

Buckden Church of England School

Health and Safety **RISK ASSESSMENT**

MANDATORY COVID-19 SAFETY

INFORMATION

The health and safety of kitchen staff, children and delivery drivers is a number one priority. This form has been created to help you understand what you need to know about covid-19 in the workplace, so you can feel confident and safe at work.

WHAT DO I NEED TO KNOW?

Please familiarise yourself with these new ways of working to help protect yourself and others around you against COVID-19. Also read the Whole School Return Risk Assessment which gives you government guidance of Health and Safety around the school.

KEEPING PEOPLE SAFE AT WORK

Covid-19 can spread from an infected person in the following ways:

- Through the air by coughing and sneezing.
- Close contact, such as touching.
- Touching an infected object or surface and then touching your mouth, nose, eyes.

GOVERNMENT GUIDANCE

TO HELP PREVENT SPREADING INFECTION THE FOLLOWING RISK ASSESSMENT IS TO BE FOLLOWED

What are the hazards	Who might be harmed	Controls	Further action needed	Action by whom?
Getting or spreading COVID-19 by not washing hands or not washing them properly	STAFF CHILDREN DELIVERY DRIVERS	Provide washing facilities i.e. Water, soap, drying hands with paper towels. Washing hands for 20 seconds. Hand sanitiser. Making sure soap, hand towels and sanitiser are replenished.	Monitor and supervision to make sure actions are being followed. Signage and information are provided about where, when, and how to wash hands.	MB
Getting or spreading COVID-19 in the school hall, kitchen, staffroom, toilets, entry and exit points.	STAFF CHILDREN	Staggering staff start times to minimise entry points and use of wash areas and sanitising. No sharing of food and drink within staff. Sanitise and control surfaces that are regularly touched and used by staff and children. Staggered staff breaks and work times. 10 to 15 minutes between each staff arriving at work, so they have time to change into uniform, work shoes then wash and sanitise hands. All personal clothing or uniform to be kept in lockers.	Monitor and supervise staff, children and report any problems to your supervisor. Sanitise and control surfaces that extensively used and common areas. Providing your own drinking container or water bottle. Good ventilation in communal areas.	MB

<p>Lunch time service.</p>	<p>STAFF CHILDREN</p>	<p>Classes are in bubbles that have a set time for lunch.</p> <p>A daytime supervisor allocated to a bubble area.</p> <p>Sanitising at entry and exit points to minimise COVID-19 spreading.</p> <p>Lunch will be staggered into 4 settings to avoid mixing of bubbles. Each bubble will have 20 minutes to eat their lunch.</p>	<p>Controlled distancing.</p> <p>A daytime supervisor assigned to an area, helps clean and sanitise their area and bubble. They will remove the children's dishes, scrape plates and place on a trolley provided for the catering staff to wash.</p> <p>One-way system, routes entering and leaving the hall.</p> <p>Catering staff cannot enter any other bubble, and no other persons can enter the catering staff bubble.</p>	<p>MB</p>
<p>Getting or spreading COVID-19 by not cleaning equipment and surfaces.</p>	<p>STAFF CHILDREN DELIVERY DRIVERS</p>	<p>Identify surfaces that are touched extensively used and shared equipment.</p> <p>Train staff on hazards and how to keep clean.</p> <p>Avoid sharing work equipment where possible.</p> <p>Keep areas clear.</p> <p>More bins provided and emptied often.</p>	<p>Put in place monitoring and supervision that cleaning and sanitising are being done.</p> <p>Provide information.</p> <p>Explain how you are going to replenish cleaning products and get staff to inform you that this is needed.</p> <p>Keeping areas clear to make it easier to clean which will reduce time limit of contamination.</p>	<p>MB</p>
<p>Social distancing in the kitchen and hall</p>	<p>Kitchen staff will be in their own bubble. This includes Mrs M Bigg, Mrs D Stewart, Mrs J De'Ath Stevens, and Mrs L Rivers.</p>	<p>No other bubble can enter the kitchen staff bubble. Kitchen staff will always maintain a 2m distance between each other. Staff entering or leaving an area will be courteous to each other and let staff vacate before they</p>	<p>Staff to be informed that social distancing rules are always to be used by adults and that no unnecessary grouping. Staff meetings to be one to one or virtual where possible.</p>	<p>MB</p>

		<p>enter. No visitors or other persons to enter the kitchen prior notification. Delivery drivers will drop of supplies at back gate, to be only supervised and controlled by Catering Manager Mrs M Bigg.</p>	<p>One-way system in place, using marker tape.</p> <p>Signage and communication to staff about social distancing. Information and training.</p>	
<p>First Aid.</p>	<p>All staff and Children could be exposed to Covid-19</p>	<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>First Aid to be ministered whenever possible, PPE to be worn.</p> <p>All catering staff will report to First Aid.</p>	<p>The HSE have announced a three month to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <p>First Aid at work. Emergency First Aid. Paediatric First Aid.</p> <p>Catering Manager to make sure any coronavirus symptoms to be reported quickly to the school.</p>	<p>MB</p>
<p>Fire Safety.</p>	<p>All Staff and Children.</p>	<p>Personal Emergency Evacuation (PEEPS) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site.</p> <p>Ensure all emergency escape routes/doors are fully operational and kept clear. Reminders to staff and pupils that if a fire alarm is activated that they must keep 2m distancing when at the activation point.</p>	<p>Plan a fire drill for the first half-term.</p> <p>Site manager to do a check of fire routes prior to opening.</p> <p>For first morning class assemblies reminders that we will have a fire drill and we must ensure leaving the building and lining up at the assembly point on the field.</p>	

<p>Waste.</p>	<p>All kitchen staff and daytime supervisors.</p>	<p>Bins to be emptied daily by staff. Daytime supervisors to clear food waste from children’s lunch trays and plates into a waste bin provided.</p> <p>Kitchen staff will empty food containers in a bin provided at the servery.</p> <p>Each staff member will oversee disposing and sanitizing their bin. All bins to be lined with black sacks.</p>	<p>Staff can wear protected gloves or wash hands immediately after carrying out this activity.</p> <p>Any issues can be reported back to the Catering Manager.</p> <p>Plenty of bin disposable black sacks to be available.</p>	<p>MB</p>
<p>Mental health and well being through anxiety while working in this Covid-19 conditions.</p>	<p>All kitchen staff.</p>	<p>Share and help with information, regular meetings, chats and updating staff. Listen to staff about any issues and anxieties. Staff to read and understand risk assessment. Invite staff to identify problems and verbally come up with solutions in a staff meeting.</p> <p>All meetings will be relayed to office staff. Any personal issues about worries, mental health or any anxieties will be confidentially passed on to the office, and support will be given.</p>	<p>Manager to be available to listen, understand and help where needed. Support will be offered.</p>	<p>MB</p>

I have read and understood this risk assessment.

Name and signature: _____.

Date: _____.