


RISK ASSESSMENT FORM

REF: NYCC/HS/F03 September 2019 V2

RISK ASSESSMENT FORM

| RISK ASSESSMENT DETAILS | | RISK MATRIX & RATING | | | | | | | | | | | | | | | | | |
|---|--|---|---|--|---|----------------------|--------|--|-------------|--------|--|------|---|--|--------|--|--|-----|--------------------------|
| Directorate | Central Services | POTENTIAL OUTCOME | | LIKELIHOOD | | | | | | | | | | | | | | | |
| Team | Facilities Management Catering | Catastrophic | Fatal injury/permanent disability | Highly likely | More likely to occur | | | | | | | | | | | | | | |
| Title of risk assessment | School Catering – Prevent cross infection of Covid 19 Guidance | Major | RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence | Likely |  | | | | | | | | | | | | | | |
| Details of activity: Providing meal service in school setting adhering to Covid 19 guidance | | Moderate | RIDDOR reportable Over 7 Day Injury | Possible | | | | | | | | | | | | | | | |
| Location of activity | | Minor | Minor injury (requiring first aid) | Unlikely | | | | | | | | | | | | | | | |
| Risk assessment log ref | | Insignificant | Minor injury | Remote | | Less likely to occur | | | | | | | | | | | | | |
| Other risk assessments cross-referenced | | POTENTIAL OUTCOME | | LIKELIHOOD | | | | | | | | | | | | | | | |
| Food Safety Management System(HACCP) COSHH | | Catastrophic | | | | | | | | | | | | | | | | | |
| Method statement reference | | Major | | | | | | | | | | | | | | | | | |
| Date of assessment | | Moderate | | | | | | | | | | | | | | | | | |
| Name of person carrying out assessment | | Minor | | | | | | | | | | | | | | | | | |
| Person carrying out assessment's signature | | Insignificant | | | | | | | | | | | | | | | | | |
| Name of employee(s) consulted on activity | | | | | | | | | | | | | | | | | | | |
| Manager's signature | | | | Remote | Unlikely | Possible | Likely | | | | | | | | | | | | |
| Date 01.06.2020 | | | | LIKELIHOOD | | | | | | | | | | | | | | | |
| Shaun Mancrief | | | | <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Risk rating</th> <th style="width: 75%;">Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: red;"></td> <td style="text-align: center;">HIGH</td> <td>Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team)</td> </tr> <tr> <td style="background-color: orange;"></td> <td style="text-align: center;">MEDIUM</td> <td>Review/add controls (as far as reasonably practicable) & monitor</td> </tr> <tr> <td style="background-color: yellow;"></td> <td style="text-align: center;">LOW</td> <td>Monitor control measures</td> </tr> </tbody> </table> | | | | | Risk rating | Action | | HIGH | Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team) | | MEDIUM | Review/add controls (as far as reasonably practicable) & monitor | | LOW | Monitor control measures |
| | Risk rating | Action | | | | | | | | | | | | | | | | | |
| | HIGH | Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team) | | | | | | | | | | | | | | | | | |
| | MEDIUM | Review/add controls (as far as reasonably practicable) & monitor | | | | | | | | | | | | | | | | | |
| | LOW | Monitor control measures | | | | | | | | | | | | | | | | | |

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| Hazard and related condition / activity <i>Eg slip – wet floor from cleaning</i> | Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i> | Existing control measures <i>Eg method statements, training, authorised users, competent person, PPE – give specific details</i> | Are any additional control measures required? What are they? <i>Eg documented observational monitoring</i> | Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i> If High (Likely or Highly Likely) – notify H&S Team |
|--|---|--|--|---|
| <p>Cross infection - Social distancing measures not followed during travel to and from work</p> | <p>Employees</p> | <p>Employees should travel alone to work by car/walk/cycle unless the passenger is a member of their household</p> <p>Employees should follow the Government guidance on how to travel safely, when planning their travel, particularly if public transport is required</p> <p>Mobile relief employees & area managers must travel alone. Hand sanitiser gel must be in all vehicles used by employees who move from site to site.</p> | <p>If employees need to use public transport and there is a risk that social distancing measures cannot be maintained, then a mask should be worn. See: Coronavirus (COVID-19): safer travel guidance for passengers</p> | <p>Medium</p> |
| <p>Cross infection - Social distancing measures not followed</p> | <p>Employees Customers Contractors Visitors</p> | <p>Employees must maintain a distance of 2 metres from any other person, at all times. This includes work colleagues within the catering service, school employee, pupils and visitors including onsite contractors</p> <p>Employees should avoid congregating in shared, confined locations such as pantry areas, cold rooms, employee rest areas and/or toilets</p> <p>External entrances to be used where practical Employees must still 'sign in' using school system if not using main school entrance. Employee also required to sign in on Cypad</p> <p>Reduced numbers of employees or rotas to help reduce</p> | <p>If the 2-metre distance cannot be maintained due to work environment constraints the face masks provided must be worn and put on and off in accordance with the instructions provided with the masks and on Cypad. Line Managers to ensure employees understand these and are using the masks correctly.</p> <p>Further reduced number of employees or rotas to be considered if social distancing measures are proving difficult</p> <p>Printed waterproof signs to be produced for the kitchen doors, to ensure they last and convey an authoritative message</p> | <p>Medium</p> |

