

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

- 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