

## CATERING RISK ASSESSMENT – September 2020

Hazard	Action/ Activity	Risk	What action needs to be taken to control the risk	Who
Covid 19	Deliveries	<p>(1) Shortage of products</p> <p>(2) Substitute products – allergen risk</p> <p>(3) Where deliveries will be left – drivers will not enter premises</p> <p>(4) Putting deliveries away – packaging could carry virus</p>	<p>(1) Menu will have to be flexible may need to be changes (sometimes at the last minute). Children and parents should be made aware of this</p> <p>(2) Good practice is already in place for checking substitute products but as this is likely to be a more frequent occurrence more thorough checks may be needed. Also make sure that all staff are aware of the potential risks</p> <p>(3) Delivery drivers will place goods just in entrance doorway/hallway. Deliveries will only be accepted while catering staff are in the kitchen as products will need to be moved immediately.</p> <p>(4) If possible all packaging should be removed in the entrance hallway by one member of staff while another puts products away. Thorough handwashing should be undertaken as soon as the stock is put away and before any other task is undertaken.</p>	<p>Jo/Office</p> <p>Jo</p> <p>Jo &amp; Kitchen staff</p> <p>Jo &amp; Kitchen staff</p>
	Food Prep	Social Distancing	Only catering staff should enter the kitchen. During the preparation period each member of staff will be allocated a work area which is at least 2m away from other members of staff. If other areas are to be accessed social distancing should be adhered to and cross-over areas (see map of kitchen) should be made aware of to all staff.	Jo, Helen & Corinne
	Set up of dining hall		One member of kitchen staff to be given this job to do every day. Tables will be set out as normal, four rows of three and two across the top. Each row of three will have a bin placed on one end and a washing up bowl for knives & forks. Drinks should be placed on table as usual. Trays to be put on their normal table in the service area (children to be made aware that they only take/touch the top one). More bowls of hot soapy water should be made available. Cutlery will not be put out.	Michelle
	Lunchtime service	Social Distancing between classes	<ul style="list-style-type: none"> <li>Only one class will queue at a time. There will be no need for the children to social distance.</li> <li>Each child will take their own tray before approaching service hatch. The distance between serving staff and children is</li> </ul>	Catering staff and MDAs

			<p>1.3m +.</p> <ul style="list-style-type: none"> <li>• The salad bar will be set up with desserts and bread. Children will be served bread and given cutlery but can help themselves to dessert. (One member of the catering team will ensure that only one item is touched). If any other items touched they will be removed and cleaned appropriately.</li> <li>• Children will then sit at their allocated row of tables.</li> <li>• Drinks – the MDA in charge of each class will collect drinks for the children once they are seated</li> <li>• When ketchup is used one bottle will be allocated per table except the overflow tables. Children will be able to help themselves and bottles will be cleaned and sanitised when the tables are cleaned.</li> </ul>	
	Clearing up and cleaning of dining hall		<ul style="list-style-type: none"> <li>• Children will clear their own trays at the cleaning/clearing station at the end of their table. MDAs/Catering staff will move these items to the clearing hatch.</li> <li>• All tables should be cleaned before next sitting</li> <li>• Soapy water should be refreshed by member of catering staff in between each sitting</li> <li>• As is usual practice all cloths should be disposed of at the end of each day. If there are supply shortages this may have to be reviewed.</li> <li>• PPE requirements – gloves are not necessary due to enhanced handwashing procedures that are in place. This is recommended practice.</li> <li>• After the last classes have left the dining hall the tables including the seats will be cleaned before they are put away.</li> </ul>	MDAs Michelle & Despina
	Clearing and cleaning up in kitchen		<ul style="list-style-type: none"> <li>• Black gloves should be worn to handle plates, cutlery and trays etc before washing.</li> <li>• Everything should be washed in fresh soapy water and then placed through the dishwasher (apart from trays)</li> <li>• Staff who are allocated to the dining hall should clean that area.</li> <li>• All staff to observe 1m + social distancing rules.</li> </ul>	Tanya  Michelle & Despina

			<ul style="list-style-type: none"> <li>• Two staff can work back to back in washing up area.</li> <li>• Cleaning schedule is to be completed every day.</li> <li>• Only one member of staff at a time to be in the changing room. Stagger finishing times to assist with this.</li> </ul>	All catering staff
	Staff Sickness	Covering other jobs in kitchen	<p>All staff to be made aware of the reasons they should not come to work and the reporting measures.</p> <p>If staff are required to cover other jobs in kitchen the Catering Manager should make sure they are aware of all the hazards and procedures that are in place</p>	Jo