

CORPORATE HEALTH & SAFETY SERVICES RISK ASSESSMENT FORM

Description of Activity	Cooking, Serving and Delivering School Meals During COVID-19 Opening of Schools		
Location	Contract Services, Toby Lane Council Offices, London Borough of Tower Hamlets		
Completed by	Nneka Wigwe		
Date of Assessment	24 th August 2020	Review Date	Ongoing

What are the hazards?	Who and how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Risk of kitchen staff's exposure to COVID-19 during school meal service.</p> <p>Cash transaction and biometric fingerprint in schools (secondary) during meal service</p>	<p>Who: Contract Services kitchen staff and agency staff.</p> <p>How: Staff working in secondary school collecting cash and operating the biometric fingerprint cashless machine attached to the till during service.</p>	<ol style="list-style-type: none"> 1. Cash transaction will not be allowed in schools during this COVID-19 crisis. Contract Services will have to work with individual schools to develop new means of trading cash free. 2. Schools must provide hand sanitisers to pupils before entering the dining hall/ coming to the service area. 3. Schools must provide hand sanitation at entry points before students touch the biometric cashless machine attached to the till or provide an alternative to touch-based cashless system. 	MED	Schools need to share any new operating policy regarding the cash transaction and the biometric	<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and Vanda Smith, Catering Team Leader.</p> <p>When: As soon as possible</p>	Ongoing
<p>Risk of kitchen staff's exposure to COVID-19 when serving meals and speaking to pupils and teachers in schools and working close to</p>	<p>Who: Contract Services kitchen staff, school staff and pupils.</p> <p>How: Kitchen staff working in school kitchens serving meals to pupils and</p>	<ol style="list-style-type: none"> 1. Observation of social distancing of 2 metres wherever possible between Contract Services staff and the clients (school staff and pupils). This is to limit the risk of transmission of this virus when serving. Staff are being given information/advice from Public Health England website on observing social distancing. 	LOW		<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and</p>	Ongoing

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<p>each other in kitchens.</p>	<p>school staff as part of their daily task risk being exposed to COVID-19.</p> <p>And main kitchen unit toby lane</p>	<p>2. In a situation where the 2 metres social distancing cannot be maintained among the staff due to the small space in the kitchen, staff can wear face covering.</p> <p>3. In a situation where the 2 metres social distancing cannot be maintained in the school communal areas or dining hall, staff can wear face covering.</p> <p>4. Staff must wear face covering during service.</p> <p>5. Foods are plated complete with cutlery and placed on the service counter, to be picked up by pupils. This is to minimise contact by pupils prior to service and cross contamination during service.</p> <p>6. Kitchen staff are fully trained in preparing and serving food safely and regularly washing hands before and in-between tasks. This will be continuously supervised by the kitchen manager.</p> <p>7. Kitchen staff must try to observe social distancing as well with additional special measures like frequent hand washing, hand sanitising and sanitizing of hard surface areas that are touched frequently in the kitchen.</p> <p>8. Frequent sanitising of door handles, panels and any other hard surface areas throughout the day are necessary to ensure reduction of transmission risk of shared touch point areas.</p> <p>9. Frequent sanitising of light switches, taps, sink and sink work top, trolleys, equipment switches and handles, trolleys and fridge and freezer doors/ handles.</p> <p>10. Kitchen floor is cleaned and sanitised daily as well.</p> <p>11. Additional hand sanitising gel will be provided for staff to use.</p>			<p>the Catering Team Leaders.</p> <p>When: As soon as possible</p>	
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		<p>12. Increased cleaning regime that is managed and monitored by the kitchen manager. Cleaning audits and checklist must be completed by managers at the end of the working day.</p> <p>13. The Kitchen manager must liaise with the school on Contract Services school catering guidelines in Managing COVID-19.</p> <p>14. Schools must share their social distancing policy and any other new policy developed, due to COVID-19, with Contract Services staff.</p> <p>15. Staff with existing medical conditions that are “clinically extremely vulnerable” to COVID-19 will be identified and advised to follow the government guidance. There will be an individual risk assessment carried out for those under this group in order to make sure the workplace is COVID secure for them before returning to work.</p> <p>16. If any staff has the following symptoms which are the most important symptoms of coronavirus:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of smell or taste (anosmia) <p>they must inform their manager via telephone and not come in to work. They must isolate at home and arrange to have a test to see if they have COVID-19. Call NHS 111 to get assessed and arrange testing. If the staff start showing the symptoms at work, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</p> <p>Although the government guidance may have changed re social distancing, Contract Services guidance remains the same. Communication with the school to ensure their operational planning arrangements that may affect our staff is discussed</p>				
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		and reviewed by the kitchen managers. This is reflected within this risk assessment				
Risk of delivery staff's exposure to COVID-19 when making delivery of meals to schools.	<p>Who: Contract Services drivers and school staff</p> <p>How: Drivers making delivery of meals and other items to schools as part of their daily task risk being exposed to COVID-19.</p> <p>Touching of gates and door handles of schools is another medium of transmission of COVID-19.</p>	<p>1. Observation of social distancing is advised to limit the risk of transmission of this virus when delivering meals to schools. Staff are being given information/advice from Public Health England website on observing social distancing.</p> <p>2. Two drivers to a van will be making deliveries to schools, with each one wearing a face covering until the COVID-19 pandemic crisis is declared safe by Public Health England.</p> <p>3. Contract Services drivers are required to sanitise the interior and door handle of their vehicle prior to use in transporting of meals.</p> <p>4. Observation of good hygiene by washing hands frequently.</p> <p>5. Washing of hands is limited for the drivers while making deliveries, so the use of hand gel sanitiser is important to reduce the risk of exposure of this virus.</p> <p>6. Hand sanitisers are provided for driving staff to use while out making deliveries.</p> <p>7. Team Leader and CPU Kitchen manager must liaise with the school on Contract Services school catering guideline in Managing COVID-19.</p> <p>8. Schools must share their social distancing policy and any other new policy developed, due to COVID-19, with Contract Services staff.</p> <p>9. If any staff has the following symptoms which are the most important symptoms of coronavirus:</p> <ul style="list-style-type: none"> • a new continuous cough 	LOW		<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and Anita Selby, Operations Manager</p> <p>When: As soon as possible</p>	Ongoing

