

## HEALTH AND SAFETY RISK ASSESSMENT RECORD

### Task: School Kitchen - 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 all 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>If a member of the team tests positive for COVID they will follow the Governments Track &amp; Trace procedures. We will also conduct a check that they have not been in close contact (under 2m) with another team member for more than 15 minutes. Any team members that have been in close contact will be required to self isolate for 10 days since last day of contact. The school will be informed immediately.</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 (Disposable Apron, face mask, gloves) 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, Dining Room Food Service Procedures &amp; Risk Assessment</b></li> <li>Staff have been issued with PPE suitable for their role (hygienic uniform, disposable gloves and face masks).</li> <li>Staff must wear a face mask at all times whilst on the premises</li> <li>Staff serving at the counter are must wear disposable gloves, a face mask or a face visor at all times</li> </ul>	<p>3 x 3 Medium</p>

- Stringent **handwashing procedures** are in place and followed & handwash sinks are stocked with antibacterial hand soap paper towels/blue roll
- School HACCP Policies and Procedures are adhered to at all time
- All staff have an up to date level 2 Food Hygiene Certificate
- Cleaning – All staff are trained in our increased Sanitising Procedures & our **Increased sanitising schedules** are in place & followed
- 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 maintain social distancing in line with Government Guidance
- Only one person permitted in changing room or toilet area at a time
- Food provision is simplified to avoid excess queuing

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

<b>Key to Risk Factor</b> (Probability x Severity)		
<b>1 - 5</b>	<b>= Low</b>	- Monitor, make changes if needed
<b>6 - 11</b>	<b>= Medium</b>	- Implement additional controls & monitor
<b>12 or more</b>	<b>= High</b>	- Reduce risks with extra controls if possible