

Risk Assessment		
RA-C19	COVID-19	
Unit Address	LAKESIDE PRIMARY	
Risk Assessment Completed	Date 14th may 20	Signed Heidi McCarthy brown
1st review (+3mo)	September 2020	Signed
2nd review (+6mo)	Date	Signed
3rd review (+9mo)	Date	Signed

Note - Risk assessments must be reviewed **quarterly**, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

Step 1 - Workplace Safety Hazards			
What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risks? Delete those not applicable
Transmission of COVID-19 virus	Staff, contractors, customers, public, delivery operatives	Exposure to COVID-19 virus in exhaled breath	<p>Remind team to comply with site entry rules i.e. hand washing, 2m rule at entrances etc.</p> <p>Follow site rules regarding fitness to work testing, wearing of PPE and following site pedestrian routes</p> <p>Ensure only one team member uses restricted space areas such as changing rooms, stores, fridges, freezers, plant rooms, riser cupboards, control rooms etc to comply with the 2m rule.</p> <p>Safe working zones marked within kitchen, food preparation and servery areas for tasks and team members allocated work zones.</p> <p>Ensure only one team member enters zone i.e. hot food service, cold food service, till area at a time and complies with the 2m rule when preparing food.</p> <p>Utilise a daily planner to spread out food production throughout the full working shift and allocate specific timeframes which colleagues can be assigned to.</p> <p>If 2m distancing cannot be achieved look to provide physical guard screens or barriers to segregate working areas or protect exposed working locations e.g. till points or service points</p> <p>For smaller kitchen environments consider a production flow operation whereby colleagues can enter an area, work on a task and then pass it on to the next person in the chain</p> <p>Floor markings used to ensure 2m separation where there might be queuing e.g. till points, reception areas, security gates</p> <p>Remind staff and customers on a daily basis of the importance of social distancing. Use posters and other signage to reinforce the rules</p> <p>Management checks in place to ensure adherence to 2m rule.</p> <p>Amended first aid procedures to reduce exposure.</p> <p>Cleaning and maintenance activities only happening when areas are vacated by building users where possible</p> <p>Contractor induction processes amended to advise of site social distancing procedures</p>
What are the	Who might be	How might they	What are you already doing to control the risks?

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hazards?	harmed?	be harmed?	Delete those not applicable
Cont.	Cont.	Person to person contact	<p>Direct person to person contact is avoided wherever possible</p> <p>Hand washing facilities with soap and hot water in place.</p> <p>Employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap.</p> <p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Display Compass posters in prominent areas.</p> <p>Contactless or chip & pin transaction payments preferred wherever possible as oppose to handling cash.</p> <p>Amended first aid procedures to reduce exposure.</p>
		Transfer of COVID-19 virus by handling contact surfaces	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using Ecolab Pro 20 / EL 75 and methods.</p> <p>Daily checks carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Disposable gloves are worn for food service tasks and till point operation. Where wearing of gloves is required for other tasks, team members reminded to wash hands frequently and always when gloves are changed.</p> <p>Goods removed from outer packaging i.e. cardboard, shrink-wrap as soon as possible after delivery.</p> <p>Disposable gloves worn when tools, equipment and vehicles are shared by different operatives</p> <p>Tools and equipment are cleaned and sanitised after use</p> <p>Touch points are frequently cleaned and sanitised e.g. key pads, doors plates, door handles, keyboards, CCTV controls, alarm panels, trolleys, tools, delivery vehicle controls</p>
Other:			<p>On agreement with the head teacher we will commence a Grab and Go packed lunch offer for the first two weeks, to be produced on site and then review before continuing</p> <p>This will be implemented by members of staff as the kitchen is able suited for social distancing.</p> <p>The food will be produced following all guidelines laid down in our food safety folder.</p>

Step 2 – Procedures in Place			
What are you already doing? Tick the supporting processes in place.			
Way Back Reopening Guide	✓	Social Distancing Guidance	✓
Re-Opening HSE Checklist	✓	Social Distancing Checklist	✓
PPE & Equipment Guide	✓	Social Distancing Training Record Card	✓
Social Distancing Posters	✓	Social Distancing floor markings	n a
Aseptopol Cleaning Task Card	✓	EL75 Cleaning Task Card	X
First Aid Procedures	✓		

Note - If 2m social distancing cannot effectively be maintained then additional measures should be implemented and recorded in Step 3.

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Step 3 - Additional Measures			
Do you need to do anything else to control this risk? Are there any additional client or local site requirements?			
Additional Actions Required	Action by who?	Action by when?	Done
Cleaning all services through out the day	CS	From 1 st june 20	✓
Sanitser to be used contact time now 5 mins on services	CS	From 1 st june 20	✓
Contact with school about any changes	CS	From 1 st june 20	✓

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