

RA CAT V02 Covid-19 Schools Catering 3rd September return

LOCATION:	Various Schools across Nottinghamshire and Derbyshire	DEPARTMENT:	Commercial & Operations	SERVICE AREA:	Neighbourhood Services	TEAM:	Nottingham Catering
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WHO IS AFFECTED BY THE RISKS?
 (e.g. employees, members of the public, tenants, contractors, trainees etc.)

Catering Operatives, School Staff, Pupils

HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100) 50+ **ASSESSMENT DATE:** 16/07/2020

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

This risk assessment has been completed using the latest PHE and LACA advice. This is reviewed daily and any work needs to be undertaken in line with that guidance, irrespective of this assessment.

The latest PHE guidance is available using the following link and must be referred to on a daily basis prior to the commencement of work.

<https://www.gov.uk/government/Citizenations/guidance-to-employers-and-businesses-about-covid-19>


ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
			SEVERITY (S)	x	LIKELIHOOD (L)		
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.							
			S	L	RR		Name Date

<p>Provision of schools meals for reception, year 1 and 6 pupils and staff.</p>	<p>Transmission of Covid-19 virus between Catering staff and/or school pupils and staff</p>	<p>Staff who display symptoms or have come into direct contact with someone who does, must not come into work for a period of 14 days.</p> <p>All staff to have a clean uniform on each day. Uniform to be wash at 60 degrees or above to kill and Virus.</p> <p>All staff to wash and sanitise their hands every 20 minutes over their shift pattern.</p> <p>All staff observe 1 meter plus distance where possible, if this is not possible contact your Team Leader for further advise</p> <p>Regular, thorough use of handwashing facilities throughout the day and in accordance with HACCP. Particularly prior to and after eating, drinking, smoking. Hands should be washed after removing gloves and before putting them on. Always sanitise hands after washing hands</p> <p>Maintain social distancing from school staff, pupils and wherever possible, from their work colleagues</p> <p>Politely explain social distancing requirements to staff/pupils if required</p> <p>Withdraw from any situation where staff/pupils fail to adhere to social distancing and report to school Staff</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Additional risk assessment may need to be carried out if 1 Meter plus distant cannot be achieved</p>	<p>Team Leader</p>	<p>As required</p>
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<p>Preparation and cooking of school meals</p>	<p>Transmission of Covid-19 virus between Catering staff and/or school pupils and staff</p>	<p>The number of school meals produced may be lower than usual.</p> <p>Limit staff required to carry out preparation. Introduce shift if required.</p> <p>Social distancing must be observed between catering staff during kitchen operations. One member of staff to assess/ operator equipment at all time.</p> <p>If any occasion arises where catering staff cannot maintain social distancing they should contact their team leader for advice</p> <p>No pupils or non-catering are allowed in the kitchen area</p> <p>Care must be taken not to touch face.</p> <p>Continually washing and sanitising hands throughout the day.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Additional risk assessment may need to be carried out if 1 meter plus distant cannot be achieved</p>	<p>Team Leader</p>	<p>As required</p>
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Accepting catering deliveries to school kitchen from external suppliers	Transmission of Covid-19 virus between Catering staff external delivery drivers	<p>Essential catering supplies are ordered by the Catering staff through the Epsys system and delivery date known and agreed.</p> <p>Social distancing must be observed between catering staff and delivery driver</p> <p>Agree where items are to be placed in advance</p> <p>Any signature that are required should be signed for using their own pen from the kitchen and not require staff to break the 1 meter plus distance rule</p> <p>Deliveries should be placed on the floor. If they are placed on a trolley or table this area must be fully sanitised once the good have been put away.</p> <p>Hand must be sanitised after deliveries have been received.</p>	2	1	2			
Provision of schools meals	Other hazards associated with Nottingham Catering activities (e.g. manual handling, slips, trips & falls, burns/scalds).	For all other hazards associated with Nottingham Catering activities see the current range of risk assessments and safe operating procedures on SharePoint	2	1	2			

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row). This will make the assessment easier to view and understand

ASSESSOR (please print):	J Mehew	SIGNED:		DATE:	16/07/2020				
MANAGER (please print):	L Kimberley	SIGNED:		DATE:	16/07/2020				
DATE ACTION TO BE COMPLETED BY:	Catering supervisors 03/09/2020	DATE COMPLETED:	03/09/2020						
LINE MANAGER'S COMMENTS / ACTIONS:				IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input checked="" type="checkbox"/>	<input type="checkbox"/>								

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - Is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - Is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - Is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a severity factor ‘MODERATE’ with a likelihood factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Single Risk Matrix			
Likelihood	Consequences		
	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

Risk Treatment Key	
	Intolerable Risk Level. Immediate action required.
	Tolerable Risk Level. Risks must be reduced so far as is practicable.
	Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Advice on carrying out risk assessments is available from Corporate Safety Advice