

Coronavirus Risk Assessment for School Catering

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.

You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.

Location/Dept: POPLAR FARM/KITCHEN						Date Assessed: 28/08/2020			Assessed by: GIANCARLO VELASCO			
Task/Activity: Operating School Catering									Reference Number:			
				Risk rating before implementing control measures					Risk rating after implementing control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Managing service of food and drinks	Contracting COVID-19	Employees Contractors Visitors	5	5	25	<ul style="list-style-type: none">• Social distancing will be maintained (two metres, or one metre with risk mitigation where two metres is not possible) between servers and the student whilst serving food or drinks.• Disposable condiments will be provided. Where this is not possible, the condiment container will be cleaned between every use.• Consideration will be given to reducing the number of surfaces touched by students and staff. Measures will include asking students not to lean on bars or counters and encouraging students to stay at their tables.• Contact between front-of-house workers and Students at points of service will be minimised where appropriate to maintain social distancing guidelines.			1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Managing service of food and drinks – service at the eating area	Contracting COVID-19	Employees Contractors Visitors	5	5	25	<ul style="list-style-type: none"> • Pre-ordering systems are in place to minimise contact where possible. • Contact between kitchen workers and front-of-house workers will be minimised. For example, zones from which front of house staff can collect food will be identified. • Sanitiser will be used after handling items, for example after handling Students' plates. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Use of the toilets (use of toilets accessed by catering staff)	Contracting COVID-19	Employees Contractors Visitors	5	5	25	<ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. • There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. • Ventilation will be increased where necessary by opening windows and, where appropriate, doors. • A cleaning schedule will be kept up to date and clearly visible. • Further waste facilities will be provided and emptied regularly where required. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Providing and explaining available guidance	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Written or spoken communication will be provided of the latest guidelines to staff inside and outside the eating area. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

						<ul style="list-style-type: none"> Staff will be encouraged to remind Students to follow social distancing advice and clean their hands regularly. Where visits to eating areas are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival. We shall ensure that information passed to Students does not compromise their safety. 			https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Coming to and leaving work	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> Arrival and departure times at work will be staggered to reduce crowding where possible. Where possible, there will be an identified entry and exit point. Markings should be used to inform staff coming into or leaving the building. Handwashing facilities or sanitiser will be provided at entry and exit points. Storage will be provided for staff belongings and clothing. Staff will be requested to change into work uniforms on site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met. Uniforms will be washed on site or staff will be requested to wash uniforms regularly at home. 	1	5	5 Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Staff movement around eating areas	Contracting COVID-19	Employees Contractors Visitors	5	5	25	<ul style="list-style-type: none"> Movement around the kitchen area will be limited by discouraging non-essential trips within the building, for example restricting access to some areas, encouraging the use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use. Job and location rotation will be employed, for example by assigning workers to specific areas or keeping temporary personnel dedicated to one kitchen area. One-way systems will be implemented where possible and marked through the kitchen area. Social distancing measures will also be implemented in high-traffic areas such as corridors. 	1	5	5 Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

Working areas	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">• Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable.• Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Food preparation areas	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">• We will continue to follow government guidance on food preparation.• The kitchen will be accessed by as few persons as possible.• Interaction between kitchen staff and other workers will be minimised, including at break times.• Consideration to putting teams into shifts to minimise contact between persons.• Working areas will be spaced to maintain social distancing guidelines as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens.• One-way traffic systems will be employed through the kitchen where reasonably practicable.• Access to walk-in fridges, freezers and pantries will be managed with 'one in, one out' systems.• Contact points such as the pass and other areas for the delivery of the prepared food will be managed to minimise risk and maintain social distancing.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Meetings	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">• Remote meeting tools should be used where possible to avoid face-to-face contact.• Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines.• Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

						<ul style="list-style-type: none"> Hand sanitiser will be provided in the meeting rooms. <p>Wherever possible, meetings be held outdoors or in well-ventilated areas.</p>				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Back of house / common areas	Contracting COVID-19	Employees Members of the public Visitors	5	5	25	<ul style="list-style-type: none"> Break times will be staggered to maintain social distancing within break/staff rooms. The use of outside areas for breaks will be encouraged. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Accidents, security and other incidents	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff. We will continue to follow government advice on managing security risks. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cleaning the premises – prior to opening	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. If in doubt, we will seek advice from HVAC Engineers. Complete and record a deep clean of the premises prior to opening. <p>Extra bins and waste collection will be provided.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cleaning the premises – keeping the kitchen area clean	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> Government guidance on cleanliness in food preparation will be followed. Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. 	1	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

						<ul style="list-style-type: none"> • Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters, and we will make sure that there are adequate disposal arrangements for cleaning products. • Surfaces and objects will be cleaned between each sitting. This includes cleaning tables, chairs, trays and laminated menus in view of Students before customer use. • Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including: <ul style="list-style-type: none"> ○ All surfaces and objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. • Kitchen areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • General cleaning will be increased to cover all occupied areas. • Windows and doors will be kept open as much as possible to increase ventilation. • 				https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Keeping the kitchen clean	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Cleaning and hygiene is already stringent but further cleaning and disinfection will be implemented. • Hands will be washed prior to handling plates or cutlery. <p>High frequency of handwashing will be continued throughout the day.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19

										Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Changing rooms	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">Where changing facilities are required, there will be clear use and cleaning guidance for lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.Enhanced cleaning will be implemented during the day and at the end of the day.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Handling goods, merchandise, other materials and onsite vehicles	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">Goods and merchandise entering site will be cleaned and sanitised.Shared contact points on equipment will be cleaned prior to each use.Frequent handwashing will be encouragedRegular cleaning will be completed of the interior of any shared vehicles that are used by staff..Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
PPE and face coverings	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">PPE identified to control risks other than COVID-19 will continue to be worn.It is not believed that any additional PPE is required as long as social distancing and other control measures identified can be implemented.Staff who wish to wear face coverings should be permitted to do so, even though not required. To do so safely, they should:<ul style="list-style-type: none">Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> ○ Change their face covering if it becomes damp or if they have touched it. ○ Continue to wash their hands regularly. ○ Change and wash their face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the usual waste. ○ Practise social distancing wherever possible. 				
Deliveries to other sites	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Procedures will be put in place to minimise contact with persons at the destination, including maintenance of social distancing. Where two-person deliveries are required, cohorts will be formed with the same two people consistently working together. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Communication and training	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. • Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Ongoing communication and signage	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. • Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Inbound and outbound goods	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none">• Pick-up and drop-off collection points, procedures, signage and markings will be revised.• The frequency of deliveries will be minimised, for example by ordering larger quantities less often.• Where possible and safe, single workers will load or unload vehicles.• Where possible, the same pairs of people will be used for loads where more than one person is needed.• Drivers will be permitted access to welfare facilities when required, consistent with other guidance.• There will be one-way flow of traffic in stockrooms.• Put-away and replenishment rules will be adjusted to create space for social distancing. Where social distancing cannot be maintained due to kitchen area design, sufficient mitigation strategies should be designed and implemented.	1	5	5	
						<ul style="list-style-type: none">•				
						<ul style="list-style-type: none">•				
						<ul style="list-style-type: none">•				
						<ul style="list-style-type: none">•				

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date
GIANCARLO VELASCO		27/08/2020