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		<ul style="list-style-type: none"> • a high temperature • a loss of, or change in, your normal sense of smell or taste (anosmia) <p>they must inform their manager via telephone and not come in to work. They must isolate at home and arrange to have a test to see if they have COVID-19. Call NHS 111 to get assessed and arrange testing. If the staff start showing the symptoms at work, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</p> <p>10. If the staff shows mild symptoms of COVID-19, they must self-isolate for at least 10 days from when the symptoms started. They must arrange to have a test to see if they have COVID-19. Follow this testing link to arrange testing.</p> <p>11. The other driving partner of the staff that is symptomatic must self-isolate as well until the test result of the tested driver comes back negative.</p>				
<p>Risk of kitchen staff's exposure to COVID-19 due to poor hygiene.</p> <p>Poor hygiene</p>	<p>Who: Contract Services kitchen staff and visitors (Contractors).</p> <p>How: Kitchen staff working in CPU and school kitchens serving meals to pupils and school staff as part of their daily task risk being exposed to COVID-19 due to poor hand hygiene practise.</p>	<ol style="list-style-type: none"> 1. Staff must maintain good hand hygiene throughout the day. Staff are encouraged to wash their hands more often thoroughly with soap and water for 20 seconds while in the kitchen. 2. Staff who smoke must be reminded to maintain social distancing when smoking and wash hands when returning to their workplace. 3. Kitchen manager must supervise the hygiene habit of the staff and encourage them to wash their hands upon arrival and in-between tasks in the kitchen, which will be actively monitored and encouraged. Corrective action must be taken when needed to ensure good hygiene is in place. 	<p>LOW</p>		<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p>	<p>Ongoing</p>

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	<p>Poor hygiene in kitchens causing infection and severe infection.</p>					
<p>Risk of kitchen staff's exposure to COVID-19 due to a suspected case or someone becomes ill within the kitchen or school</p>	<p>Who: Contract Services kitchen staff, visitors (contractors), pupils and school staff.</p> <p>How: All the above group of people being exposed to the risk of COVID-19 from an infected person or person with symptoms, on the school premises.</p>	<ol style="list-style-type: none"> 1. Confirmed cases of work-related COVID-19 will be reported to CHSS via the usual accident procedure or online AIR form. 2. Any staff showing the following COVID-19 symptoms of: <ul style="list-style-type: none"> ▪ a new continuous cough ▪ a high temperature ▪ a loss of, or change in, your normal sense of taste or smell (anosmia) must inform their manager via telephone. They must not come into work for any reason. They must isolate at home and arrange to have a test to see if they have COVID-19. 3. If there is a suspected case in the kitchen while at work, the staff with the suspected infection will be instructed to go home and follow the NHS online guidance. The same rule will apply to contractors and their company will be contacted. 4. If the individual needs to await transportation home, they will be told to wait outside of the work premises which will be an open space and well ventilated. Other staff members must keep at least 2metres social distancing from the staff showing the infection symptoms. 5. Any staff with a suspected COVID-19 infection must stay away from the workplace until the result of the test comes back negative. Any other member of staff in contact with the suspected infected person must self-isolate as well until the result of the suspected infected person comes back negative. 6. If the result comes back positive, other members of staff in contact with the infected person must get tested as well and self-isolate for 10 days. 7. The Head of Kitchen must inform the school as soon as possible, so that appropriate cleaning can be coordinated. The 	<p>MED</p>		<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p>	<p>Ongoing</p>

