

MANOR PRIMARY SCHOOL

INFECTIOUS DISEASES COVID-19

Kitchen Staff Risk Assessment



Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Awareness of policies and procedures	Kitchen Staff	<p>All kitchen staff to be made aware of all relevant policies and procedures. Kitchen staff receives any necessary updated training that helps minimise the spread of infection, e.g. infection control training. The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) <p>Kitchen Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p>	Low	No	
Poor hygiene practice	Kitchen Staff	<p>Posters are displayed in the kitchen reminding staff to wash their hands, e.g. before entering and leaving the kitchen area. Kitchen staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p>	Low	No	

		<p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</p> <p>Kitchen staff to carry out daily, thorough cleaning that follows national guidance and is compliant with current guidelines.</p>			
Social Distancing	Kitchen Staff	<p>Kitchen staff must consider making changes to their staff rota to where possible allowing staff to have their own preparation areas for preparing meals.</p> <p>Keep where possible 2 metres apart as often as possible.</p>	Low	No	
Preparing meals	Kitchen Staff	<p>It may be required for menu options to be changed to allow kitchen staff to adhere to social distancing where possible.</p>	Low	No	
Serving meals	Kitchen Staff	<p>If Kitchen Staff have to stand close together whilst serving meals or concerned of the volume of children being served they should consider wearing a face covering. Please note they must not be worn near naked flames.</p>	Low	No	
Assisting Pupils or Cleaning while Pupils in dining hall	Kitchen Staff	<p>If required kitchen staff can wear a face covering while cleaning in high populated areas.</p> <p>When cleaning tables wear gloves and use a disinfectant spray and dispose of cloth in a double bagged bin after use.</p> <p>If using reusable cloths these must be placed in a 60 degree wash cycle along with any tea towels / oven gloves used.</p>	Low	No	
Spread of infection	Kitchen Staff	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</p>	Low	No	

		Kitchen staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.			
Poor management of infectious diseases	Kitchen Staff	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus.</p> <p>Kitchen Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>Kitchen Staff inform the headteacher when they plan to return to work after having coronavirus.</p>	Low	No	
Cleaning and Disinfection of areas where there has been no suspected cases of COVID -19	Kitchen Staff	<p>Kitchen Staff must ensure they have received the appropriate training in using the cleaning chemicals prior to starting cleaning regime.</p> <p>All kitchen staff must have sufficient PPE available and know how to use it correctly.</p> <p>Disposable gloves to be worn at all times (avoid touching the face and mouth when wearing gloves).</p> <p>Continue to use standard cleaning products (these usually are anti-bacterial).</p> <p>All hard surfaces to be cleaned on a regular basis, this will include</p> <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilet area. 	Low	No	

		<p>Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in normal waste. Ensure Kitchen Staff wash hands with hot soapy water for at least 20 seconds or a hand sanitiser if not available (must be at least 60% alcohol based)</p>			
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