

## HEALTH AND SAFETY RISK ASSESSMENT RECORD

### Task: School Catering Service - COVID-19

Hazard	Who is at risk	Control Measures in place	Risk rating Low/Med/High
<ul style="list-style-type: none"> <li>• Spread of Covid-19 virus</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Delivery Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff Health &amp; Hygiene Declaration</b> understood &amp; signed and followed by staff</li> <li>• Staff do not attend work if showing symptoms, or been in contact with someone showing symptoms of COVID-19 in accordance with our <b>COVID-19 Health &amp; Hygiene Procedures</b></li> <li>• Visitors/Contractors are limited. Any essential contractors/visitors need to read, follow and sign our <b>Contractors/Visitors Health &amp; Hygiene Declaration</b> which includes issue of PPE (White Coat) and compulsory handwashing</li> <li>• All deliveries to be left just inside door – no delivery personnel permitted in the kitchen</li> <li>• Staff briefed and follow our <b>COVID-19 Increased Kitchen Hygiene Procedures</b></li> <li>• Staff briefed and follow our <b>COVID-19 Dining Room Food Service Procedures</b></li> <li>• Stringent <b>handwashing procedures</b> are in place and followed</li> <li>• All handwash sinks are stocked with antibacterial hand soap paper towels/blue roll</li> <li>• Cleaning – <b>Increased kitchen sanitising schedule</b> in place &amp; followed</li> <li>• Cleaning – Dining Room <b>sanitising schedule</b> in place &amp; followed</li> </ul>	3 x 3 Medium

- Kitchen staff change into uniform on site – uniform is not worn to commute to work
- Social distancing – kitchen staff work in their own designated areas of the kitchen to social distance within 2m of each other
- Food provision is simplified to avoid excess queuing
- Food is prepaid or paid via contactless card etc – no cash
- Social distancing – Lunch times are staggered and queues are controlled with markers keeping a 2m distance between students

Assessment carried out by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Overall Risk Factor with control measures in place**

**Probability:** (How likely is the hazard?)

1	2	3	4	5
Probably never	Unlikely	Possible	Likely	Almost certain

**Severity:** (What is the likely result if it happens?)

1	2	3	4	5
No Injury	Slight/Minor injury	Moderate injury	Serious injury	Fatality

**Key to Risk Factor** (Probability x Severity)

- 1 - 5 = Low** - Monitor, make changes if needed
- 6 - 11 = Medium** - Implement additional controls & monitor
- 12 or more = High** - Reduce risks with extra controls if possible