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		<p>kitchen staff can follow the Contract Services COVID-19 Cleaning Protocol or follow Public Health England guidance: COVID-19, cleaning in non-healthcare settings.</p> <p>8. The kitchen will have to close down for cleaning while the staff are self-isolating and cooked food from the CPU will be taken to the school.</p> <p>9. Staff must follow the track and trace system introduced by the government and LBTH/School test and trace procedures.</p> <p>10. Kitchen must keep a record of all visitors and staff working within kitchen that can be produced in the event of traceability going back at least 21 days.</p> <p>11. Contract Services must share school catering guidelines in Managing COVID-19 information with schools.</p> <p>12. Confirmed cases of work-related COVID-19 will be reported to CHSS via the usual accident procedure or online AIR form.</p>				
<p>Staff with existing medical conditions.</p>	<p>Who: Employees classified under the clinically extreme vulnerable</p>	<p>1. Team Leaders have identified staff that are:</p> <ul style="list-style-type: none"> ▪ <i>Clinically extremely vulnerable people:</i> they must follow government guidance on how to stay safe outside your home. <p>Individual risk assessments will be completed for staff who are under this category to make sure the workplace is COVID-19 secure for them to return.</p>	<p>MED</p>		<p>Action by who:</p> <p>Jenny Pittam Head of Service, Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p>	<p>Ongoing</p>

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		2. Our risk controls within our environments include social distancing, good hand and respiratory hygiene, keeping staff and others away if having symptoms.			
<p>Travelling to work on public transport</p> <p>Risk of exposure to COVID-19 due to being in close proximity of infected people and/ or increased time spent on public transport.</p>	<p>Who: Contract Services employee</p> <p>How: An employee catching the virus while travelling on public transport</p>	<p>1. Some kitchens operate staggering working times for staff so that they can avoid busy times on public transport.</p> <p>2. Staff have been told to avoid using public transport where possible.</p> <p>3. Staff must wash their hands with soap and water for 20 seconds before and after every journey.</p> <p>4. Face coverings are compulsory on public transport and Staff must follow government advice</p>	MED		<p>Action by who:</p> <p>Jenny Pittam Head of Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p> <p>Ongoing</p>
<p>Stress and anxiety concerning returning to work:</p> <p>Chance of catching COVID-19 by returning to work.</p>	<p>Who: Contract Services employee</p> <p>How: Employee having concern of catching virus thereby causing stress and anxiety which might result to sickness.</p>	<p>1. Managers to reassure staff by communicating all the control measures in place in safeguarding them.</p> <p>2. COVID-19 Work Guidance and risk assessment must be shared with staff.</p> <p>3. Stress risk assessment will be completed if significant risk is identified.</p> <p>4. Access to LBTH Employee Assistance Programme (EAP) must be made easy for staff by their team Leader.</p> <p>5. The kitchen manager must continue to communicate effectively with the staff. Monthly 1 to 1 with staff must continue to take place.</p>	LOW		<p>Action by who:</p> <p>Jenny Pittam, Head of Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p> <p>Ongoing</p>
<p>Risk of staff's exposure to</p>	<p>Who:</p>	<p>Current control measure:</p>	MED	<p>Contract Services must share this information with the</p>	<p>Action by who:</p> <p>Ongoing</p>

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<p>COVID-19 from a visitor (contractor or supplier) entering the workplace</p>	<p>Contract Services staff and Agency</p> <p>How: A visitor (a delivery or equipment repair person) enters the workplace with COVID-19 and passes the virus on to the employees.</p>	<ol style="list-style-type: none"> 1. Social distance of 2 meters must be maintained by kitchen staff from any contractor. 2. Staff must make sure all deliveries of raw materials are delivered to the storeroom designated for the kitchen. Staff must show the delivery person where the items must be dropped off by pointing to the area but still maintaining social distancing. 3. Staff must use their own pen to sign for any received goods if required. 4. Staff must wash their hands with soap and water for 20 seconds after accepting any delivery from a supplier. 5. Agency staff must follow the same rule detailed above, just as any other Contract Services permanent staff. 6. Social distancing of 2 meters must be maintained as well for repair contractors during any repair of equipment. 7. Repair contractors must be made to wear face coverings upon entering the kitchen to carry out any repair work and also while carrying out equipment repair work. 8. All contractors must sanitise their hands at the entry and exit points to the work premises/ kitchens. 9. All work top/surface, door handles and equipment switches must be sanitised after a visitor leaves the kitchen. Staff must wash their hands with soap and water for 20 seconds after a visitor leaves the kitchen. 		<p>contractor prior to any delivery being made.</p> <p>Kitchen Manager must ensure staff are fully informed on actions to take when there is a visitor on site and are fully informed on the details in this Risk Assessment.</p>	<p>Jenny Pittam, Head of Contract Services and Catering Team Leaders.</p> <p>When: As soon as possible</p>	
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<p>Overall Residual Risk for Activity (L / M / H):</p>	<p>Medium</p>
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Level of Risk	MEDIUM
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended