


GENERAL RISK ASSESSMENT FORM		Newcastle City Council 	
Form RA1 Catering During Covid 19 Pandemic			
Directorate / Organisation Operations & Regulatory Services	Division Facility Services & Civic Management	Employee Group / Function or Operation Facilities Operations, Catering Staff	
Manager Involved in the Review Keith Pratt Service Manager Facilities Operations	Date First Issued May 2020	Date Last Reviewed Feb 2021	Date of Next Review Feb 2022 or as needed
Supporting Health & Safety Advice (where required): Sophie Lawton			
<p>Instructions</p> <p>Date Section Amended. Where changes are made to specific sections of this risk assessment, state in the relevant section the date in which the amendments were made.</p> <p>Activity with Hazard Potential. Describe the work activity or process creating the risks.</p> <p>Significant Risks Arising from the Activity. Summarise the risks and identify who is at risk.</p> <p>Control Measures. Identify and summarise the measures for avoiding the risks or, where this is not possible, reducing them to an acceptable level.</p> <p>Full guidance and advice on completing risk assessments is available on the Corporate Health and Safety intranet site. Seek advice from Corporate Health and Safety if required.</p>			

1.	Activity with Hazard Potential	Date Section Amended: Feb 2021
1.1	Catering staff performing general catering activities during the Covid 19 pandemic.	
1.2	Normal activities include: <ul style="list-style-type: none"> • Contact with other employees, school or site staff and pupils. • Exposure to potentially contaminated surfaces. 	
2.	Significant Risks Arising from the Activity	
2.1	Risk to catering staff becoming infected with Covid 19.	
2.2	Risk of catering staff passing on the infection to other staff and pupils.	

3.	Corporate Covid 19 Risk Assessment
3.1	Managers should also refer to the Council's overarching risk assessment for Covid 19: the 'Corporate Risk Assessment for Risk to all Employees from Covid 19,' Jan 2021.
3.2	The above document is available on the intranet at Health & Safety / Corporate H&S Risk Assessment for Covid 19.
3.3	Managers should appropriately implement all other control measures highlighted in this document as applicable to the specific premises used and activities undertaken by their staff.
4.	General Control Measures
4.1	Any employee displaying symptoms of Covid 19 must NOT come to work, instead they must:
4.2	Contact their line manager and arrange a Covid 19 test where possible. If tested positive, then they must inform their line manager and should not return to work for a minimum of 10 days. Some persistent coughs would not count in this context if staff were otherwise well at that point. See the NCC Coronavirus webpage Guidance Note 12 on Test and Trace, or ask your manager.
4.3	If testing is not available or appropriate, then they must stay at home and self-isolate for the appropriate period. See the NCC Coronavirus webpage, Guidance Note 1, or ask your manager.
4.4	If a member of catering staff develops Covid 19 symptoms while at work, then they must inform their manager (by phone or while at a minimum of 2 metres distance), then go home. They should wear a face covering if they have one.
4.5	Staff who are exempt from wearing a face mask should speak to their Operations Manager for further advice
4.6	Where a member of catering staff is contacted by the Test and Trace Service and asked to self-isolate, they should follow the advice and inform their line manager.
4.7	Catering staff who have a change in their health status should contact their manager as soon as possible.
4.8	Catering staff who are Clinically Extremely Vulnerable are advised to stay at home and contact their manager to discuss their situation.
4.9	Catering staff can confirm if they are Clinically Extremely Vulnerable by reviewing: <ul style="list-style-type: none"> • Gov.uk. See https://www.gov.uk/government/news/advice-for-clinically-extremely-vulnerable-in-new-tier-4-areas. • Corporate Info. See NCC Coronavirus webpage, Guidance Notes 9 and 18. • Or contacting their manager.
4.10	Catering staff living in a household with someone who is clinically extremely vulnerable should contact their manager to discuss the right precautions.

4.11	Catering staff should contact their manager for further advice if they have any concerns about whether they should be at work due to their particular circumstances.
5.	Catering Control Measures
5.1	Have the minimum number of staff at work to carry out the reduced service.
5.2	Review the menu options with the Head Teacher to reduce preparation time wherever possible.
5.3	Risk assess each kitchen and implement the following:
5.4	Space food preparation areas 2 metres apart as much as possible, recognising the limitations of fixed equipment such as sinks, hobs and ovens. Consider cleanable panels to separate working areas in larger kitchens.
5.5	Provide floor markings to signal distances of 2 metres apart.
5.6	Kitchen staff will be classed as a cohort and staff will be kept consistent where possible.
5.7	In schools where the serving area facilitates the use of a separate serving team, this will become a cohort in addition to the kitchen cohort.
5.8	Two metre social distancing will be adhered to wherever possible but due to the cohort arrangement this can be 1 metre plus.
5.9	Staff will work side to side or back to back, wherever possible.
5.10	Use one-way traffic flows around the kitchen to minimise contact.
5.11	Minimise access to walk-in pantries, fridges, freezers, changing rooms, e.g., to one person at a time.
5.12	Minimise contact at handover points with others, i.e. when serving food and dealing with delivery drivers. Work with school staff to agree a sensible way to serve lunches that maintains 2 metre distance wherever possible.
5.13	Where possible, serving areas should be marked out with a 2 metre marking across the serving side and school side, to allow for contactless food service.
5.14	Following Public Health advice, face coverings and face visors should be worn when serving.
5.15	<p>Where biometric till points are fitted in schools:</p> <ol style="list-style-type: none"> a. The biometric finger reader will be placed on a table to increase the distance between the child and the till operator to 2 metres. b. Masks and visors will be worn by till operators. c. The biometric till point will be cleaned between sittings / bubbles / year groups dependant on the school's numbers and grouping.

5.16	Contact surfaces in the dining hall will be cleaned between sittings / bubbles / year groups.
5.17	Plates and cutlery will be thoroughly washed in-between use.
5.18	Hands will be washed before plates and cutlery are handled. Hands will also be washed before a fresh pair of gloves will be worn.
5.19	Clean laminated menus, or dispose of paper menus, after each use.
5.20	Open doors and windows frequently to encourage ventilation where possible.
5.21	Wedge doors open to reduce touchpoints (not fire doors).
5.22	Keep the workplace clean by continuing with the stringent cleaning measures already in place in kitchen areas.
5.23	Robust hand washing practice will be followed as standard and hand washing supplies restocked as needed.
5.24	Staff should cover any cough or sneezes with a tissue or the inside of their elbow, dispose of tissues in the bin, and immediately wash their hands afterwards.
5.25	Medical grade face masks will be provided and must be worn by staff at all times in the kitchen and while on site. Staff will wear their own face coverings when arriving or leaving the site. Note that face coverings are not a substitute for other control measures, such as social distancing.
5.26	Employees should avoid touching their face coverings and should change them when they become damp or dirty and on a daily basis.
5.27	Any visitors to the site will be made aware of the restrictions and social distancing guidelines, including the use of face coverings.
5.28	Control measures to be regularly monitored, particularly at peak times of activity and kept under review to confirm they are being followed and working.
5.29	Where the above measures are not achievable, seek guidance from the Corporate H&S Team. Options, including the use of appropriate PPE, will be considered.
6.	Social Distancing
6.1	Staff must comply with Public Health England (PHE) guidance on social distancing by remaining 2 metres apart from other people at all times, wherever possible. This includes inside buildings, outside, during meal or rest breaks and on arrival and departure.

Implementing all the above control measures should reduce the risk to an acceptable level.