

COVID-19 – Kitchen Risk Assessment – Version 2

Site: *Castle Hall Academy*

**Assessment Carried out by: *Peter McNulty-Senior*
*Gale McNulty-Senior***

Date assessment was carried out: *11th November 2020*

Date of next review: *31st March 2021*

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Delivery drivers Customers Visitors	<ul style="list-style-type: none"> • Increased the number of hand washing stations from 2 to 4. Soap, hot water and drying facilities are available at each station • Hand washing stations are now available at each entry point into the kitchen • Ensure that hand wash stations are freely available and at all entrance points • Provided additional hand sanitiser at all wash stations • All staff are aware that they should wash their hands before entering and exiting the kitchen. 	<ul style="list-style-type: none"> • Refresher training on how to wash hands • Ensure that we have a stock soap and towels • Put signs up to remind people about washing their hands • Spot checks to ensure that hand washing is carried out in line with government guidelines 	GMS & PMS Site Team GMS & PMS	01/12/20 01/12/20
Getting or spreading coronavirus in common use high traffic areas such as corridors, changing rooms, serveries, entrances	Workers Delivery drivers Customers Visitors	<ul style="list-style-type: none"> • Only one member of staff in the changing area at a time • Staggered start and finish times • Non-fire doors are left open to reduce contact • Kitchen re-organised so each person has their own personal workspace 	<ul style="list-style-type: none"> • Monitor changing room access, especially at the end of the shift • Ensure all delivery drivers know the kitchen rules and do not come past the grey strip • All drivers to wear face coverings when entering 	GMS & PMS	01/12/20

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> • Re-organise work practices to limit the number of people able to move around the site • Staff meetings & training to be carried out online. • Enhanced touchpoint cleaning • Deliveries have their own drop off area • Provide lockers for people to keep personal belongings in so that they aren't left in open space 	<ul style="list-style-type: none"> • All visitors to the kitchen to wear face coverings • Records to be kept of all touchpoint cleaning and stored in reception • Keep a record of near misses to identify areas where controls cannot be followed 		
Getting or spreading coronavirus through workers living together or travelling to work together	Workers	<ul style="list-style-type: none"> • Identify groups of workers who live together and group them into a work bubble • Identify groups of workers who travel to work together and group them into a work bubble 	<ul style="list-style-type: none"> • Discuss with workers who live together and/or travel to work together to agree how to prevent the risks of spreading coronavirus 	GMS	25/11/20
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Delivery drivers Customers Visitors	<ul style="list-style-type: none"> • Identify surfaces that are frequently touched by many people, eg handrails, door handles, shared equipment, etc • Train people to put on and remove PPE that is used for normal work hazards 	<ul style="list-style-type: none"> • Put in place monitoring and supervision to make sure people are following controls, ie following enhanced cleaning regimes, check sheets to be filled in during each shift 	PMS	

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> • Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each use • Identify where you can reduce the contact of people with surfaces, eg leaving doors open, using electronic documents rather than paper • Identify areas that need enhanced cleaning to prevent the spread of coronavirus, eg changings areas, work benches 	<ul style="list-style-type: none"> • Provide instruction and training to people who need to clean • Identify how you are going to replenish cleaning products 	<p>GMS & PMS</p> <p>Site Manager</p>	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<ul style="list-style-type: none"> • Have regular keep in touch meetings/calls with people working from home to talk about any work issues • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or you to go to so they can talk things through • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions • Keep workers updated on what is 	<ul style="list-style-type: none"> • Share information & advice with workers about mental health and wellbeing 	GMS & PMS	

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>happening so they feel involved and reassured</p> <ul style="list-style-type: none"> • Discuss the issue of fatigue with employees and make sure they take regular breaks and are encouraged to take leave 			
Contracting or spreading by not social distancing	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Delivery drivers</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules • Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> - Using marker tape on the floor - One-way systems - Holding meetings virtually - Staggered start/end times - Limiting number of people on site - Rearrange work areas - Minimise contact at reception • Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: 	<ul style="list-style-type: none"> • All staff to have own work-space • No extra staff to work in the kitchen • Staff to sign in at the kitchen door • Start and finish times to be staggered • Only one employee into changing rooms at a time • Consider using face-coverings if social distancing cannot be met • Review on a regular basis 	GMS & PMS	01/12/20

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> - physical screens and splash barriers - place markers on the floor to indicate where people should stand and the direction they should face • If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: <ul style="list-style-type: none"> - enhanced cleaning regimes - increase in hand washing - limiting the amount of time people spend on a task - placing workers back-to-back or side-to-side rather than face-to-face working 			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<ul style="list-style-type: none"> • Identify if you need additional ventilation to increase airflow in all or parts of the workplace • Fresh air is the preferred way of ventilating a workplace so consider keeping windows & doors open • Consider whether to provide additional air movers eg fans 	<ul style="list-style-type: none"> • Windows to be left open at all times • Extractor fans to be on during all of the shift • Doors to be open when possible • Staff to wear face 	GMS & PMS to monitor	

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> • Display signs to remind people to socially distance 	coverings when dealing with customers		
Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> • Identify who in your work falls into one of the following categories: <ul style="list-style-type: none"> - clinically extremely vulnerable - people self-isolating - people with symptoms of coronavirus • Discuss with employees what their personal risks are and identify what you need to do in each case 		GMS	1/12/20
Increased global demand of PPE & cleaning products may result in shortages	Workers Customers Delivery drivers Contractors Visitors	<ul style="list-style-type: none"> • Ensure that the site has enough stock of PPE & cleaning supplies to ensure that it doesn't run out • Ensure that staff are using PPE & cleaning products correctly so they are not over used. 	<ul style="list-style-type: none"> • Training on correct use of PPE & cleaning materials before the start of term 	Site GMS & PMS	