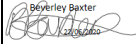



Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-7	Assessment Date:	20/05/2020
		Assessment Type <small>(Delete as appropriate; see Note 1)</small>			
		Specific	Generic	Dynamic	
<p>Activity/Process: Food operations</p> <p>To be read & used in conjunction with all other COVID-19 risk assessments – additionality specific to catering operations</p> <p>Guidance Referenced: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)</p>					
Assessor		Line Manager Acceptance <small>(See Note 2)</small>		CEO Acceptance	
Name:	Bev Baxter			Carla Priddon	
Qualified:	IOSH			IOSH	
Signature:					
Date:	20/05/2020			18/06/2020	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
Social distancing: Poor hygiene standards	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19	Staff MUST change into work uniforms (chef's jacket, trousers, safety shoes, hairnets, cap, apron) on site using changing area provided.	1	5	5	Staff brief				Catering team	Each shift
			Only 1 person to use changing area at a time, area sanitised after use				Staff to put uniforms into wash at end of shift, cleaners to dry morning after				Catering team & cleaning team	Each shift
Social distancing: access to the kitchen	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19	Kitchen access restricted to catering team only (Duty Manager in case of emergency)	1	5	5	All staff briefed.				Head of Ops, Corporate services co-ordinator & Facilities Manager	Until restrictions ease
			All personal items, including clothes, to be stored in lockers									
			Uniform to be laundered on site									

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>schedule set to ensure this occurs</p> <p>Storeroom access limited to catering team.</p> <p>Nominated person/s to accept deliveries and put away if the catering team are not available.</p> <p>Designated handover points to present food to staff who will pass to customer</p> <p>Clear signage to show seated area of the canteen is closed</p>			10	<p>Nominated Person: Julie Turner (if absent Alex Perry)</p> <p>Signage when building is open</p>					
Managing contacts: High visitor contact (Takeaway)	Staff Visitors Volunteers Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting Covid-19 and becoming unwell</p>	<p>Entry to be regulated so area is not over-crowded and social distancing can be maintained</p> <p>Clear guidance</p>	2	5	10	When in operation.				Head of Ops, Corporate services co-ordinator &	Prior to reopen, then regular (daily on first reopening) monitoring and review

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>provided to customers on how to collect their take-away food</p> <p>Clear signage, markers, visual aids both before and on arrival</p> <p>Ensure any essential services and contractor visits are arranged outside of preparation and service time</p> <p>Designated zones for food handover between kitchen & front of house, front of house and customers to reduce interactions</p> <p>Customers to be brought food order to entrance.</p>				Per queue management guidance				Facilities Manager	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>Contactless payments only</p> <p>Clear queuing system for customers</p> <p>Online orders only to be accepted</p> <p>Regular announcements to remind customers about social distancing will be made</p>				When in operation / building is open.					
Managing contacts: High visitor contact (Food delivery)	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting Covid-19 and becoming unwell	<p>Contact free delivery only, on arrival at customer's dwelling:</p> <p>Approach dwelling & knock on the door;</p> <p>Leave food on the doorstep;</p> <p>Move 2m away from door;</p>	2	5	10				Driver & delivery team	Per delivery schedule	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>Once customer has picked up delivery, you can leave.</p> <p>If customer dwelling is in a high rise building, the customer should be contacted in advance and agreed handover location agreed outside of the building – ideally in a car park in sight of the minibus. Social distancing must be maintained.</p> <p>All hot food deliveries should be kept in insulated delivery boxes until arrival at customer dwelling to maintain food temperature.</p>									

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
Managing contacts: Customers not understanding procedures therefore not adhering to them	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting Covid-19 and becoming unwell	All guidelines in place clearly displayed Site visitors advised prior to and on arrival on site of social distancing and hygiene measures in place	2	5	10				Head of Ops, Corporate services co-ordinator & Facilities Manager	Prior to reopening, then as required	
Cleaning: Kitchen not up to operational standards prior to opening	Staff Visitors Volunteers Young People	Health and safety Incident due to substandard equipment Sub standard products produced due to insufficient hygiene or equipment malfunction	Assessment of kitchen equipment and cleaning undertaken Any services & or repairs undertaken prior to opening Full clean of kitchen prior to food preparation to be undertaken	1	5	5				Head of Ops, Corporate services co-ordinator & Facilities Manager	Prior to reopening, then as schedule	
Cleaning: Hygiene standards not maintained	Staff Visitors Volunteers Young People	People become unwell due to lack of personal and or food hygiene	Cleaning schedules to be adhered to, compliance monitored Doors wedged open, where appropriate to	1	5	5				Head of Ops, Corporate services co-ordinator &	As per schedule	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>reduce touch points. (this does not include fire doors, unless an automatic release is installed)</p> <p>No menus available all ordering online / phone</p> <p>Only disposable condiments to be used</p> <p>Frequent cleaning of work areas and equipment between uses, using usual cleaning products</p> <p>If cleaning after known case of coronavirus follow C19-4 Cleaning</p> <p>Monitor cleaning procedures – change if additional cleaning /</p>							Facilities Manager	<p>Per schedule minimum</p> <p>As required</p> <p>Weekly review</p>	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			disinfectant is required Bin provided for dirty towels and staff overalls All staff to wash hands prior to touching takeaway boxes / packaging Continued high frequency of handwashing			10					Before reopening As required As required	
Cleaning: Increased transmission of COVID-19 through contact with objects that come into the workplace and vehicles at the worksite	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting Covid-19 and becoming unwell	Cleaning procedures for any shared equipment must be adhered to, sole use of equipment wherever possible should be undertaken Increased handwashing (sanitiser where handwashing is unavailable) where	2	5	10				Head of Ops, Corporate services co-ordinator & Facilities Manager	Prior to reopening As required	

Risk Assessment Template

Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are appropriately qualified, responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient, and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and consequence scores are included.

Likelihood (L)	Frequency	Score
are	This will probably never happen	1
Unlikely	Do not expect it to happen but it is possible it may do so	2
Possible	May happen occasionally	3
Likely	Will probably happen but it is not a persisting issue	4
Almost Certain	Will undoubtedly happen, possibly frequently	5

Consequence (C)	Harm	Score
Negligible	Minimal injury requiring no / minimal intervention or treatment	1
Minor	Minor injury or illness, requiring minor intervention	2
Moderate	Moderate injury requiring professional intervention	3
Major	Major Injury leading to long term incapacity / disability	4
Catastrophic	Incident leading to death / life changing injury; an event which impacts many people	5

		Likelihood				
		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Level 1	1	2	3	4	5
	Level 2	2	4	6	8	10
	Level 3	3	6	9	12	15
	Level 4	4	8	12	16	20
	Level 5	5	10	15	20	25

Risk Assessment Template

4. Ensure appropriate action (described below) is taken once the Risk Rating is calculated

1	-2	No Action	No further action, but ensure controls are maintained and reviewed
3	-6	Monitor	Look to improve at next review or if there is a significant change
8	-12	Action	Improve within specified timescale
15	-16	Urgent Action	Take immediate action and stop activity if necessary, maintain existing controls rigorously
20	-25	Stop	Stop activity and immediate action

5. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
6. Risk Assessments are to be reviewed:
- Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure, or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If “Generic” prior to use.