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| Coronavirus Risk Assessment for School Catering | | | | | | | | | | |
| This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.  You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.    This document incorporates government guidance up to 4 February 2021. | | | | | | | | | | |
| **Location/Dept:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Operating school catering and food provision | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Keeping everyone safe | Contracting COVID-19 | Employees Pupils  Visitors  Contractors  Volunteers | 5 | 5 | 25 | * Plans have been put in place for maintaining social distancing guidelines (i.e. two metres, or one metre with risk mitigation where two metres is not viable). \*Hereafter referred to as the social distancing guidelines. * The plans consider the flow of employees and pupils through the premises, with systems put in place to avoid areas of congestion and unnecessary contact. * The plans include the calculation of the maximum number of pupils that can reasonably follow social distancing guidelines for the eating area, taking into account total indoor and outdoor space, specific eating area characteristics such as furniture, as well as likely pinch points and busy areas. * Indoor and outdoor seating and tables have been configured to maintain social distancing guidelines. * Queuing systems have been reviewed for the premises in order to maintain social distancing. Outside spaces will be used where possible and markings will be laid. * Clear guidance on social distancing and hygiene arrangements will be made available to people on arrival (e.g. through use of signage, visual aids, etc.) * The number of persons on site will be managed in such a way as to ensure there is sufficient seating indoors and seating and/or standing outdoors. This will be achieved through the use of, for example, social distancing markings, pupils queueing at a safe distance, etc. * Queues will be managed in such a way as to ensure they do not cause a risk to individuals, for example by introducing queuing systems, having staff direct pupils, etc. * Sanitising facilities will be provided at the entrances to the building/dining hall and pupils will be encouraged to use the sanitiser or wash their hands. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Managing service of food and drinks | Contracting COVID-19 | Employees  Contractors  Visitors  Volunteers | 5 | 5 | 25 | * Half-normal dining area capacities to be used. * Lunch and breaks to be staggered to minimise social gatherings for pupils and staff. * Contact between staff and pupils at points of service will be minimised. Social distancing (two metres, or one metre with risk mitigation where two metres is not possible) will apply. * Distance markers to encourage social distancing. * Consideration will be given to reducing the number of surfaces touched by pupils and staff. Measures will include asking pupils not to lean on bars or counters. * Once seated, pupils will be encouraged to stay at their tables. * Contactless payment method wherever possible and card readers will be located in such a way as to maintain social distancing efforts. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Managing service of food and drinks – service at the eating area | Contracting COVID-19 | Employees  Contractors  Visitors  Volunteers | 5 | 5 | 25 | * Disposable plates and cutlery are used wherever possible. * The use of outdoor facilities will be encouraged through the provision of outdoor seating. * Sanitiser will be used after handling items, for example after handling pupils’ plates. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Use of the toilets | Contracting COVID-19 | Employees  Contractors  Visitors  Volunteers | 5 | 5 | 25 | * Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available – Catch it, Bin it, Kill it. * Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. * There will be clear use and cleaning guidance with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. * Ventilation will be increased where necessary by opening windows and, where appropriate, doors (although not fire doors). * A cleaning schedule will be kept up to date and clearly visible. * Further waste facilities will be provided and emptied regularly. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Communication and enforcement of COVID-19 arrangements | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Clear guidance on expected pupil behaviours, social distancing and hygiene will be communicated using on-site signage and visual aids. It will be explained to pupils that failure to observe safety measures will result in disciplinary procedures. * Staff will be encouraged to remind pupils to follow social distancing advice and clean their hands regularly. * Where visits to eating areas are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival. * We shall ensure that information passed to pupils does not compromise their safety. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Protecting people who are at a higher risk | Contracting COVID-19 | Employees  Volunteers | 5 | 5 | 25 | * Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. * Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Staff movement around eating areas | Contracting COVID-19 | Employees  Contractors  Visitors  Volunteers | 5 | 5 | 25 | * One-way systems will be implemented where possible and marked through the eating area. * Social distancing measures will also be implemented in high-traffic areas such as corridors, staircases and lifts. