



Brunton First School Re-opening of school during COVID-19 Pandemic Tier 4, January 2021

Hazard		People at Risk		Location
Contracting COVID-19		Children and school staff		School premises
Risk Evaluation of kitchen staff on premises				
Hazards Identified	Risks	Rating	Preventative and protective measures to reduce risk to an acceptable level	Monitored by and frequency
Arriving/ leaving school premises	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> Staff will not arrive at school more than 15 minutes before they are due to start. They should wash their hands on arrival and follow usual food hygiene working practice. Staff will leave the premises as soon as they have completed their shift. Staff to ensure they follow guidance on airborne contamination by maintaining social distancing, hand washing and the use and disposal of tissues when coughing or sneezing. Staff to adhere to at least 1+m but preferably 2m social distancing as advised by the government when on school property. 	SLT and Sam – daily Kitchen staff - daily
Cleaning duty	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> Staff should clean their hands when they enter the premises before their duty. Staff have designated areas they will be asked to work in. Staff will stay within the kitchen until the end of their shift and then leave the premises immediately. Staff will always wear protective gloves while working. The kitchen is cleaned in line with food hygiene guidance and practices. The staff will clean the dining tables between bubbles. Risk is minimised throughout the shift due to working in a designated area. There will be no socialising on the premises. Contact with any person must be minimised to only essential contact. All enquiries about the duty will be directed to Sam who will deal with it, a 2m distance must be adhered to. 	SLT and Sam Kitchen staff daily
Cross contamination in the staff toilets	Touching contaminated surfaces Airborne contamination Person to person contact	H	<ol style="list-style-type: none"> Toilets are cleaned at the beginning and end of each day. Good hand hygiene is maintained, paper towels and a lidded bin are provided. Staff use the kitchen toilet (one toilet) 	SLT and Sam - daily Richard - daily Kitchen staff - daily
Items brought into school	Touching contaminated surfaces	M	<ol style="list-style-type: none"> Staff should limit the items they bring into school to essentials. Bags should be put away in cloakroom. Kitchen staff should not bring any food into school. Staff may bring their own water bottle from home but keep it in their designated area. 	SLT – ongoing All lunchtime staff daily
Delivering lunches to the table	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> Karen will give the children with dietary needs and allergies their lunches, this is to ensure that the children receive the correct lunch and that those with allergies / dietary requirements are not compromised. This procedure must be adhered to. Lunchtime staff and TAs can put plates out as long as gloves are worn – All staff will be putting the puddings on tables. All staff can take the whole tray away and put on the side to be washed. Kitchen staff, Lunchtime staff, TA's and Karen will ensure social distancing with 	SLT and Sam - daily

			each other and the children.	
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ALL STAFF TO READ AND DISCUSS THIS RISK ASSESSMENT PRIOR TO SCHOOL REOPENING TO CHILDREN

Completed by Senior Leadership Team Date: 1st January 2021

Review date: 7th January 2021 or sooner should there be a change in circumstances

Brunton First School
Full Clean During the Coronavirus Outbreak

Cleaning Schedule – Daily Tasks

Kitchen	TASK
Walls including tiles	Clean & sanitise
Skirtings & frames	Clean & sanitise
Doors (front, back & frames)	Clean & sanitise
Door handles, touch & kick plates	Clean & sanitise
Cubicle doors	Clean & sanitise
Cubicle partitions	Clean & sanitise
Shelves, sills & ledges	Clean & sanitise
Toilet basins, cisterns & urinals	Clean & sanitise
Sinks & taps	Clean & sanitise
Mirrors	Clean, sanitise & polish smear free
Light switches	Clean & sanitise
Hand towel/toilet roll holders, soap dispensers & dryers	Clean & sanitise
Floors	Machine scrub

This schedule will be carried out daily.