

HEALTH AND SAFETY RISK ASSESSMENT RECORD

Task: School Dining Room - 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 	<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 (Disposable Apron or 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 and paper towels/blue roll • Kitchen staff change into uniform on site – uniform is not worn to commute to work • PPE is provided for Dining Room, Servery and Till Staff. ALL dining room and servery staff must wear disposable gloves, face masks or face visors at all times. Face masks must be worn at all times whilst on the premises. 	<p>3 x 3 Medium</p>

- Cleaning – **Increased kitchen sanitising schedule** in place & followed
- Cleaning – Dining Room **sanitising schedule** in place & followed
- Social distancing – staff work in their own designated areas wherever possible to maintain social distancing in line with Government Guidance
- A protective screen will be erected in any areas where social distancing is not possible and staff are not fully protected
- Social distancing – Students seating is in line with current Government Guidance. Lunch times are staggered to reduce queuing. A one way system is implemented.
- Food provision is simplified to avoid excess queuing
- Food is prepaid or paid via contactless methods wherever possible. Staff handling cash do not handle food.
- Cutlery is dispensed by Catering Staff
- Single use condiments only - No shared use condiments in line with Dining Room Service procedures

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