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| | | <p>the number of people on sites at any one time have been implemented</p> <p>A sign should be posted on each kitchen access door stating 'No entry, please knock and wait'.</p> <p>Suppliers have been instructed that deliveries are to be left at the kitchen door/entrance, on a trolley provided.</p> | |
| <p>Cross infection - due to inadequate cleaning</p> | <p>Employees Customers Contractors Visitors</p> | <p>On re-opening of kitchens catering employee are to:</p> <ul style="list-style-type: none"> • Use D10 Sanitiser to disinfect all food contact surfaces, hand contact points, chopping boards, entrance/exit door handles and touch points. • Equipment on racking such as tins, trays, jugs stored uncovered should be washed to remove dust etc. • Flight trays, plates, bowls beakers, water jugs etc. stored uncovered on trolleys should be washed to remove dust etc. • Wipe all window ledges, any other surfaces (not used for food prep) to remove dust, debris and insects. • Kitchen floors to be swept as required. • Telephones and Cypad, plus any tills and cashless system contact points to be cleaned using probe wipes and dried with a paper towel. • Check hot and cold running water is available for handwashing along with hand soap and paper | <p>Medium</p> |

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| | | <p>towels. Should suitable handwashing facilities and/or hot water not be available, food service cannot commence. This must be reported to school for rectification and the Area Catering Manager immediately.</p> <ul style="list-style-type: none"> • Liaise with school to ensure tables, chairs and dining environment is cleaned appropriately if shared dining areas are used • Contact points in employee changing areas and sinks/toilets to be cleaned and disinfected (if used solely by catering employees) <p>On resume of service, as per FSMS & COSHH:</p> <ul style="list-style-type: none"> • FM Cleaning procedure to be followed as detailed in Food Safety Management System (FSMS) • D10 Sanitiser to be used for areas which require disinfection using correct dilution rates • Bins to be emptied frequently throughout the day, lids sanitised. Bins used for disposal of hand towels must be double bagged. • Bins in changing room, toilets used to dispose of hand towels/tissues should be emptied daily, double bagged. • Waste such as tissues used by employee that become unwell or show any Covid 19 symptoms should be double bagged, stored for 72 hours, | <p>Schools have been advised to avoid use of shared spaces such as dining halls. Employees to discuss this with school and line manager if not in place and consequently effective cleaning is difficult</p> | |
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| | | <p>then disposed of.</p> <ul style="list-style-type: none"> Stocks of cleaning chemicals regularly checked and additional supplies requested as necessary <p>Cleaning areas where there have been possible or confirmed cases:</p> <ul style="list-style-type: none"> Employee to immediately discuss this with the school and their line manager and ensure correct PPE is used. This to be a minimum of disposable gloves and an apron . Where a higher level of contamination may have been present, for example, employee changing room used by suspected sufferers of COVID-19, and there is visible contamination with body fluids, then surgical face masks (FRSM: Fluid-resistant (Type IIR) surgical mask) and eye protection should be considered. Line Managers to ensure procedure and situation has been discussed and agreed with the school and employee is issued with correct level of PPE | | |
| <p>Cross infection - not following food safety procedures</p> | <p>Employees Customers</p> | <p>Personal Hygiene Employees to wash their hands; before leaving home, on arrival at the premises, on entry to the kitchen, before/after food prep/service, before and after wearing gloves, handling cleaning chemicals, using the toilet, after coughing or sneezing, eating and drinking and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Wash hands with liquid soap and water for minimum of 20 seconds - Handwashing procedure detailed in</p> | <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) should only be used if soap and water are not available. This is not a substitute for hand washing.</p> <p>Risk of cross infection to be further reduced by ventilating spaces with</p> | <p>Medium</p> |

