

RA CAT V05 Covid-19 Schools Catering

LOCATION:	Nottingham Catering School	DEPARTMENT:	Residents Services	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
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	50 +	ASSESSMENT DATE:	14/09/21
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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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
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<p>Provision of schools meals for reception, years 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 are fully vaccinated or under 18 no longer need to self-isolate after close contact with someone who has COVID-19.</p> <p>If staff have symptoms they should still isolate for 10 full days and take a PCR test</p> <p>If staff test positive, their self-isolation period includes the day their symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days.</p> <p>If someone they live with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if they are fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS</p> <p>All staff to have a clean uniform on each day. Uniform to be wash at 60 degrees or above to kill the Virus.</p> <p>All staff to wash and sanitise their hands every 20 minutes over their shift pattern.</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>2</p>	<p>1</p>	<p>2</p>			
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Preparation and cooking of school meals	Transmission of Covid-19 virus between Catering staff and/or school pupils and staff	<p>Social distancing where possible will still needs to be observed between catering staff during kitchen operation.</p> <p>No pupils or non-catering staff are allowed in the kitchen area</p> <p>Care must be taken not to touch face.</p> <p>Continual washing and sanitising of hands throughout the day.</p>	2	1	2			
Serving of school meals to pupils and staff.	Transmission of Covid-19 virus between Catering staff and/or school pupils and staff	<p>After each sitting, tables will need to be wiped down and sanitised, this will need to be agreed with the schools as who will do this task throughout service.</p> <p>Catering staff serve the food behind hot trolleys.</p> <p>All staff to wash and sanitise their hands prior to and at the end of service</p> <p>Serving takes place from a serving hatch or mobile stand in dining area.</p> <p>If requested by school to enable reduce served capacity in the dining room, an additional service point may be facilitated by catering staff, or extended lunch time service.</p> <p>Maintain social distancing from pupils whilst serving by stepping back if required and advising pupils when they may pick up their tray</p> <p>Politely explain social distancing requirements to pupils if required</p> <p>Care must be taken not to touch your face.</p> <p>All staff to wash and sanitise their hands every 20 minutes over their shift pattern.</p>	2	1	2	<p>Catering staff will not be able to clean and serve at the same time as this could lead to cross contamination</p> <p>Chef supervisor will need to contact their Team leader before anything is agreed.</p>	<p>Chef Supervisor</p> <p>Team Leader</p>	<p>01/09/21</p> <p>01/09/21</p>
Collecting dirty returns from trolley after service	Transmission of Covid-19 virus between Catering staff and/or school pupils and staff	Only collect trolleys from the dining area/classroom once pupils have finished and left the dining area or are at a safe distance away if still providing classroom service.	2	1	2			

Accepting catering deliveries to school kitchen from external suppliers	Transmission of Covid-19 virus between Catering staff external delivery drivers	Essential catering supplies are ordered by the Catering staff through the EPSYS system (online food ordering system) and delivery date known and agreed. Social distancing must be observed between catering staff and delivery driver Agree where items are to be placed in advance Any signature that is required should be signed for using their own pen from the kitchen and not require staff to break the 1 meter plus distance rule Deliveries should be placed on the floor. If they are placed on a trolley or table this area must be fully sanitised once the goods have been put away. Hands must be sanitised after deliveries have been received.	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 staff should see the current range of risk assessments and safe operating procedures on SharePoint. Schools should contact their Catering Team Leader to access further information as required.	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):	Lisa Fox	SIGNED:		DATE:	14/09/21				
MANAGER (please print):	Lee Kimberley	SIGNED:		DATE:	14/09/2021				
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:	14/09/2021						
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).

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

	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

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.