

INFECTIOUS DISEASES COVID-19

Full Opening Kitchen Risk Assessment

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Kitchen Staff	Inadequate information	<ul style="list-style-type: none"> ✓ All kitchen staff to be made aware of all relevant policies and procedures. ✓ Kitchen staff receives any necessary updated training that helps minimise the spread of infection, e.g. infection control training. ✓ The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) ✓ Kitchen Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus. ✓ Kitchen staff to take part in lateral flow tests twice weekly and report any positive cases. 	L		✓
Poor hygiene practice	Kitchen Staff	Ill Health	<ul style="list-style-type: none"> ✓ Posters are displayed in the kitchen reminding staff to wash their hands, e.g. before entering and leaving the kitchen area. ✓ Kitchen staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control 	L		✓

			<p>procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> ✓ Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. ✓ Kitchen staff to carry out daily, thorough cleaning that follows national guidance and is compliant with current guidelines. <p>Hands to be washed routinely, including:</p> <ul style="list-style-type: none"> ✓ Before and after handling food ✓ When moving between different areas of the workplace, and especially after being in a public place ✓ After blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow 	L		
Communication	Kitchen Staff	Lack of information	<p>Communication with employees should be a high priority, and could include:</p> <ul style="list-style-type: none"> ✓ Visual messages, with use of pictures of good and bad practice, in addition to written information ✓ Frequent updates of communication (weekly is suggested) to prevent it becoming stale. Regular communication even if there is little new to share, is important to reinforce key messages and prevent false information from circulating ✓ Translation of communication into the preferred languages of employees wherever English is not the first language 	L		
Entering school kitchen	Kitchen Staff Others	Risk of Infection	<ul style="list-style-type: none"> ✓ Under no circumstances should non kitchen staff enter the area without just reason. ✓ Hand washing or hand sanitiser should be available at entry site. 	L		

			<ul style="list-style-type: none"> ✓ Kitchen staff to work within contained area of kitchen and not to move around school or in class areas. ✓ Ensure social distancing of 2 metres while waiting to enter kitchen. ✓ Ensure staff are dressed in an agreed and approved manner – any PPE, work wear, face coverings are issued and/or approved by you as not introducing a hazard to food safety. 	L		<ul style="list-style-type: none"> ✓ ✓
Windows and Doors	Kitchen Staff	Risk of infection	<ul style="list-style-type: none"> ✓ Keep windows and doors open where possible (continue to adhere to H&S legislation) to allow for greater ventilation. 	L		<ul style="list-style-type: none"> ✓
Locker rooms and Toilets	Kitchen Staff	Risk of Infection	<ul style="list-style-type: none"> ✓ Only one person at a time. ✓ Toilets to be used by kitchen staff only and must be cleaned on a regular basis especially hand high touch areas. ✓ Always wash hands after each visit. ✓ Ensure hand dryers or paper towels are available. ✓ Keep well ventilated open windows ✓ Consider putting up a cleaning schedule. 	L		<ul style="list-style-type: none"> ✓
Social Distancing	Kitchen Staff	Not adhering to social distancing measures.	<ul style="list-style-type: none"> ✓ Keep where possible 2 metres apart as often as possible. ✓ If not able look at working side by side or forward facing (try and avoid face to face working) 	L		<ul style="list-style-type: none"> ✓
Lunch Breaks	Kitchen Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> ✓ School kitchen to be fully open and normal legal requirements will apply to the provision of food for pupils. ✓ Free school meal support to be in place ✓ Drinking water provided free of charge to pupils on school premises - organised by class teachers ✓ Pupils to eat lunch in classes with the exception of reception and nursery who eat in the hall starting at 11.40 	L		<ul style="list-style-type: none"> ✓

			<ul style="list-style-type: none"> ✓ This must be class bubbles and where possible keeping the bubbles apart as much as possible. ✓ Tables and chairs to be cleaned between each year group using the dining hall. ✓ Lunchtime staff and kitchen staff to maintain social distancing where possible from pupils. ✓ Good ventilation maintained. ✓ One member from each phase to collect dinners from kitchen must wear mask or visor when collecting must not enter the kitchen area, collect from just outside. ✓ Kitchen staff to be provided with stickers to help with meal identification where children have specific identification. 	L		✓
Preparing meals	Kitchen Staff	Lack of infection control	<ul style="list-style-type: none"> ✓ It may be required for menu options to be changed to allow kitchen staff to adhere to social distancing where possible. 	L		✓
Serving meals	Kitchen Staff	Lack of infection control	<ul style="list-style-type: none"> ✓ N/A food boxed and organised for staff to collect. ✓ Nominated adult to bring food to classes. As much as possible this is to be bubble related. ✓ Ensure pupils do not touch any of the cutlery to serve foods or are able to touch any of the foods. 	L		✓
Rota of serving meals	Kitchen Staff	Risk of Infection	<ul style="list-style-type: none"> ✓ Between each year group finishing their meals all tables and chairs to be cleaned with a mild disinfectant ✓ Split the dining hall into sections to allow for separation of Reception and nursery. ✓ All other classes eat in class sandwiches and dinners. 	L		✓
Assisting Pupils or Cleaning while Pupils in dining hall	Kitchen Staff Lunchtime	Risk of Infection	<ul style="list-style-type: none"> ✓ If required kitchen staff can wear a face covering while cleaning in high populated areas. ✓ When cleaning tables wear gloves and use a disinfectant spray and dispose of cloth in a double bagged bin after use. 	L		✓

	Supervisors		<ul style="list-style-type: none"> ✓ If using reusable cloths these must be placed in a 60-degree wash cycle along with any tea towels / oven gloves used. ✓ Where possible the same lunchtime supervisors for the same year groups to reduce risk of infection or to limit the number of class bubbles they work in. 			
Spread of infection	Kitchen Staff	Lack of infection control	<ul style="list-style-type: none"> ✓ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. ✓ Kitchen staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	L		✓
			<ul style="list-style-type: none"> ✓ Anyone who develops symptoms must self-isolate at home and not go to work, following stay at home guidance. They should arrange to have a test by visiting testing or contacting NHS 119 by telephone if they do not have internet access. 	L		✓
Poor management of infectious diseases	Kitchen Staff	Lack of infection control	<ul style="list-style-type: none"> ✓ Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. ✓ Kitchen Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible. ✓ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ✓ Kitchen Staff inform the headteacher when they plan to return to work after having coronavirus. 	L		Y

<p>Cleaning and Disinfection of areas where there has been no suspected cases of COVID-19</p>	<p>Kitchen Staff</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> ✓ Kitchen Staff must ensure they have received the appropriate training in using the cleaning chemicals prior to starting cleaning regime. ✓ All kitchen staff must have sufficient PPE available and know how to use it correctly. ✓ Disposable gloves to be worn at all times (avoid touching the face and mouth when wearing gloves). ✓ Continue to use standard cleaning products (these usually are anti-bacterial). ✓ All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilet area. ✓ Regular cleaning of surfaces will reduce the risk of spreading the virus. ✓ All used cloths thrown away to be double bagged and then placed in normal waste. ✓ Ensure Kitchen Staff wash hands with hot soapy water for at least 20 seconds or a hand sanitiser if not available (must be at least 60% alcohol based) 	<p>L</p>		<p>Y</p>
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