

COVID-19 Risk assessment for Kitchen

Who is at risk	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage Coronavirus risk	Additional control measures to manage Coronavirus risk	Who will action?
Workers Customers Delivery Drivers Contractors Visitors	Getting or spreading Corona Virus by not washing hands or not washing adequately.	Medium	Wash stations that provide water, soap and drying facilities. Supply information on how to wash hands properly. Provide hand sanitiser when people are unable to wash their hands. Provide washing facilities for delivery drivers and visitors.	Monitor and supervise controls. Signs to remind people to wash hands. Replenish sanitising products.	Catering management. Pantry staff. All other staff members on duty.
Workers Customers Contractors Delivery Drivers Visitors	Getting or spreading Corona in high traffic areas: Entry and Exit points. Corridors. Dining room. Tea station. Other communal areas.	Medium	Identify... 1) areas where people may congregate and areas such as pinch points where social distancing is not possible such as door ways and service points. 2) areas and equipment where people touch the same surfaces such as kettles, condiments, etc.) Limit amount of people in rooms to allow for social distancing. Employ one way systems in corridors and in regular pedestrian routes. Provide hand sanitisers in high traffic areas.	Monitor and supervise controls, hygiene and one way systems. Report near misses and identify where controls cannot be followed.	Catering management Pantry Staff Other staff on duty

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<p>Workers Customers Contractors Delivery driver Visitors</p>	<p>Getting or spreading coronavirus by not cleaning services, equipment and/or workstations.</p>	<p>Medium</p>	<p>Either employ a cleaning schedule or show people how to correctly use PPE for the following:</p> <ul style="list-style-type: none"> • Frequently touched surfaces such as door handles • Handrails • Vehicle doors • Shared equipment <p>Reduce human traffic around workspaces. Avoid sharing equipment. Identify other areas to be cleaned to reduce risk. Provide more bins.</p>	<p>Monitor and supervise controls. Cleaning rota for staff. Instruction and training in the use of cleaning products and where and how to use them.</p>	<p>Catering manager Pantry staff Cleaners Other staff on duty</p>
<p>Workers</p>	<p>Mental health and wellbeing affected through isolation or anxiety over coronavirus.</p>	<p>Medium</p>	<p>Regular meetings to “keep in touch”. Talk freely amongst team members in order to identify issues and who they can speak to. Involves staff in risk assessment to raise awareness of hazards and potential solutions.</p>	<p>Share information with co-workers about mental health and wellbeing.</p>	<p>Heads of departments</p>

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Customers Contractors Delivery Drivers Visitors	Contracting Coronavirus by not social distancing	Medium	Identify areas where social distancing is not possible. Use systems to help with social distancing: Markertape on the floor to indicate one-way systems Virtual meetings Staggered start/finish times Limiting amount of people on site at any one time Work and social areas should be spread out to enable distancing Directions signage on where to stand and direction of travel Enhanced cleaning regimes Increase hand washing Workers to be back to back or side on to reduce face-to-face when working Increased ventilation Signs to remind people to social distance	Supervise social distancing rules. Display clear information on dos and don'ts to help with social distancing.	Catering management Pantry staff Staff on duty

Additional points for catering department regarding coronavirus

One-way system to be used by customers in dining area, leading from Old Hall into dining room where staff will serve food from behind Perspex screens whilst using PPE.

Floor arrows indicating one-way systems.

One way system around Tea station.

Sterile wipes available next to water urn for wiping dispensers.

Food from kitchen into dining room taken by catering staff whilst customers queue in old hall to avoid contact and maintain social distancing.

Where possible use single service condiments such as sugar sachets, individually wrapped biscuits, etc

Washing/sanitising stations:

- Front door
- Welcome room
- Teas station
- Old Hall
- Dining room
- Courtyard entrance
- Kitchen
- Pantry

Prop open doors to decrease contact points during the day.

Outside packaging of deliveries to be removed at delivery followed by washing hands.

Avoid staff crossing into each other's workplace where possible.

Face masks and PPE to be worn in public areas.

Keep public areas well ventilated.