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working areas | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. * Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. * Paint or tape will be used to demarcate social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Food preparation areas | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * We will continue to follow [government guidance on food preparation](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19). * Kitchen staff to continue to follow the HACCP and maintain good hygiene standards. * The kitchen will be accessed by as few persons as possible. * Interaction between kitchen staff and other workers will be minimised, including at break times. * Working areas will be spaced to maintain social distancing guidelines as much as possible. * Floors will be marked with social distancing measures. * Access to walk-in fridges, freezers and pantries will be managed with ‘one in, one out’ systems. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Accidents, security and other incidents | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. * Consideration will be given to ensure enough persons with safety-designated tasks are on site at all times to ensure the safety of staff and pupils. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cleaning the premises – prior to opening | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Complete the Ellis Whittam Reoccupation Checklist to ensure the safety of the building. * Extra bins and waste collection will be provided. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cleaning the premises – keeping the eating area clean | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * [Government guidance on cleanliness in food preparation](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) will be followed. * Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. * Objects and surfaces that are touched regularly, including counters, will be cleaned between use. * We will make sure that there are adequate disposal arrangements for cleaning products. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Keeping the kitchen clean | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Cleaning and hygiene measures are already stringent, but additional cleaning and disinfection will be implemented. * Hands will be washed prior to handling plates or cutlery. * High frequency of handwashing will be continued throughout the day. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Personal protective equipment (PPE) and face coverings | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * PPE identified to control risks other than COVID-19 will continue to be worn. * It is not believed that any additional PPE is required as long as social distancing and other control measures identified can be implemented. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Communication and training | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. * Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. * Workers unions will be consulted prior to opening. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Inbound and outbound goods | Contracting COVID-19 | Employees Contractors  Volunteers | 5 | 5 | 25 | * Pick-up and drop-off collection points, procedures, signage and markings will be revised. * Drivers will be permitted access to welfare facilities when required, consistent with other guidance. |  |  |  |  |
| Access to drinking water | Cross-contamination between users | Any person using a drinking fountain | 5 | 5 | 25 | * Drinking water is provided free of charge to pupils/students. * The use of water fountains has been suspended. |  |  |  | Schools should consider the most appropriate way to provide drinking water if, for health reasons, access to water fountains has been suspended.  Schools should take steps to limit the use of single-use plastic water bottles if possible. |
| School catering | Contracting COVID-19 | Children  Employees | 5 | 5 | 25 | * Staff are served setting food. OR * Staff are advised to bring their own food to work. * Social distancing maintained between kitchen staff and other staff. |  | 5 |  |  |
| Lockdown only – catering support for pupils who have to stay at home | Child food poverty | Children eligible for benefits-related free school meals | 5 | 3 | 15 | Primary/secondary schools:   * During times of national or local lockdown, we shall support children who are eligible for benefits-related free school meals but remain at home during term time, by providing lunch parcels / vouchers / DfE national voucher scheme [delete as applicable]   Further education:   * Further education institutions should continue to provide appropriate support for students who are eligible for free meals, whether they are attending or studying remotely due to coronavirus.   Holiday activities and food programme:   * Arrangements for free healthy meals and enriching activities will be made to relevant pupils over Easter, summer and Christmas holidays, in accordance with government guidelines.   NOTE: Where applicable, the risks associated with the transporting and delivering of meals will need to be performed. |  |  |  | Further information is available in the [16 to 19 free means in further education](https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2020-to-2021-academic-year) guidance.  More information on the [holiday activities and food programme](https://www.gov.uk/government/publications/holiday-activities-and-food-programme) is available. |

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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| Review Record |

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| **Date of Review** | **Confirmed by** | **Comments** |
| 5 March 2021 |  | New sections on: “Access to drinking water” and “Lockdown only – catering support for pupils who have to stay at home (DJ) |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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