

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – MEAL PROVISION – COVID 19

Transmission of Covid-19 – via bodily contact, fluid contact (sweat, sputum, saliva, nasal, urine & faeces)

ASSESSOR(S): Rose Robinson	MEAL PROVISION	DATE OF ASSESSMENT: 15 th May 2020 - for 1 st June
REVIEWED BY: Anne Stonell, HT, Terry Hobrough Premises Officer Norma McCance – Chair of Governors		REVIEW DATE: Weekly - 11/6/20 18/6/20 25/6/20 2/7/20

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES	Likelihood	SEVERITY	RISK RATING
1	Transmission of Covid-19 – Entering building	Kitchen Staff Implement Social distancing	<ol style="list-style-type: none"> All staff communicate well-being. No headache, temperature, cough, body aches, or feelings of sickness Social distance of 2 metres at all time Staff access the building via Mason Street, car park, only. Use sanitising hand gel on entry to the building. This is located on wall opposite the door, below entry phone system in the dining room The Food Services Manager and one member of the kitchen team will be on duty each day – timetable attached Usual kitchen uniform must be worn when in the kitchen Additional PPE i.e. face mask/visor must be worn if working at 2m distance cannot be achieved 	Unlikely	Major	Medium
2	Transmission of Covid-19 Working/entering dining room.	All Staff Implement Social distancing –	<ol style="list-style-type: none"> On entry to the dining room, all non-kitchen staff must apply sanitising hand gel before approaching serving counter Non-kitchen staff are prohibited from entry into the kitchen area. Kitchen staff must remain behind the kitchen side of the serving counter when talking to other members of staff Non-kitchen staff must remain behind the dining room side of the serving counter when talking to kitchen staff 	Unlikely	Major	Medium
3	Transmission of Covid-19 Lunches & transportation	Kitchen staff Staff Implement Social Distancing –	<ol style="list-style-type: none"> Breakfast club is cancelled until further notice The dining room will not be used during lunch time Cold lunches will be provided until further notice Cold lunches will be individually packed, then placed on dining tables near exit door A member of Group A or B staff will collect lunch bags from dining room at lunchtime Cold lunches will be eaten in class / playground during good weather All wrappings are disposed of in one bag and sealed before it is taken to external bin area 	Unlikely	Major	Medium

4	Transmission of Covid-19 Deliveries of food	Implement Social Distancing Office staff Kitchen staff Delivery staff	<ol style="list-style-type: none"> 1. All catering deliveries are made via the car park entrance 2. Two metre distancing adhered to during delivery 3. Small deliveries - to the back door only 4. Larger deliveries – to outside kitchen storeroom only 5. Disposable gloves must be worn when unpacking deliveries 6. As much as possible delivery items must be wiped down with sanitising solution before storing away 	Unlikely	Major	Medium
5	Transmission of Covid-19 Cleaning routine		<ol style="list-style-type: none"> 1. Usual uniform with apron, gloves must be worn at all times 2. Sanitising surfaces and areas used regularly paying particular attention to stainless steel equipment 3. Wipe door handles, glass door panels and light switches at least twice per service 4. Wipe external parts of equipment that is regularly touched/used 5. Ensure there is sufficient gloves and sanitising products in stock to meet the current cleaning demands 6. All utensils and cookware should be washed in the dishwasher if practical to do so 7. Items too large for the dishwasher should be sanitised for 15 mins in a water/solution mix 8. Dish cloths/tea towels/mops must be sanitised at the end of each day 9. Use fresh dish cloths and tea towels at the start of each day 10. Follow handwashing guidance – at least hourly or after completing a task. Avoid touching, eyes, nose and mouth 	Unlikely	Major	Medium
6	Transmission of Covid-19 Accessing/leaving the building		<ol style="list-style-type: none"> 1. Staff access the building via Mason Street, car park, only. 2. Staff continue to use changing room 3. Responsibility of staff to store personal items in lockers provided to minimise risk of cross contamination 4. If staff live with vulnerable family members, they must change clothes before departing the building 	Unlikely	Major	Medium

Further Control Measures and Actions Required are detailed on the next page

TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)

ASSESSOR(S): Rose Robinson	DATE OF ASSESSMENT: 15 th May 2020 for 1 st June
REVIEWED BY: A.Stonell T. Hobrough Chair of Governors N. McCance	REVIEW DATE: Daily - written up date 11/6/20 25/6/20 9/7/20

Hazard No.	Action/Further Control Measures	Actionee(s)	Deadline	Completed (Name/Sig)
1 - 8	None/Monitoring	Rose Robinson	Weekly	

	LIKELIHOOD			
SEVERITY	Unlikely	Likely	Highly Likely	Inevitable
Trivial	Low	Low	Low	Medium
Minor Injury	Low	Medium	Medium	High
Significant Harm	Low	Medium	High	High
Major Injury/Death	Medium	High	High	High

Unlikely – has not occurred before
Likely – has occurred previously
Highly Likely – Is possible to occur
Inevitable – Will happen

Trivial – minor cuts, abrasions and bruising
Minor Injury – Serious muscle damage, such as strain, ache or pain, Lacerations, Likely to result in 1-3 days off work.
Significant Harm – Concussion, Fractures, and dislocations, likely to result in over 3 days away from work

Major Injury/Death – Fatality, long term injuries /illness

Low – A risk rating of low indicates that the control measures in place are generally effective and should be maintained at the current level. Review of the assessment should be undertaken annually, unless there are significant changes in, for example working practices or personnel undertaking the activity.

Medium – The level of risk is higher, so the aim here is to review the current control measures and seek improvement so as to reduce the risk. Additional control measures identified in the Action Plan should be given realistic deadlines reflecting the urgency of the action required. Where the solutions are of a practical nature and could be actioned immediately, this should be done. Overall, the actions identified should not take more than 3 months to complete, including arrangements for provision of appropriate training and instruction for staff. A review date for this assessment should be set at no more than 6 months.

High – Immediate suspension of this activity is necessary whilst a complete review of current control measures is undertaken. The review should take account of any relevant documentation, e.g. accident/incident and near miss investigation/reports, research, case studies, HSE guidance etc. The Action Plan for this level of risk ought to reflect timescales set for both temporary and permanent control measures, the temporary measures being put in place within 7 days (at which point work may resume if it is safe to do so) and the permanent within one month. A review of this assessment should be undertaken every month to ensure the effectiveness of the additional control measures. Any staff (or contractors) likely to be affected by the risk assessment must be informed of the outcomes and provided with any appropriate instruction and training required, with adequate supervision where identified.