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| **COVID19 - SAFETY RISK ASSESSMENT** | | | | | |
| Directorate Shawclough | | Section/Team:  **Kitchen** | | | |
| Job role/s: All Catering Staff | | | | | |
| People who might be harmed i.e. staff, members of public: **Staff, Pupils, Teaching Staff, visitors** | | | | | Assessment date:August 2020 |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes If yes, specify:** | | | | | Review date: September 2020 |
| Names of all involved in assessment process: Julia Sandiford-Mitchell | | | Manager authentication:  JS Mitchell | | |
| **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 try to keep 2 meters distance from other team members within the kitchen, as well as pupils, school staff, visitors and contractors. | | | * The appropriate signage to be displayed in all kitchen area. * Discuss with Head Teacher the safest way to serve food whilst keeping 2 meters distance if possible or less than this for very short periods of time | |
| **Food Service** | * Social distancing can be observed as much as possible 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. | |
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| **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. * 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 keep 2 meters distance at all times. * If you must sign for deliveries place the paperwork in a plastic wallet and do not touch for 72 hoursif possible * 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 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 line manager | |
| **Communication** | * Please check your work emails regularly to ensure you are up to date on work issues and processes. | | |  | |
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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.