



HSPS 01 – Health and Safety wellbeing Risk Assessment form

Assessment Reference No.	001	Area or activity assessed:	CATERed Limited Kitchens – COVID 19	Total number of sheets used:
Assessment date	18/05/2020 Updated on 12/10/2020 Reviewed and updated in March 2021			

Step One - Identify Hazards or Activity

Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1	Confined space	<input checked="" type="checkbox"/>	2	Condition of building & glazing	<input type="checkbox"/>	3	Display screen equipment	<input type="checkbox"/>	4	Electrical hazards or Equipment	<input type="checkbox"/>	5	Work at height	<input type="checkbox"/>	6	Fall of objects	<input type="checkbox"/>
7	Fire hazards & flammable material	<input type="checkbox"/>	8	Fixed machinery or equipment	<input type="checkbox"/>	9	Food preparation	<input checked="" type="checkbox"/>	10	Hazardous fumes/dust chemical	<input type="checkbox"/>	11	Hazardous biological agents	<input checked="" type="checkbox"/>	12	Heating, lighting & ventilation	<input checked="" type="checkbox"/>

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13	Layout, storage, space, obstructions	<input checked="" type="checkbox"/>	14	Lone working	<input type="checkbox"/>	15	Manual handling	<input checked="" type="checkbox"/>	16	Mechanical Lifting	<input type="checkbox"/>	17	Noise	<input type="checkbox"/>	18	Slips and trips	<input type="checkbox"/>
19	Stress	<input type="checkbox"/>	20	Outdoor work	<input type="checkbox"/>	21	Portable tools / equipment	<input type="checkbox"/>	22	Pressure vessels or stored energy	<input type="checkbox"/>	23	Repetitive movements or static postures	<input type="checkbox"/>	24	Staff welfare facilities	<input checked="" type="checkbox"/>
25	Transport / driving at work	<input type="checkbox"/>	26	Vibration	<input type="checkbox"/>	27	Violence	<input type="checkbox"/>	28	Vulnerable people	<input type="checkbox"/>	29		<input type="checkbox"/>	30		<input type="checkbox"/>

Step Two – Decide who may be harmed

Person/s who may be harmed or affected by the activity:	Staff working and any visitors to the unit. Customers – Pupils and Staff of the school	List any groups vulnerable persons/staff	Staff members that are on the vulnerable list issued by the Government
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Step Three & Four – Evaluate the risks, decide on precautions & record your findings

For each hazard identified in Step one, complete Step three and four.

Hazard number	Describe the Hazard & consequences	What are you already doing to control the risk	Residual risk			What else (if anything) do you need to do to control the risk	Reduced risk		
			S	L	R		S	L	R
	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	All CATERed staff wear newly laundered uniform on a daily basis and are required to change out of their outer wear and into their uniform before starting work.	4	3	12	CATERed staff will bring their uniform in a clean bag, when they get changed, they will place their outer wear into the bag making sure the bag is secure. Where the staff have lockers within the changing area they will place the bag in there.	4	2	8

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						Staff will be reminded of the importance of their uniform being newly laundered, where required CATERed will purchase more uniform for staff to have additional sets.			
		CATERed staff follow very good handwashing procedures currently and have been informed using the PHE guidance on hand washing of how effective handwashing is against COVID 19	4	3	12	All units have the PHE handwashing poster displayed for a further reminder how important handwashing is in staying alert and controlling the virus Bottles of hand sanitiser will be placed around the kitchen for times when hand washing not available and where sanitiser necessary	4	2	8
		CATERed staff work in different areas of the kitchen and rotas are in place to complete different jobs	4	3	12	Managers will indicate certain areas for the jobs that need completing and will ensure the space in the unit can accommodate social distancing measures. Managers will assign staff to certain tasks to reduce movement around the unit Managers will ensure that staff do not work opposite each other when completing tasks and where a distance of 2 metres cannot be achieved, they instruct staff that, as reasonably possible, a distance of 2 metres between	4	2	8

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HEALTH AND SAFETY RISK ASSESSMENT FORM (R12)									
						work colleagues needs to be maintained to manage transmission risk A one-way system will be put in place and managers will explain this system to their staff. To ensure that the way around the unit is visible at all times arrows will be placed on the unit walls.	4	2	8
		CATERed staff remove items from packaging from stock deliveries when they arrive and remove this excess packaging to the outside refuse areas.	4	3	12	Stock deliveries will be are sanitised at the time of adding into the unit store, this will be done by using a clean cloth that has been sprayed with Suma Bac D10 cleaner. The smart dosage for the Suma Bac D10 has now been updated to 2 pumps to every bottle. The cleaner has been given the EN14476 testing and has been found to be effective against COVID 19	4	2	8
	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	All surfaces within the kitchen are cleaned regularly on clean as you go process, CATERed use a surface cleaner (sanitiser) Suma Bac D10 and staff follow a cleaning checklist for their unit	4	2	8	CATERed have confirmed with the manufacturer of the surface cleaner they use that it is effective against COVID19 The product carries an EN14476 testing and managers have been instructed on the new dosage for the product – smart dosage is 2	4	1	4

