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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
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| **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.
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| **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
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| **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.
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| **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.
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| **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.
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| **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
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| **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.