

SR12- Risk Assessment Record

Operations/Work Activities covered by this assessment:	CT100 SCHOOL CATERING KITCHEN COVID 19 OPERATIONAL RISKS – 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 (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Entering the kitchen	Catering Employees Delivery Drivers	Employee personal hygiene and regular handwashing Sickness procedures – Staff must NOT come into work if they are suffering from symptoms of COVID19/coronavirus illness. They must notify their Account Manager Normal high standards of cleanliness will be applied in all food production / storage areas. All food preparation areas to be frequently cleaned and sanitised at the start of the day, during the day and at the end of the day.	L	M	M	Hand washing on entering, after changing, before and after each task and before leaving	Catering Staff	Daily	Ongoing	L	L	L
						No outside clothing to be worn	Catering staff	Daily	Ongoing			
						No drinks bottles or containers (lunchboxes) to be brought in	Catering staff	Daily	Ongoing			
						If an employee needs to have a mobile phone in the kitchen environment as approved by the Account Manager this should be cleaned	Catering staff	Daily	Ongoing			
						Signage to the kitchen door setting out COVID measure in place to be followed	CFM	End of June				
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 rather than face to face. If possible, implement a one-way system.	Catering staff	Daily	Ongoing	M	M	M

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
Shared areas in the kitchen – changing area and toilets	Catering Staff	In general, regular staff Good kitchen hygiene practises being followed	M	H	M	Increased cleaning using appropriate cleaning products and paper towels after every use of the washroom.	Catering Staff	Daily	Ongoing	M	H	HM
						Changing areas to keep clean and tidy with minimal personal items being left, where lockers are available, they must be used.	Catering Staff	Daily	Ongoing			
Contaminated surfaces COVID 19	Catering staff Delivery drivers Maintenance engineers	Clean apron to be worn daily, use disposable in necessary Employee personal hygiene and regular handwashing Good practise kitchen hygiene and cleaning in place Windows and doors to remain open where possible and flyscreens are in place	L	H	M	Reminders on personal and kitchen hygiene via toolbox talk	Training	Mid-June	Ongoing	L	H	M
						Visual daily inspection of work area before commencing duties	Catering staff	Daily				
						Increased frequent use D10 where possible including the 5-minute contact time	Catering Staff	Daily				
Transmission of COVID-19 infection via delivery materials or driver	Catering staff Delivery driver	Approved suppliers have submitted risk assessment that have been reviewed mitigating COVID risks Only specified suppliers allowed COVID menu implemented to reduce the suppliers needed. No need for paper invoices to be left or handed over as now on CYPAD	L	M	M	Consider specific delivery area if not already in place, to be left as near as possible to outside door	Chef/Chef Manger	Mid-June	Ongoing	L	M	M
						Where possible wipe down deliveries using a paper towel and D10	Catering Staff	Daily				
						All outer packaging removed and disposed of immediately. Reminder to wash hands and sanitise area.	Catering Staff	Each delivery				
Maintenance engineers' visits	Catering Staff and contractor PPM not undertaken machinery malfunction	Times of day for contractors booked where possible already outside kitchen operating hours. Emergency call outs – ensure social distance is kept and regular hand washing.	L	L	L	Ask maintenance contractor to ensure all equipment are wiped down after work where possible	Business Services	As required	Ongoing	L	L	L
Insufficient cleaning regime	Catering Staff anyone entering the Kitchen	Cleaning and hygiene standards high and maintained following all CFM Catering procedures.	L	L	L	Reminders on personal and kitchen hygiene via tool box talk	Training	Mid-June		L	L	L

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
Insufficient handwashing products	Catering Staff	Order process in place Importance of hand washing in a catering environment	L	H	M	Chef/Chef Manager to keep inventory on supply of soap and paper towels ensuring enough stock	Chef/Chef Manager	Daily	Ongoing	L	H	M
Working in isolation	Catering staff Feeling of Isolation and or anxiety Serious personal injury	Ensure you have regular check ins with all staff lone working Regular toolbox talks to provide updates to staff	M	M	M	No further actions				M	M	M
Lack of Personal Protective Equipment (PPE)	Catering staff	If you do not normally wear a face mask, or any other PPE for work, then you do not need to because of coronavirus. If you choose to wear a face covering not classed as PPE, you will be supported if this is suitable and appropriate.	L	L	L	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 in the safe application and correct removal of items from the school asking for it to be worn outside the kitchen. Staff to be reminded that wearing of gloves are not a substitute for good hand washing.	Account Manager	When opened	Ongoing	L	L	L
Changes to service –	Catering Staff increased risk Contact with pupil & Staff increase in hours dependant on school request for meal provision	Staffing rota system in place, arrangements made for types of service	L	L	L	Dynamic risk assessments and good communication with your Account Manager about any concerns	Catering staff / Account Manager	As required	Ongoing	L	L	L

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 (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Lack of communication	Catering Staff School Staff Stress Anxiety Anger Ineffective communication can cause incidents & accidents Loss of service Confusion	Open & transparent communication between Staff, Customer and Account Managers Staff notified of changes Information shared by appropriate sources for all to access Digital and/or written Mail Merge correspondence updating employees on a regular basis (letters to home address) Site ensuring employees are made aware of their COVID Risk Assessment and any changes to working practices	L	M	M	Regular contact between employees and Account Manager open door policy	Account Mangers	As required	Ongoing	L	M	M
						Account Managers to be aware of current updates and guidelines	Account Manager	As required	Ongoing			
Absence of Catering Staff COVID-19 Shielding Illness	C&FM School Staff Visitors	Mobile staff available as a resource Rota system in place Covid Menu in place to help with the level of staff required in the kitchen	L	M	M	No further actions				L	M	M
Being unaware of changed site emergency plans	Catering staff	Awareness and understanding of the site specific COVID-19 Risk Assessment and any changes to building emergency evacuation plans.	M	M	M	Catering Staff to find out if any changes have been made to emergency plans Reminder that during an emergency alarm social distancing measures will be reduced.	Catering Staff	when in the school	As required	M	M	M
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 Hillary Stevens – Senior Account Manager School Catering				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 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 period. 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.