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		All meal production utensils and containers are rinsed and then washed in a commercial dishwasher	4	2	8	pumps (10mls) for a 750ml trigger bottle with a contact time of 5 mins Managers will assign a member of staff to this role	4	I	4
		CATERed staff work under A Food Safety Management System (FSMS) that includes existing food hygiene guidance and HACCP processes	4	2	8	Managers will ensure that staff have completed the necessary online training to ensure staff are up to date with their knowledge on food safety	4	I	4

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	Catering staff are operating in a safe environment	CATERed kitchen staff are instructed not to come to work if they are feeling unwell and follow the Food Safety Management System (FSMS) that include existing food hygiene guidance on what to do when you are unwell	4	2	8	All CATERed kitchen staff will be asked by their manager if they are well and if they have any symptoms known to be associated with COVID 19 at the time that they arrive at the unit and sign in.	4	1	4
						Staff will be assigned to certain areas within the kitchen by the manager and reminded of the importance of using as much social distance as can be completed in the space of the unit	4	1	4
						Unit staff will be issued with an Employee Health and Safety document which explains how they must act at work, a reminder of the symptoms associated with COVID 19 and the importance of staying alert	4	2	8
						All unit staff will be required to wear the face coverings that have been issued everyday as part of their PPE, a newly laundered face covering must be worn daily <i>(Where staff are working on their own for a long period, then once agreed with the school and CATERed office those members of staff will only need to wear face coverings when additional staff are present)</i>	4	2	8

		All visitors to the units must sign in and be aware of the high production areas within the unit. They must follow instruction of the unit manager regarding where to stand	4	3	12	<p>Only visitors that the manager has had prior notice of will be allowed to enter the premises</p> <p>All visitors will be instructed that they must wear PPE, (etc, a white coat, which they must confirm with the manager they have prior to the visit) to cover their outer wear</p> <p>All planned reactive maintenance and breakdown engineers will be instructed on the safe working practices in place in the unit and, where at all possible, work will only be completed when there are minimal staff present, contractors will wear their own PPE</p> <p>All visitors will be required to wash their hands and they will make themselves aware of where the hand washing facilities are.</p> <p>Unit managers will ask all visitors to confirm they are well and not showing any listed symptoms of COVID 19</p>	4	2	8
		CATERed staff serve across a hot cabinet and there is a barrier between them and the customers	4	3	12	All fire shutters will only be opened at lunch time only. They will maintain closed at all other times.	4	2	8

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RISK RATING MATRIX

RISK LEVEL

Severity						
Likelihood		Insignificant	Minor	Moderate	Major	Fatal
	Very unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red
	Almost certain	5 Amber	10 Red	15 Red	20 Red	25 Red

Risk rating	Risk level
1 – 4 green	Low
5 – 9 amber	Medium
10 – 25 red	High

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Step Five - (Monitor) Action Plan

Section 1 - Risk assessor to complete and discuss with manager			Section 2 - Manager to complete, monitor and review					
Hazard number	Risk rating	Action required	Action assigned to	Cost/ resources required	Target date	Date action completed	Monitor action until (date)	Move control measure into current controls and reassess risk

Risk score and description

Risk score	Risk level	Category	Description
1 – 4	Low	Acceptable	No further actions needed.
5 – 9	Medium	Tolerable/Adequate	But ensure at the review that there is nothing else which could be done.

9 – 15	High	Undesirable	Immediately look at reasonably practicable ways to reduce the risk.
16 – 25	Very High	Unacceptable	Stop activity and make immediate improvements.

Step Five - (Review) Assessment review record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded.


