

Risk Assessment		
RA-C19	COVID-19	
Unit Address	Coton Green Primary school	
Risk Assessment Completed	21.5.020	Jackie Wilson
1st review (+3mo)	3.9.020	Signed
2nd review (+6mo)	2.11.020	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>

Document Name	COVID-19 Risk Assessment	Document No	WS.RA.ES.01.02
Document Owner	Workplace Safety	Date of Issue	06/05/2020
Classification	Internal Use	Version No	02

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
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>Avoid wherever possible 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.</p> <p>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, trolleys, tools, delivery vehicle controls</p>
Other: Check Allergens by 'Bubble' as remote service required	Customer	Allergen Ingestion	Catering Supervisor and school representative to confirm any dietary requirement per group of children allocated to each group or 'bubble'

Step 2 – Procedures in Place			
What are you already doing? Tick the supporting processes in place.			
Way Back Reopening Guide	Y	Social Distancing Guidance	Y
Re-Opening HSE Checklist	Y	Social Distancing Checklist	Y
PPE & Equipment Guide	Y	Social Distancing Training Record Card	Y
Social Distancing Posters	Y	Social Distancing floor markings	Y
Aseptopol Cleaning Task Card	Y	Oasis Pro20 Cleaning Task Card	N
First Aid Procedures	Y		

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

Document Name	COVID-19 Risk Assessment	Document No	WS.RA.ES.01.02
Document Owner	Workplace Safety	Date of Issue	06/05/2020
Classification	Internal Use	Version No	02

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
Packed lunch – still offered to children in bubbles collected by the children and black bag for waste collection	Catering Team	Daily	Commence 2/11/020
Hot Food service – ks 1 and reception children fed in bubbles in the main hall	Determined by the school		2/11/020
Lunches are staggered to accommodate 3 bubbles per service in main hall.	Determined by the school and managed by dinner ladies FOH		2/11/020
Hot food served in disposable carton or bagged for classroom bubbles as requested by the head.	Catering team		2/11/20
Food is served in cartons on trays with bottles water and real cutlery which is then sterilised after use in the steriliser.	Catering Team		2/11/20
Catering staff all wear PPE as specified in Chartwells policy ,masks,gloves and plastic aprons.	Catering Team		2/11/20
Dining hall laid out by catering team when it is empty and floor cleared when empty.	Catering Team		2/11/20

Document Name	COVID-19 Risk Assessment	Document No	WS.RA.ES.01.02
Document Owner	Workplace Safety	Date of Issue	06/05/2020
Classification	Internal Use	Version No	02