	Each area/room within the business should have a calculated capacity limit and all Associates MUST adhere to this. This is to lower the transmission through inhalation transmission. Over populating an enclosed area greatly increases the risk of breathing in another person's exhaled air.
Communal Activities	Associates should stick to making/preparing their own food and drinks to avoid transmitting the virus to others. Where possible they should also use their

	own crockery and cutlery and take ownership for washing it. If using a dish washer, the Associate emptying it MUST without exception wash/sanitise their hands before doing so.
Cleaning	Any Associate Welfare facilities must be included as part of the contract cleaning schedule. However, Associates must also take ownership of this area and adopt a “Clean as you go” policy cleaning the areas they use before and after using it.
Signage	The capacity limit should be clearly displayed on any entrances to the facility. In addition, the hand washing poster should be clearly displayed along with instruction to sanitise. The “Associate Welfare Facilities – An Intention to Use” poster should be clearly displayed. These posters are displayed to nudge users of the facility to act in the correct manner.
Face Coverings	National guidance stated within the “Use of Face Coverings” guidance note should be followed.
Supply of product	The welfare facilities must remain stocked with both surface and hand sanitiser as well as a sufficient amount of wipes or cloths to wipe areas and equipment down.

If there is an intention to use the Associate Area Welfare facilities the above controls MUST be implemented to lower the likelihood of transmitting the COVID 19 virus.

The main points of this document are detailed in the “Associate Welfare Facilities – An Intention to Use” control Poster.

If you require more clarity on the above listed controls please contact Group Health and Safety at health.safety@pendragon.uk.com