

COVID-19 Risk assessment

What are the hazards?	Who might be harmed	Requirement	Materials/ Mitigation/Actions	Action by who?
<p><b><u>Food Supplies and Suppliers</u></b></p> <p>Infection spread by supplier personnel with COVID-19</p> <p>Infection spread from delivery items contaminated with COVID-19</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Suppliers</li> </ul>	<p>Ensure that all suppliers are aware of and adhere to best practice guidelines for the prevention of COVID</p>	<ul style="list-style-type: none"> <li>• Suppliers to provide detail of their own COVID-19 control procedures</li> <li>• Only suppliers providing suitable information to be permitted to complete deliveries</li> <li>• Set delivery times to be agreed with the supplier prior to delivery being undertaken to ensure the deliveries don't cross each other</li> <li>• Kitchen deliveries to be accepted by designated personnel only which would be either KP or chef</li> <li>• Instructions given to delivery drivers to place deliveries in specific delivery location and to not enter the premises at any time</li> <li>• Signage to be displayed at the point of the delivery to remind the delivery drivers of the COVID-19 controls in place at the premises</li> <li>• Hand sanitiser to be placed at or near to the delivery area for use by staff when receiving deliveries, appropriate distance will be maintained and staff will wear masks.</li> <li>• Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver</li> <li>• Deliveries to be removed from the delivery point and placed into storage as soon as possible</li> <li>• Delivered items to be removed from external packaging as soon as possible. Packaging to be disposed of in external refuse bins. Staff must thoroughly clean their hands following removal of packaging</li> <li>• Personnel receiving deliveries are to be reminded to ensure physical distancing controls are in place at all times and that they do not come into contact with the delivery personnel</li> </ul>	

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<p><b>Prevention of internal spread of spread of COVID</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Guests</li> </ul>	<p>Ensure that measures have been considered and are in place to protect all staff including those within at risk groups</p>	<ul style="list-style-type: none"> <li>• All Kitchen staff will have a return to work induction which includes an assessment of any issues to be considered on return eg. Health</li> <li>• Personal hygiene and hand washing regime will be an essential element of daily work practices</li> <li>• All staff will be provided with the necessary protective equipment</li> <li>• Social distancing will be in place within the kitchen, with all staff ideally maintaining a 2m distance but where 2m is not possible 1m+ will be the minimum and protective measures will be in place such as masks and gloves</li> <li>• Consideration of lower risk roles will be considered, if appropriate</li> <li>• Meetings will, where possible, be completed virtually with gatherings of the kitchen team either restricted (physical distancing requirement implemented) or be held one-to-one basis.</li> </ul> <p>Best Practice personal hygiene</p> <ul style="list-style-type: none"> <li>• Within the induction the importance of good personal hygiene has been explained to all staff, particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.</li> <li>• Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.</li> <li>• Handwashing must be carried out before beginning an activity and at the end of the activity, for example chopping vegetables.</li> <li>• Hand washing is a key focus area after going to the toilet or after smoking.</li> <li>• Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.</li> </ul>	

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<p><b>Waste Management</b></p> <p>Cross contamination of virus after contact with waste</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul>	Prevent cross contamination and spread of coronavirus due to handling of Waste	<ul style="list-style-type: none"> <li>Waste bins are provided and are always foot operated and not touched by hand by any staff members unless cleaning or changing the bin liners, correct handwashing procedure to be followed.</li> <li>Staff have been instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.</li> <li>All waste bins and receptacles are carefully and safely emptied daily by the kitchen porters and other staff handling waste</li> <li>All bins are collected (emptied) daily by Oxford City Council</li> </ul>	
<p><b><u>Cross Contamination</u></b></p> <p>Risk of cross-contamination and pathogens spreading between persons in kitchens/other work area</p>	<ul style="list-style-type: none"> <li>Chefs</li> <li>Kitchen Porters</li> <li>College Staff</li> <li>Delivery Drivers</li> <li>Guests</li> </ul>	Ensure staff are working at allocated kitchen workstation	<ul style="list-style-type: none"> <li>Where practicable workstations are spaced to allow for social distancing and floor marking used to identify this.</li> <li>The total number of staff in the kitchen at one given time has been reduced to the minimum that is operationally possible.</li> <li>Kitchen staff will work in teams to restrict the number of employees interacting with each other, in case of illness.</li> <li>Only one person is allowed to access walk in stores, fridges and freezers at any time.</li> <li>Workstations have been organised so kitchen workers are either side by side or facing away from each other.</li> <li>Contact at 'handover' points with other staff has been minimised, Chefs are to place food at the handover point and leave, service staff will collect food once Kitchen staff have left</li> </ul>	

