




**RISK ASSESSMENT FORM**

REF: NYCC/HS/F03 September 2019 V2

## RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																															
Directorate	Central Services																																																																
Team	Facilities Management Catering																																																																
Title of risk assessment	School Catering – Prevent cross infection of Covid 19 Guidance																																																																
Details of activity: Providing meal service in school setting adhering to Covid 19 guidance																																																																	
Location of activity	Schools																																																																
Risk assessment log ref	004																																																																
Other risk assessments cross-referenced	Food Safety Management System(HACCP) COSH																																																																
Method statement reference																																																																	
Date of assessment	21.08.20																																																																
Name of person carrying out assessment	Kayte Sexton																																																																
Person carrying out assessment's signature	K Sexton																																																																
Name of employee(s) consulted on activity	Cam Adamson & Lee Ramsay, Operations Managers																																																																
Manager's signature	Date 21-08-2020																																																																
	Shaun Mancrief																																																																
		<p><b>POTENTIAL OUTCOME</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Catastrophic</td> <td>Fatal injury/permanent disability</td> <td colspan="2"><b>LIKELIHOOD</b></td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> <td>Highly likely</td> <td>More likely to occur</td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable Over 7 Day Injury</td> <td>Likely</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td>Possible</td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td>Unlikely</td> </tr> <tr> <td></td> <td></td> <td>Remote</td> <td>Less likely to occur</td> </tr> </table>						Catastrophic	Fatal injury/permanent disability	<b>LIKELIHOOD</b>		Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Highly likely	More likely to occur	Moderate	RIDDOR reportable Over 7 Day Injury	Likely		Minor	Minor injury (requiring first aid)	Possible	Insignificant	Minor injury	Unlikely			Remote	Less likely to occur																																				
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<b>Hazard and related condition / activity</b> <i>Eg slip – wet floor from cleaning</i>	<b>Persons at risk</b> <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	<b>Existing control measures</b> <i>Eg method statements, training, authorised users, competent person, PPE – give <b>specific</b> details</i>	<b>Are any additional control measures required? What are they?</b> <i>Eg documented observational monitoring</i>	<b>Risk rating after existing &amp; additional control measures</b> <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i>  If High (Likely or Highly Likely) – notify H&S Team
<p><b>Cross infection - Social distancing measures not followed during travel to and from work</b></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 &amp; 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: <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p>	<p>Medium</p>
<p><b>Cross infection - Social distancing measures not followed</b></p>	<p>Employees Customers Contractors Visitors</p>	<p>Employees must maintain a distance of 2 metres from any other person, <b>at all times</b>. 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 or staggered starts to reduce number of employees in changing areas and on site.</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><b>On re-opening of kitchens catering employees are to:</b></p> <ul style="list-style-type: none"> <li>• Use D10 Sanitiser in updated dosage to disinfect all food contact surfaces, hand contact points, chopping boards, entrance/exit door handles and touch points.</li> <li>• Check temperature and functioning of all fridges &amp; freezers in line with FSMS and North Yorkshire Catering Covid-19 Guidance August 2020 update</li> <li>• Check quality and use by/ best before dates on all stock and dispose of and record poor quality/ out-of-date stock as appropriate</li> <li>• Equipment on racking such as tins, trays, jugs stored uncovered should be washed to remove dust etc.</li> <li>• Flight trays, plates, bowls beakers, water jugs etc. stored uncovered on trolleys should be washed to remove dust etc.</li> <li>• Wipe all window ledges, any other surfaces (not used for food prep) to remove dust, debris and</li> </ul>		<p>Medium</p>

