

# Thurrock Council – Corporate risk assessment form

<b>Risk assessment title</b> <i>(Insert task name / description)</i>	Cooking, Serving and Delivering School Meals During COVID-19 School Return September 2020	<b>Assessment number</b>	
<b>Directorate</b>	Childrens Services	<b>Date of assessment</b>	24 <sup>th</sup> April 2020-Initial Assessment
<b>Department</b>	Catering Services	<b>Date of review</b>	24 <sup>th</sup> August 2020 Then Weekly or as Government advice changes
<b>Premises name</b>	School Kitchens	<b>Risk assessments should be reviewed every 3 years or immediately when any changes are made.</b>	

## Set the scene:

Following the change in Government advice, schools are now preparing to allow the return of all year groups and Catering Services are required to resume provision of a hot and cold lunch service dependant on individual school request. We are adapting our procedures to support schools with their education pupil bubbles and in line with government advice on social distancing increase our hygiene standards to go over and above the normal food hygiene regulations.

Catering Services have produced a limited option hot menu and a cold menu to accommodate schools requirement for allowing the use of the school hall for dining or pupils eating within their classrooms.

All catering staff have access to PPE including face masks and disposable gloves and have been advised to wash hands frequently, maintain 2 metre distance where possible. Sanitise dining tables between sittings and increase cleaning and sanitation in all areas of frequent, multiple contact including door handles.

This risk assessment establishes the basic standards required but is site specific and will be reviewed frequently and adjusted to accommodate.

COSHH data sheets are accessible on Cypad

All cleaning products are concentrated high strength - sanitiser/detergent is effective against MRSA and Food Poisoning Bacteria.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Date completed
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<p>Risk of kitchen staff exposure to COVID-19 when serving and speaking to pupils and teachers in schools, and working close to each other in small kitchens.</p>	<p>Catering Staff School Staff Pupils</p> <p>How:</p> <p>Kitchen staff members working in school kitchens serving meals to pupils and school staff as part of their daily task risk being exposed to COVID-19. Observation of social distancing is very difficult when serving pupils, especially nursery children and infant pupils.</p> <p>Social distancing among the kitchen staff as well is difficult</p>	<p>Staff are being given information/advice from Public Health England and Thurrock Council website on observing social distancing. However, social distancing measures are very difficult to practise when serving meals to children and adults in schools.</p> <p>Disposable containers and non reusable items are used where possible.</p> <p>Use allocated hand soap for hygiene. Use cleaning and sanitiser product following COSHH data sheets for instructions.</p> <p>Ensure contact time for sanitiser is adhered to.</p>	<p>Provide additional PPE - Face masks and hand sanitiser</p>	<p>Catering Services Management</p>	<p>As soon as possible</p>	<p>Ongoing</p>
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<p>Risk of kitchen staff exposure to COVID-19 when serving pupils and teachers in schools</p>	<p>Catering Staff School Staff Pupils</p> <p>Possibility of transmission during the repeated risk of contact of plates between the pupil/teacher and the kitchen staff during service, and also when setting up and clearing away chairs and tables in the dining hall.</p>	<p>Staff are being given information/advice from Public Health England website and Thurrock Council on good hygiene &amp; consistent washing of hands.</p> <p>Sanitise kitchen and work surfaces, before, during and after service especially 'touch contact' areas like handles.</p> <p>Use allocated hand soap for hygiene. Use cleaning and sanitiser product following COSHH data sheets for instructions.</p> <p>Ensure contact time for sanitiser is adhered to.</p> <p>Disposable containers and non reusable items used where possible</p>	<p>Provide hand gel sanitiser for use between washes</p>	<p>Catering Services Management</p>	<p>As soon as possible</p>	<p>Ongoing</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Date completed
		<p>Sanitise dining tables and chairs between sittings</p> <p>Sanitise all areas of contact including tray rail, door handles, clearing table area</p>				

<p>Risk of delivery staff's exposure to COVID-19 when making delivery of meals to schools by touching gates and door handles of the schools.</p>	<p>Catering Staff School staff Pupils Catering Staff making delivery of meals/packed lunches and others items to another area of in the school. Exposed to COVID 19 when touching school gates, door handles or any other area of prior contact.</p>	<p>Staff are being given information/advice from Public Health England website and Thurrock Council on good hygiene practices by washing of hands before, during and after every task.</p> <p>Use allocated hand soap for hygiene. Use cleaning and sanitiser product following COSHH data sheets for instructions.</p> <p>Sanitise multiple use areas frequently especially after contact</p> <p>Ensure contact time for sanitiser is adhered to.</p> <p>Using disposable containers and itmes where possible.</p> <p>Single use of disposable gloves.</p>	<p>Provide face masks &amp; hand sanitiser gel to use inbetween hand washing</p>	<p>Catering Services Management</p>	<p>As soon as possible</p>	<p>Ongoing</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Date completed
		Establish a drop off point for collection  Maintain distancing measures  Follow one way system if in place				

<p>Risk of exposure to COVID 19 to Area Supervisors when supporting/overseeing/delivering produce to kitchens.</p>	<p>Catering Staff Area supervisors School Staff</p>	<p>Staff are being given information/advice from Public Health England website and Thurrock Council on good hygiene practices by washing of hands before, during and after every task.</p> <p>Sanitise contact areas frequently especially after every use</p> <p>Use allocated hand soap for hygiene. Use cleaning and sanitiser product following COSHH data sheets for instructions.</p> <p>Ensure contact time for sanitiser is adhered to.</p> <p>Using disposable containers and items where possible.</p> <p>Single use of disposable gloves.</p> <p>Limited time and contact on site</p>	<p>Provide face masks &amp; hand sanitiser gel to use inbetween hand washing</p>	<p>Catering Services Management</p>	<p>As soon as possible</p>	<p>Ongoing</p>
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## **Please note**

**This risk assessment will be held within the library of risk assessments for reference purposes. Managers / supervisors / head teachers must email the completed risk assessment(s) to [healthandsafety@thurrock.gov.uk](mailto:healthandsafety@thurrock.gov.uk) and save a copy in their own files.**

**Please ensure that your employees have ready access to risk assessments.**