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<p><b><u>Cleaning and Hygiene</u></b></p> <p>Spread of the virus due to insufficient and non-structured cleaning processes</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Suppliers</li> <li>• Guests</li> </ul>	<p>Implementation of correct cleanliness and hygiene procedures</p>	<ul style="list-style-type: none"> <li>• Government guidance on cleaning food preparation and food service areas is being followed.</li> <li>• Additional cleaning and disinfectant measures have been implemented: The kitchen surfaces and floors are disinfected and cleaned after each meal service and shift change.</li> <li>• Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the kitchen.</li> <li>• Staff are required to report anything contaminated or spilt that requires cleaning.</li> <li>• Cleaning regimes have been significantly increased and the frequency of cleaning of hard surfaces and high contact points such as floors, handrails, door handles, building equipment buttons, switches, etc. has been increased.</li> <li>• Suitable disinfectant cleaning products are used by the chefs and kitchen porters which are effective against the virus.</li> <li>• Special collection bins are available for used towels and staff uniforms.</li> <li>• Regular cleaning throughout the day for equipment such as Blue roll dispensers, hand wash taps, chopping boards other surfaces which might be regarded as high contact point (including chef's workstations).</li> <li>• Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, work surfaces and door handles.</li> <li>• All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place.</li> </ul>	

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<p><b><u>Social Distancing and Contact</u></b></p> <p>Spread of Covid due to contact</p>	<ul style="list-style-type: none"> <li>• Chefs</li> <li>• Kitchen Porters</li> <li>• Staff</li> <li>• Visitors</li> <li>• Guests</li> </ul>	<p>To maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.</p>	<ul style="list-style-type: none"> <li>• Encourage to minimise interaction between kitchen staff and other workers, including when on breaks.</li> <li>• Putting teams into shifts to restrict the number of workers interacting with each other.</li> <li>• Minimise kitchen access to as few people as necessary</li> <li>• Spacing working areas to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens.</li> <li>• Providing floor marking where required to signal social distancing</li> <li>• Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.</li> <li>• As part of 1m risk mitigation, all kitchen staff would be required to wear face covering or masks when in the kitchen and Servery area.</li> <li>• All non-catering staff, including college staff, maintenance, suppliers and other contractors are not allowed to access the servery, kitchen or stores area unless prior arranged.</li> </ul>	
<p><b><u>Employee Safety</u></b></p> <p>Infection spread by staff with symptoms of COVID-19</p>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Guests</li> <li>• Staff</li> <li>• Suppliers</li> <li>• Visitors</li> </ul>	<p>To provide a safe working environment to staff members</p>	<ul style="list-style-type: none"> <li>• Advice will be provided to employees on measures to adopt when travelling to and from work including the wearing of masks if using public transport and cleaning hands on arrival at work and back home</li> <li>• Training will be provided for all employees on new provisions to combat the spread of COVID-19.</li> <li>• Staff will apply the controls in place to prevent the risks of infection to each other and our customers</li> <li>• Shaking of hands is discouraged – we encourage the use of other verbal greetings and smiling as non-contact methods of greeting</li> </ul>	

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<p>Infection spread by customers with COVID-19</p> <p>Infection spread from surfaces and equipment infected with COVID-19</p>			<ul style="list-style-type: none"> <li>• Staff will be reminded of the need to avoid touching eyes, nose, and mouth.</li> <li>• Hand sanitizer with at least 60% alcohol will be used if soap and water are not available</li> <li>• Training and guidance will be provided on how to communicate our controls to customers/guests and on how to deal with any person/s who fail to adhere to the controls in-place.</li> <li>• Changing areas will be regularly cleaned and disinfected as per housekeeping’s risk assessments.</li> <li>• Rota planning will take into account arrival at work time with times staggered to avoid large groups arriving at any one time at the changing rooms. This would also need to be coordinated with other departments using changing rooms.</li> <li>• We will be involving Food Alert, our Food Safety management company to undertake an audit prior to reopening to check all food hygiene and safety aspects related to Covid safety are in place and effective</li> <li>• Records of staff rota's will be retained for a minimum of 21 days to assist with the NHS Test &amp; Trace Scheme operation</li> </ul>	
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