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		<p>insects.</p> <ul style="list-style-type: none"> <li>• Kitchen floors to be swept as required.</li> <li>• Telephones and Cypad, plus any tills and cashless system contact points to be cleaned using probe wipes and dried with a paper towel.</li> <li>• Check hot and cold running water is available for handwashing along with hand soap and paper towels. <b>Should suitable handwashing facilities and/or hot water not be available, food service cannot commence.</b> This must be reported to school for rectification and the Area Catering Manager immediately.</li> <li>• Liaise with school to ensure tables, chairs and dining environment is cleaned appropriately if shared dining areas are used</li> <li>• Contact points in employee changing areas and sinks/toilets to be cleaned and disinfected (if used solely by catering employees)</li> </ul> <p><b>On resume of service, as per FSMS &amp; COSHH:</b></p> <ul style="list-style-type: none"> <li>• FM Cleaning procedure to be followed as detailed in Food Safety Management System (FSMS)</li> <li>• D10 sanitiser to be used for areas which require disinfection including light equipment which cannot go through the dishwasher using correct updated dilution rates</li> </ul>	<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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		<ul style="list-style-type: none"> <li>• Bins to be emptied frequently throughout the day, lids sanitised. Bins used for disposal of hand towels must be double bagged.</li> <li>• Bins in changing room, toilets used to dispose of hand towels/tissues should be emptied daily, double bagged.</li> <li>• Waste such as tissues used by employee that become unwell or show any Covid 19 symptoms should be double bagged, stored for 72 hours, then disposed of.</li> <li>• Stocks of cleaning chemicals regularly checked and additional supplies requested as necessary</li> </ul> <p><b>Cleaning areas where there have been possible or confirmed cases:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Line Managers to ensure procedure and situation has been discussed and agreed with the school and employee is issued with correct level of PPE</li> </ul>		
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<p>Cross infection - not following food safety procedures</p>	<p>Employees Customers</p>	<p><b>Personal Hygiene</b> 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 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><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p><b>PPE – Personal Protective Equipment</b> Catering employees to wear uniform provided. (jackets/tops/ trousers/hat/aprons/shoes)</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 outdoor air where possible, safe to do so and fly screens are fitted. Keep toilet ventilation in operation as much as possible.</p> <p><b>School 'safeguarding' procedures must however still be adhered to at all times.</b></p>	<p>Medium</p>

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		<p>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 or a visor 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 or a screen is not in place.</p>		
Cross infection - sharing of resources	Employees Customers	Employees are advised where possible to not bring personal items from home to reduce possible spread of the virus.	Where items need to be brought in these should be kept shut away to reduce risk of spreading infection.	Medium
Cross infection – spread of Coronavirus to employees, family, customers	Employees Customers	<p>Employees who have been classed as clinically extremely vulnerable and clinically vulnerable, including BAME or pregnant employees, due to pre-existing medical conditions can be supported to return to work following a risk assessment.</p> <p>If an employee lives in a household with someone who has symptoms or suspected symptoms of Covid-19, they should refer to the latest Government advice and return to work if this states it is safe to do so. For further details refer to: <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></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</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>	Medium

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		<p>cough, a high temperature or a significant loss of taste or smell whilst on site they must be sent home and advised to follow the guidance at:  <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>          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 ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>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 10 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</p>		
<p><b>Danger to life – employee not aware of new site procedures; Fire and Intruder Alarms and Emergency Procedures Including for Lockdown</b></p>	<p>Employees</p>	<p>Employee must check with their site any new procedures. Employee to inform line managers of any concerns.</p> <p>Ensure that procedures and 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</p>		<p>Medium</p>



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ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks so far as is reasonably practicable		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	K Sexton	August 2020
2	<p><i>The following procedures to be checked with each Cook and Catering Manager:</i></p> <ul style="list-style-type: none"> <li><i>The instructions sent out via Cypad on 29-05-20 and all further updates and this document have been read and understood</i></li> <li><i>Any employees who are travelling to work via public transport are following correct procedures</i></li> <li><i>Correct use of masks or visors in place where social distancing cannot be practised</i></li> <li><i>All handwashing facilities and signage are in place and being correctly used</i></li> <li><i>Schools' own procedures are understood and compatible with ours</i></li> <li><i>Ventilation is encouraged but MUST maintain safe guarding</i></li> <li><i>Reporting of any Covid-19 symptoms, immediate isolation and testing</i></li> </ul>	<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>	<p><i>Ongoing as schools reopen and furloughed employees return to work</i></p>	

**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. The first version of 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. This updated RA and an accompanying update document issued on Cypad end of August 2020. Further updates to be issued via Cypad as and when appropriate.*

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<p><b>Scheduled date of next review</b></p> <p><i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i></p>	<p><b>Are there any changes to the activity since the last review?</b></p> <p><i>Clarify that all the controls are still in place and how monitored on a regular basis</i></p>	<p><b>Signature of manager</b></p>	<p><b>Date of review</b></p>
<p><i>30-10-2020</i></p>	<p><i>Review of Government guidance and industry best practise used to update this since the last review and frequent monitoring of it ongoing.</i></p>	<p><i>K. Sexton</i></p>	<p><i>21-08-2020</i></p>