

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – MEAL PROVISION – DINING HALL – COVID-19

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

ASSESSOR(S): Rose Robinson	DATE OF ASSESSMENT: Updated for 8 th March 2021 Review 07/06/2021
REVIEWED BY: Anne Stonell & Terry Hobrough	REVIEW DATE: Weekly – on-going SLT in dining room.

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES	Likelihood	SEVERITY	RISK RATING
1	<p>Transmission of Covid-19 –</p> <p>Entering building</p> <p>Implement Social distancing</p> <p>***Test can be completed Sunday /Weds night at home</p>	Kitchen Staff	<ol style="list-style-type: none"> All staff communicate well-being. No headache, temperature, cough, body aches, or feelings of sickness Staff must send a message via the Whatsapp group on entering the building Avoid touching eyes, inside nose or mouth unless hands have recently been washed. Social distance of 2m or mitigating 1m+ at all times 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 Food service uniform must be worn when in the kitchen Covid-19 test – to be carried out each Monday & Thursday*** Negative result to text Fatima/Positive phone HT straight away 	Low	Major	Medium
2	<p>Transmission of Covid-19</p> <p>Working/entering dining room.</p>	All Staff	<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 preparation area at all times. Kitchen staff must remain in the kitchen area of the serving counter when talking to non-kitchen staff 	Low	Major	Medium
4	<p>Transmission of Covid-19</p> <p>Implement Social Distancing - Contact with Pupils during lunch service</p>	All staff	<ol style="list-style-type: none"> All relevant Staff ensure: <ol style="list-style-type: none"> They Wash their hands and apply hand gel before entering the dining room Visors are worn during service and the setting up of the dining room Gloves are worn during set up and serving children Handwashing guidance is followed, and gloves are replaced for each setting 	Low	Major	Medium

			<ul style="list-style-type: none"> e. Know the number of children per table f. One set of cutlery per child g. Pupils pick their food the day before service, using photos, and an order form is completed via google sheets. h. No more than 4 pieces of bread per table i. Salad is served by kitchen staff to children j. The correct number of portions are available for two tables as per rota – except Y5 & Y6 k. Once the children have finished, any remaining food is disposed of and empty containers are passed on for washing l. Each table and seats are wiped with ant-bacterial spray using a cloth m. The cloth is rinsed through ready for the next table n. Fresh serving containers are used for each sitting o. Ensure the correct table labels are placed on paired tables. ready for the next sitting p. Ensure that waste disposal areas are set up before the start of service q. Lead one class in a time ensuring children sit at their correct table – Halal/non-halal/vegetarian/sandwiches. r. Ensure children remain in their area 			
5	<p>Transmission of Covid-19</p> <p>Implement Social Distancing - Contact with deliveries</p>	Office staff	<ol style="list-style-type: none"> 1. All catering deliveries are made via the car park entrance 2. Two metre distance 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 /sprayed with sanitising solution before storing away 	Inevitable	Major	Medium
6	<p>Transmission of Covid-19</p> <p>Cleaning routine and PPE</p>		<ol style="list-style-type: none"> 1. PPE 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 	Inevitable	Major	Medium

		<p>8. Dish cloths/tea towels/mops must be sanitised at the end of each day</p> <p>9. Use fresh dish cloths and tea towels at the start of each day</p> <p>10. Follow handwashing guidance and avoid touching, eyes, nose and mouth– see appendix 1</p> <p>11. Uniform/PPC should be washed at temperatures above 60°C or a laundry sanitising agent used if the fabrics cannot be washed at such high temperatures.</p> <p>12. Uniform/PPC should never be washed with other household items.</p> <p>13. If the above is not possible and you have sufficient uniform/PPC to allow, leave the laundry in a bag in a safe place for 72 hours then wash as usual.</p> <p>14. Uniform/PPC must not be worn on the way to work because it could become contaminated.</p> <p>When to use PPE: Single use disposable gloves are for use</p> <ul style="list-style-type: none">• When preparing/bagging any Ready to eat products which do not require cooking before consumption• Acceptance and storage of deliveries• Removal of rubbish• Dishwasher operation – dirties.• A new pair for each year serving. <p>THE USE OF DISPOSABLE GLOVES DOES NOT REPLACE REGULAR HANDWASHING</p> <p>Plastic Aprons</p> <ul style="list-style-type: none">• All of the above• Service counters• Over aprons including Cook’s during preparation (care must be taken to remove prior to close contact with any heat source ie Range)• Dishwasher Operation			
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			<p>Face Coverings</p> <ul style="list-style-type: none"> • Should be worn in the dining areas when other adults/children are present. • They can also be worn in the preparation area and if requested by colleagues • Where the area in which staff work means that a 2-metre distance between staff cannot always be maintained • Staff must follow the guidelines for safe wearing of face coverings 			
8	<p>Transmission of Covid-19</p> <p>Accessing/leaving the building</p>		<ol style="list-style-type: none"> 1. Staff access/leave the building via Mason Street, car park, only. 2. Staff must send a message via the Whatsapp group when leaving the building 3. Staff continue to use changing room 4. Responsibility of staff to store personal items in lockers provided to minimise risk of cross contamination 5. If staff live with vulnerable family members, they must change clothes before departing the building 	Inevitable	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: 15/5/2020 7/9/2020 8/3/2021	
REVIEWED BY: A.Stonell T. Hobrough Chair of Governors N. McCance			REVIEW DATE:or changes - written up date 11/6/20 25/6/20 9/7/20 16/6/20 7/9/2020 15.10.2020 23/11/2020	
Hazard No.	Action/Further Control Measures	Actionee(s)	Deadline	Completed (Name/Sig)
1 - 8	None/Monitoring	SBM HT Prem Manager	Ongoing	

	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.

Appendix 1

General hand washing times (many of these fit standard food safety practices)

- On leaving home
- On arrival at work
- On entering the kitchen
- Between any processes
- Before handling ready-to-eat food
- After handling raw food
- After clearing a table
- After touching anything that pupils or diners may have contaminated
- After touching hand contact surfaces e.g. door handles, handrails, tray racks etc
- **Always** after using the toilet or entering the toilet area
- After cleaning
- After breaks
- After handling refuse or recycling
- After handling money (where appropriate)
- After opening packages/deliveries
- After removing gloves and before putting fresh gloves on (or other PPE)
- Any time when hands could become contaminated
- After removing face masks or coverings