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|--|--|---|--|--|
| | | <p>FSMS and on signage above basins and on Cypad</p> <p>Hands must be dried properly to prevent infection and drying out. Employee to use barrier cream provided where appropriate. Moisturising hand creams to be used off site only, due to food contamination and allergy risk</p> <p>The 'catch it, bin it, kill it' approach is promoted</p>  <p>PPE – Personal Protective Equipment Catering employees to wear uniform provided. (jackets/tops/ trousers/hat/aprons/shoes) Clean, laundered uniform must be worn each day. If laundered at home, take to work in a clean, washable bag. Bag to be washed with uniform.</p> <p>Appropriate level of PPE to be worn commensurate to the task.</p> <p>Face masks should be worn by all employees, including lone workers if meals are to be served directly to customers and the 2m distance cannot be maintained.</p> | <p>outdoor air where possible, safe to do so and fly screens are fitted. Keep toilet ventilation in operation as much as possible.</p> <p>School 'safeguarding' procedures must however still be adhered to at all times.</p> | |
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| <p>Cross infection - sharing of resources</p> | <p>Employees Customers</p> | <p>Employees are advised where possible to not bring personal items from home to reduce possible spread of the virus.</p> | <p>Where items need to be brought in these should be kept shut away to reduce risk of spreading infection.</p> | <p>Medium</p> |
| <p>Cross infection – spread of Coronavirus to employees, family, customers</p> | <p>Employees Customers</p> | <p>Employees who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible</p> <p>If employee lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend site. For further details refer to: COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>If employee lives with someone who is clinically vulnerable including BAME (but not clinically extremely vulnerable), including those who are pregnant, they can attend work with risk assessment in place</p> <p>Appropriate level of PPE is provided for all employees. When employees come into contact with a site that has a diagnosed or suspected person with Covid-19, Line Manager to be informed</p> <p>If employees become unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>The unwell employee should inform their line manager and remove themselves from site or arrange to be collected as soon as possible</p> <p>In an emergency, call 999 if the employee is seriously</p> | <p>If employees have symptoms while at work, have to wait to be collected and it is not possible to isolate, move to an area which is at least 2 metres away from other people</p> <p>All NYCC employee have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p> | <p>Medium</p> |

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| | | ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital Employee must not attend or enter the site if they are displaying any symptoms of coronavirus whilst at home. They must inform their line manager, remain at home and self-isolate for 7 days. Their household members should self-isolate for 14 days. Employee are encouraged to get tested. They must inform their line manager of the results | | |
| Danger to life – employee not aware of new site procedures; Fire and Intruder Alarms and Emergency Procedures Including for Lockdown | Employees | Employee to be reminded to check with their site any new emergency routines, accident/first aid procedures and lockdown procedures. These may not be the usual routes or procedures. Employee to inform line managers of any concerns. Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by Cook or Designated Person in Charge, as detailed in Fire RA | | Medium |

| ACTION PLAN (insert additional rows if required) | | To be actioned by: | | | Action completed: | |
|--|--|--------------------|---------------------------|----------|-------------------|------|
| Additional control measures to reduce risks <i>so far as is reasonably practicable</i> | | Name | Position | Date | Signature | Date |
| 1 | Printed signs for all kitchen doors to be produced by NYCC Printroom | Kayte Sexton | Technical Support Manager | 05-06-20 | | |

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|---|---|--|---|---|-------------------|------|
| Additional control measures to reduce risks so far as is reasonably practicable | | Name | Position | Date | Signature | Date |
| 2 | <p><i>The following procedures to be checked with each Cook and Catering Manager:</i></p> <ul style="list-style-type: none"> <i>The instructions sent out via Cypad on 29-05-20 and this document have been read and understood</i> <i>Any employees who are travelling to work via public transport are following correct procedures</i> <i>Correct use of masks in in place where social distancing cannot be practised</i> <i>All handwashing facilities and signage are in place and being correctly used</i> <i>Schools' own procedures are understood and compatible with ours</i> <i>Ventilation is encouraged but MUST maintain safe guarding</i> <i>Reporting of any Covid-19 symptoms, immediate isolation and testing</i> | <p><i>Area Manager x 6 for Primary Schools</i></p> <p><i>Facilities Managers x 4 for Secondary Schools</i></p> | <p><i>Area Manager</i></p> <p><i>Facilities Manager</i></p> | <p><i>15-06-20</i></p> <p><i>22-06-20</i></p> | | |
| 3 | | | | | | |

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

Information has been issued via Cypad to employees and via email to management team, regularly during outbreak with comprehensive update on 29-05-20. This risk assessment also issued via email and Cypad on 02-06-20 and to schools on request. Schools reopening is phased so action plan to be implemented as appropriate to reflect this.

| Scheduled date of next review | Are there any changes to the activity since the last review? | Signature of manager | Date of review |
|---|--|----------------------|-----------------|
| <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i> | <i>Clarify that all the controls are still in place and how monitored on a regular basis</i> | | <i>01-09-20</i> |

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