



SR12- Risk Assessment Record

Operations/Work Activities covered by this assessment:	CT101 Service Options – COVID 19 Phase 2		
Site Address/Location:	Various	Department/Service/Team:	Place/C&FM/Catering
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who <i>(Name)</i>	when <i>(Date)</i>	complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Unable to social distance in the kitchen environment	Catering Staff	Rota system in place aligned to COVID menu limiting number of staff required	M	M	M	Where you cannot work social distanced, can work be carried out back to back or side by side (separate stations) rather than face to face Where possible make a one way route in the kitchen	Catering Staff	Daily	Ongoing	M	M	M
Unable to social distance during service -Dining room layout	All members of staff and students. Lone Working, demanding workload causing stress, manual handling	New for management of COVID 19 Awareness of how to manage dining room furniture where applicable Cleaning procedure for dining room furniture after setting up and when putting away	L	M	M	Site COVID19 risk assessment written will define what signage and measures needed for dining room. This is a school responsibility. Reduced staff in the kitchen for setting up the dining room Contact time needed for cleaning chemicals to be effective in-between sittings where applicable required,	Schools Responsible person Account Manager School Responsible Person	As required	Ongoing	L	M	M

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Lack of Personal Protective Equipment (PPE)	Catering Staff	<p>If you do not normally wear a face mask, or any other PPE for work, then you do not need to because of coronavirus.</p> <p>If you choose to wear a face covering not classed as PPE, you will be supported if this is suitable and appropriate.</p>				<p>Account Managers to ascertain what are the client's expectation /requirements from the site risk assessment. If the need for additional PPE is required, then staff must receive training from the school in the safe application and correct removal of items they wish to wear.</p> <p>Workwear is taken home and laundered daily</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>						
Option 1 – Hatch Service	<p>Catering staff / students</p> <p>Contact with food trays and utensils and students</p> <p>Insufficient space, young children unaware of risks</p>	<p>New for management of COVID 19</p> <p>Good kitchen hygiene standards to include clean of trolley before and after use</p> <p>Use of disposable gloves and aprons</p>	M	M	M	<p>Tray to be placed on tray runner for student to collect with food and utensils already on.</p> <p>Drinks to be ready filled cups to be collected by student from a designated table.</p> <p>Trolley available for dirty trays and utensils.</p>	Catering staff, students	Daily	Ongoing	L	M	M

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Option 2 –service in dining room including Family Service	Catering Staff / Students Contact with food trays and utensils and students' Insufficient space, young children unaware of risks Lone Working, demanding workload causing stress, manual handling	New for management of COVID 19 Good kitchen hygiene standards to include clean of trolley before and after use Use of disposable gloves and aprons	H	M	M	Adapt service to the COVID 19 Menu and consider packed lunch option. Liaise with school regarding table set out. All tables and chairs to be sanitised prior to service. Cutlery to be laid individually on tables. Water in beaker already on tables. Trolleys taken into dining room, plate up meals and put on a separate table for collection Time needed between serving times to be staggered if all students can't come in at the same time to allow the full contact time for D10 disinfectant to fully disinfect. Trolley available for dirty trays and utensils outside the kitchen door. Hot holding times will need to be monitored if service is slow	Catering staff	Daily	Ongoing	H	M	M
Option 3 – Classroom Service Trolleying to and from classrooms	Caterings Staff Contact with possibly contaminated surfaces	Good kitchen hygiene standards to include clean of trolley before and after use Use of disposable gloves and aprons Hot trolleys available	M	H	H	Trolley to be taken to door of classroom for middays to take in, set up and managed. The reverse would be to arrive at classroom for midday to put all used and dirty utensils on the trolley NB. Not a preferred option Where this is not possible, the class room can only enter when all children have left, tables cleaned, and walkways are clear. Using clean gloves for each classroom entered. This would be carried out in reverse to collect	Catering Staff, students, teachers, mid days	Daily	Ongoing	M	H	H

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Secondary cash payments	Catering Staff and students Handling cash	Revalue machines where applicable	M	M	M	Where possible use online service to top up cash to eliminates cash handling. If you need to handle cash, designated a member of staff to this task, they must wear a pair of gloves, if any other task is carried out hands to be washed and new gloves worn.	School responsible person Catering Staff	Daily	Ongoing	M	M	M
Contaminated Surfaces Kanga Boxes	Catering Staff, Delivery Staff	Good standards of Hygiene in place. Limited student number	L	L	L	Boxes to be sanitised with D10 before leaving the kitchen. Ensure delivery vehicle is clean and driver wearing disposable gloves to put into the vehicle and a new pair when at dining centre	Catering staff Catering Staff	Daily	Ongoing	L	L	L
Dining Centre receiving Kanga Boxes Transmission of COVID-19 infection via delivery materials or driver	Catering Staff, Delivery Staff	Good standards of Hygiene in place. Limited student number	L	M	M	Consider specific delivery area if not already in place, to be left as near as possible to outside door. Driver to wear fresh pair of gloves when delivering the Kanga Boxes Box to be sanitised on receipt at dining centre, before leaving dining centre and again on receipt at production kitchen.	Catering Staff Catering Staff	June 2020	June 2020	L	M	M
Collecting dirty trays, cups, utensils food waste bins from dining room	Caterings Staff Contact with possibly contaminated surfaces	Wear gloves when collecting trays and bins and dispose of correctly Sanitise trolley using D10	L	L	L	Reminders to wear gloves Reminders to wash hands Reminders on COSHH and contact time for D10	Catering staff	Daily	Ongoing	L	L	L
Not high enough temperature in dishwasher (if applicable)	Catering staff	Equipment is kept in good working order and all planned maintenance is carried out at required intervals Older dishwashers do not show temperatures	L	L	L	Ensure that planned maintenance is not missed for dishwasher to ensure it continues to keep its temperature Do not use the spray arm until further notice	Chef/Chef Manager Catering staff	Check June	Book at required intervals	L	L	L

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End of service cleaning down – lack of staff if served in dining room	Catering Staff	Procedure of cleaning dining room and putting away furniture where applicable.	M	M	M	Reminder on manual handling and COSHH contact times for D10	Training	June 2020	Ongoing	M	M	M
	Lack of staff manual handling, slip trips and falls, stress	Use of disposable gloves				Reminder to wash hands after each task is completed in the dining room	Account Managers	As required	Ongoing			
						Review if tables can be left out whilst limited numbers of students are on the premises.	Account Managers	As required	Ongoing			
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (<i>Step 5</i>) : Monthly					
Assessors Signature: Dulsie Jones Q&S Manager CFM			Date: 29.05.2020		Authorised By: Shane Grayson Team Manager Hilary Stevens Senior Account Manager				Date: 29.05.2020			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.