Date of review	Name of Reviewer	Reason for review	Comments	Next review date
08/06/2020	▪ Anne-Marie Sowden	▪ To ensure all staff working in the kitchens have knowledge of new safe working instructions operation in the schools	<ul style="list-style-type: none"> • All staff are required to sanitise their hands prior to getting changed into their uniform. Where changing facilities do not have a sink available that staff can sanitise their hands to minimise transmission, they will use hand sanitiser. All staff are reminded of the need to wash their hands as they enter the kitchen. • Staff will wash their hands before they get changed into their outer wear and make sure they wash their hands before leaving the changing area to go home. If they have no washing facilities, they will use hand sanitiser. 	15/06/2020
08/06/2020	▪ Anne-Marie Sowden	▪ Confirm information regarding different groups of staff	<ul style="list-style-type: none"> • When staff that are within the clinically vulnerable or vulnerable category listed on the most current official government guidance then an individual risk assessment is carried out on the individual and if required additional measures will be put in place to ensure the individual can return to work within the kitchen. 	15/06/2020
01/07/2020	▪ Anne-Marie Sowden	▪ Confirm details regarding staff sicknesses	<ul style="list-style-type: none"> • If member of staff becomes ill and COVID-19 is suspected they will book in for a test and stay at home until the test results comes back. If a confirmed test comes back they will self-isolate for 14days • If a staff member becomes unwell in a kitchen with symptoms of COVID-19 then it is likely that they have been asymptomatic for up to 5 days and could have transmitted the virus. Their work colleagues will be required to take a test. • The main CATERed office and school will be informed without delay informed so that they can possibly contact trace and plan about what they do next. • When a member of staff has been present in the kitchen that has a subsequent positive test the kitchen will be completely cleaned, the remaining staff will complete this and if required they will be assisted by staff/managers from another unit to help facilitate this (wearing suitable PPE – disposable aprons, masks, and gloves) • If required due to the timing all food required for the affected school will be produced and transported to the school from another unit until the kitchen is operational again after the clean. 	07/09/2020




10/08/2020	Anne-Marie Sowden		All CATERed staff will sign that they have not been to a place where additional restrictions have been put in place that requires a 14-day quarantine period to be implemented. On the first day back to work after a holiday period they will sign the declaration sheet within the workplace or they will have a virtual meeting with their line manager and the form will be completed online. This measure will remain in place until further notice.	07/09/2020
08/06/2020	▪ Anne-Marie Sowden	▪ CATERed staff serve across a hot cabinet and there is a barrier between them and the customers	<ul style="list-style-type: none"> Where it can be confirmed that 2 metres can be achieved during lunchtimes then the service hatch can be opened to allow serving up to teachers/TAs to deliver to children's tables, this will be achieved through the catering manager plating up then stepping back before school staff approach. Where the distance between the customer and the serving staff is between 1 metre and 2 metres then additional measures will be talked through in the individual schools to mitigate the risk. 	01/07/2020
12/10/2020	▪ Anne-Marie Sowden	▪ Wearing face coverings	<ul style="list-style-type: none"> All unit staff will be required to wear a freshly laundered face covering supplied by CATERed Limited during their shift where they are working with others. The face coverings must be worn during the lunch service. All visitors must wear face coverings when visiting the units. 	26/10/2020
From February 2021	▪ Anne-Marie Sowden	▪ COVID-19 rapid flow testing	<ul style="list-style-type: none"> All school kitchen staff will be offered COVID-19 rapid flow tests. They will be issued these tests at by the school they are based. Although the tests are not mandatory we strongly encourage all our staff to take part in this testing programme. 	26/02/2021
From March 2021	▪ Anne-Marie Sowden	▪ National Workforce Testing	<ul style="list-style-type: none"> CATERed Limited have signed up to the government national workforce testing programme and all office staff and any staff not working directly in school kitchens will be offered home COVID -19 test kits, all test results will be processed and any staff visiting schools or who have to work in schools will have the details of the test results to confirm with the schools Although not a mandatory requirement we are strongly encouraging all staff to take part in this programme 	03/03/2021

Assessor and manager declarations

Assessor

I confirm that this assessment has been completed using all available materials, publications or guidance documentation available, and is an accurate reflection of the activity or equipment being assessed.

Name of assessor/s:	Anne-Marie Sowden	Signature:		Directorate:	CATERed Limited
Name of others involved with assessment:	Shaun Badwin H&S PCC			Service area:	CATERed Units

Managers declaration		
I confirm that this risk assessment is an accurate reflection of the risks and controls in place	✓	
I will endeavour to ensure that the actions outlined in the action plan are progressed and completed by the agreed target dates	✓	
Managers comments:		
Managers name (print): Brad Pearce	Managers signature: 	Date: 20 May 2020
Managers name(print): Brad Pearce	Managers signature: 	Date: 12 October 2020
Managers name(print): Brad Pearce	Managers signature: 	Date: 03 March 2021