

Full Opening Kitchen Risk Assessment

Cavendish Close Infant and Nursery School – September 2020

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Kitchen Staff Club Staff	Inadequate information	<ul style="list-style-type: none"> • All kitchen staff to be made aware of all relevant policies and procedures. • Kitchen staff receive any necessary updated training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) • Kitchen Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus. 	Low		No
Poor hygiene practice	Kitchen Staff Club Staff	Ill health	<ul style="list-style-type: none"> • Posters are displayed in the kitchen reminding staff to wash their hands, e.g. before entering and leaving the kitchen area. • Kitchen staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. 	Low		No

			<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Kitchen staff to carry out daily, thorough cleaning that follows national guidance and is compliant with current guidelines. <p>Hands to be washed routinely, including:</p> <ul style="list-style-type: none"> • Before and after handling food. • When moving between different areas of the workplace, and especially after being in a public place. • After blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow. 			
Communication	Kitchen Staff Club Staff	Lack of information	<p>Communication with employees should be a high priority, and could include:</p> <ul style="list-style-type: none"> • Frequent updates of communication (weekly is suggested) to prevent it becoming stale. Regular communication even if there is little new to share, is important to reinforce key messages and prevent false information from circulating. 	Low		No
Entering school kitchen	Kitchen Staff Others Club Staff	Risk of infection	<ul style="list-style-type: none"> • Under no circumstances should non kitchen staff enter the area without just reason. • Hand washing or hand sanitiser should be available at entry site. • Ensure social distancing of 2 metres while waiting to enter kitchen. • Ensure staff are dressed in an agreed and approved manner – any PPE, work wear, face coverings are issued and/or approved by you as not introducing a hazard to food safety. 	Medium		No

Use of face shields / masks	Kitchen Staff	Infection Control	<ul style="list-style-type: none"> • Kitchen Staff to wear face shields / masks when serving, working in the dining hall, when taking dinners to the Nursery and when undertaking certain kitchen duties as determined by the Catering Manager. Updated 22/09/20. • Kitchen Staff must not wear face shields when using the oven, steamer or hob but must maintain adequate social distancing at all times. • It is the responsibility of the Kitchen Staff to make sure they can breathe effectively in hot conditions, and if any person wears glasses they are not being steamed up. Any issues should be reported to the Catering Manager in the first instance. • We are strongly recommending the use of face masks/coverings/shields at the start and end of the day – when children are received from and dismissed to parents/other adults. Parents have also been asked to wear face masks/coverings. • When face coverings are worn, they must be removed correctly without touching the front of the mask. Hands are to be washed / sanitised thoroughly following removal. • If disposable face masks are worn, they must be disposed of in a closed bin. • If material re-usable face masks are worn, they should be placed inside a disposable bag and taken home to re-wash before reusing. • If face shields are worn they must be cleaned thoroughly on both sides after each use with antibacterial wipes / spray. 	MED	✓	
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Windows and doors	Kitchen Staff	Risk of infection	<ul style="list-style-type: none"> • Keep windows and doors open where possible (continue to adhere to H&S legislation) to allow for greater ventilation. • Fly guard has been fitted to provide open windows. • 2 x Industrial fans have been provided. 	Medium		No
Locker rooms and toilets	Kitchen Staff	Risk of infection	<ul style="list-style-type: none"> • When using locker rooms, keep social distancing at all times. • Where possible and depending on size, only one person at a time. • Toilets to be used by kitchen staff only and must be cleaned on a regular basis especially hand high touch areas. • Always wash hands after each visit. • Ensure hand dryers or paper towels are available. • Keep well ventilated open windows • Consider putting up a cleaning schedule. 	Low		No
Social distancing	Kitchen Staff	Not adhering to social distancing measures.	<ul style="list-style-type: none"> • Keep where possible 2 metres apart as often as possible. • If not able look at working side by side or forward facing (try and avoid face to face working) 	Medium		No
Preparing meals	Kitchen Staff	Lack of infection control	<ul style="list-style-type: none"> • It may be required for menu options to be changed to allow kitchen staff to adhere to social distancing where possible. • Simplified menu in place. 	Low		No
Serving meals	Kitchen Staff Club Staff	Lack of infection control	<ul style="list-style-type: none"> • Queue points to be marked out on the floor to ensure social distancing is maintained. • Ensure pupils do not touch any of the cutlery to serve foods or are able to touch any of the foods. • Consider screens placed in front of foods displayed to reduce risk of contamination. 	Low		No

			<ul style="list-style-type: none"> If Kitchen Staff have to stand close together whilst serving meals or concerned of the volume of children being served, they should consider wearing a face covering. Please note they must not be worn near naked flames. 			
Rota of serving meals	Kitchen Staff	Risk of infection	<ul style="list-style-type: none"> Between each class bubble finishing their meals all tables and chairs to be cleaned with a mild disinfectant Dining hall split into sections to keep class bubbles apart. Look at alternative rooms for sandwich pupils if necessary. 	Low		No
Assisting pupils or cleaning while pupils in dining hall	Kitchen Staff Midday Supervisors Club staff	Risk of infection	<ul style="list-style-type: none"> If required kitchen staff can wear a face covering while cleaning in high populated areas. When cleaning tables wear gloves and use a disinfectant spray and dispose of cloth in a double bagged bin after use. If using reusable cloths these must be placed in a 60-degree wash cycle along with any tea towels / oven gloves used. Utilising the same midday supervisors for the same class / year groups to reduce risk of infection. 	Low		No
Spread of infection	Kitchen Staff Club Staff	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Kitchen staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Anyone who develops symptoms must self-isolate at home and not go to work, following stay at home guidance. They should arrange to have a test by 	Low		No

			visiting testing or contacting NHS 119 by telephone if they do not have internet access.			
Poor management of infectious diseases	Kitchen Staff Club Staff	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. • Kitchen Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Kitchen Staff inform the headteacher when they plan to return to work after having coronavirus. 	Low		No
Cleaning and Disinfection of areas where there has been no suspected cases of COVID -19	Kitchen Staff/ Club Staff	Infection control	<ul style="list-style-type: none"> • Kitchen Staff must ensure they have received the appropriate training in using the cleaning chemicals prior to starting cleaning regime. • All kitchen staff must have sufficient PPE available and know how to use it correctly. • Disposable gloves to be worn at all times (avoid touching the face and mouth when wearing gloves). • Continue to use standard cleaning products (these usually are anti-bacterial). • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilet area. • Regular cleaning of surfaces will reduce the risk of spreading the virus. 	Low		No

			<ul style="list-style-type: none"> • All used disposable cloths thrown away to be double bagged and then placed in normal waste. • Ensure Kitchen Staff wash hands with hot soapy water for at least 20 seconds or a hand sanitiser if not available (must be at least 60% alcohol based). 			
Breakfast and Afterschool Clubs	Club Staff	Infection control	<ul style="list-style-type: none"> • Disposable gloves to be worn when preparing food • Aprons to be worn when preparing food and washed daily. • Only designated member of staff to enter the kitchen area. • Reusable cloths to be used in line with Covid 19 guidance and placed into bag in allocated container to be washed. Single user – single use. • Sanitise all equipment handles/doors before and after use. 	Low		No