|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COVID19 - SAFETY RISK ASSESSMENT** | | | | | |
| Directorate: **Meanwood Primary School** | | Section/Team:  **Catering** | | | |
| Job role/s: All Catering Staff | | | | | |
| People who might be harmed i.e. staff, members of public: **Staff, Pupils, Teaching Staff** | | | | | Assessment date: 26-8-20-20 |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes If yes, specify: Expectant mothers/staff aged over 70 must self isolate.** | | | | | Review date: 30-10-20 |
| Names of all involved in assessment process: Helen Vyse, Karen Barber | | | Manager authentication: | | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. | |
| **Contact with colleagues/pupils/staff/contractors** | * You must aim keep 1 metres distance from other team members within the kitchen, as well as pupils, school staff, visitors and contractors. * Where more than 1 member of the catering team is on site look at using tape on the floor to ensure self distancing. | | | * The appropriate signage to be displayed in all kitchen area. * Discuss with Head Teacher the safest way to serve food whilst keeping 1 metres distance. | |
| **Food Service** | * You will need to consult with your head teacher on the process for the food that is being served and how this is distributed to the children. If social distancing can be observed then children/staff will collect the food from the service area. Where this is not possible the school may instruct the welfare staff to collect from a central location and distribute accordingly. | | |  | |
| **PPE** | * Continue using your rubber gloves when washing up / cleaning etc. ensure these gloves are thoroughly washed with soap and water after use. * Please change gloves in-between tasks. * Uniform **MUST** be taken home and washed daily. * Face masks **DO NOT** need to be worn at this stage, however if you wish to wear them, please contact management who will supply these on request. | | | * Additional PPE in particular disposable aprons and disposable gloves will be issued and should be worn if standard work wear is unavailable. | |
|  |  | | |  | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. | |
| **Hand and Respiratory Hygiene** | * Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more, using the 7 step process * Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... * Step 2: Rub Palms Together. ... * Step 3: Rub the Back of Hands. ... * Step 4: Interlink Your Fingers. ... * Step 5: Cup Your Fingers. ... * Step 6: Clean the Thumbs. ... * Step 7: Rub Palms with Your Fingers. * This should be done as a matter of routine before and after handling food, especially after blowing your nose, coughing . * If you cough or sneeze please use a tissue and then discard this into the bin and wash hands as above. * A hand sanitizer should be used once hands have been washed, IF NOT handling food. | | | * Additional information can be found at https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings | |
| **Work Times** | * Keep team numbers to a minimum in line with social distancing in the kitchen by sticking to agreed work rotas to minimise contact with all individuals. | | | * As more children return to school discuss within the team and with your manager the safest method of working whilst ensuring social distancing. Make a record of how many staff have worked per day. | |
| **Work Surfaces / handles / Draws etc** | * Frequently clean and disinfect your work spaces, fridge and freezer handles and any surfaces that you come into contact with on a regular basis. Please refer to your health and safety handbook for further guidance. | | |  | |
| **Deliveries** | * When accepting any deliveries ensure the appropriate PPE (disposable gloves and aprons) is being worn and aim to keep 1 meters distance at all times. * If you must sign for deliveries place the paperwork in a plastic wallet and do not touch for 72 hours. * Wipe down any stock with disinfectant if on a plastic wrapper and once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for 20 seconds or more. | | |  | |
| **Personal Health** | * If anyone shows signs of having a high temperature, ongoing cough, loss of taste and smell you **MUST** immediately go home to self-isolate and inform management. * You can have a test for Covid at any time, enen if you are showing no symptoms. * You will be informed of any changes in relation to Covid. Latest updates can be found at <https://www.gov.uk/coronavirus> <https://www.nhs.uk/conditions/coronavirus-covid-19/> | | | * Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. * Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager. | |
| **Communication** | * Please check your work emails regularly to ensure you are up to date on work issues and processes. | | | * From 1st September the mail bag service will resume along with the FM News Letter ensure all staff are made aware of any correspondence which may appertain to them. | |

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.