

Constant review ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	R		L	S	R
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	The virus can lead to pneumonia, respiratory failure, septic shock, and death.	3	4	12	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Paper towels for drying of hands Hand washing to extend washing of exposed forearms. See hand washing guidance. (minimum 20 seconds) https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel hand sanitising station on entrance to kitchen for staff to use in and out of kitchen (Minimum 60% alcohol based) <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> Frequent cleaning and disinfecting of all hand contact points within the kitchen area particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Blue roll and sanitiser to be available at each workstation and labelled C1 Sanitiser provided Touch screens/finger POS to be sanitised regularly, where possible staff to look up pupils on PC to minimise the use of finger scanners Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed – instant antibacterial wipes to be used. Hand sanitiser to be available at all till points All waste to be removed at the end of each shift into the external waste bins. <p>Social Distancing</p> <ul style="list-style-type: none"> Social Distancing -Reducing the number of persons in any work area to comply with the advised social distance by Public Health England Taking steps to review work schedules including start & finish times/shift patterns (in line with schools’ requirements). Staff numbers to be kept to minimum levels to safely provide the service on site. Redesigning processes to ensure social distancing in place. Ensure no staff other than kitchen staff enter the kitchen, ensure signage on entrance doors Ensuring sufficient rest breaks for staff. Only one person to get changed at a time – where shared changing facilities with school ensure a separate risk assessment is followed Kitchen to be fully sanitised prior to work starting, during and after including wipe down of door handles etc. after deliver drivers have been (use correct dilution of sanitizer & cleaning methods) Ensure floor markings are in place at 2m distancing and are visually checked each day. 	3	3	9

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As above	As Above	As Above				<p><u>Social Distancing continued</u></p> <ul style="list-style-type: none"> • Ensure perspex screen/s is/are in place, are cleaned frequently using anti-bacterial spray/wipes and visually checked each day • Ensure all social distancing and hygiene signage is in place and checked each day in line with the plan. • Where possible AiP toilets will be for AiP staff only. (separate toilet facilities provided by school) • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible <p><u>Wearing of PPE</u></p> <ul style="list-style-type: none"> • Where PPE is required, employees are made aware of the correct and safe methods for donning and doffing PPE. PHE guidance sheets to be displayed) • All staff to be provided and wear appropriate PPE (masks if desired, disposable gloves, disposable aprons if desired, full uniform i.e. polo shirts & trousers, safety shoes & hairnets instead of hats/beanies) • Where possible staff will come into unit in normal day clothes and change into uniform on site • Clothes to be stored away in lockers where possible, If not in a tie able / zip lock bag in a designated area • PPE to be disposed of in a secured bag at the end of each shift • Uniform (polo shirt & trousers) to be bagged at the end of each shift and laundered each night <p><u>School</u></p> <ul style="list-style-type: none"> • Ensure that you have sight of the school’s Covid-19 Risk Assessments paying attention to the management and cleaning of the dining room /area • Follow client rules on social distancing measures for all areas where AiP employees are present (offices, restaurants, lifts, stairs, corridors, entrances, exits etc.) 			

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Action in the event of anyone displaying symptoms	As above	As above	3	4	12	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> Handheld non- contact digital thermometers will be used prior to staff entering the workplace. Temperature checks will be taken with consent, in accordance with the Information Commissions Office (ICO) guidance. If anyone becomes unwell with a new continuous cough, a high temperature or loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.gov.uk/government/organisations/public-health-england For testing contact https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	3	3	9

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First Aid						<ul style="list-style-type: none"> Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery. <p><u>Preserve life: CPR</u></p> <ul style="list-style-type: none"> Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help. If a portable defibrillator is available, ask for it Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation If available, use: <ul style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths <p><u>Prevent worsening, promote recovery: all other injuries or illnesses</u></p> <ul style="list-style-type: none"> If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms If giving first aid to someone, you should use the recommended equipment listed above if it is available You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p><u>After delivering any first aid</u></p> <ul style="list-style-type: none"> Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 			
Anxiety associated with work during outbreak	Staff	As above	3	4	12	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 	1	2	2

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						<p>General Requirements for control</p> <ul style="list-style-type: none"> • AiP vulnerable employees will be identified and required to stay at home. • Managers to maintain a visitor log to facilitate contact tracing • With the exception of delivery drivers, visitors will be by appointment only. • Review pick-up and drop-off collection points, procedures, signage, and markings. • Controls contained in the COVID-19 HACCP Prerequisite table implemented. • As far as possible, where employees are split into teams or shift groups, these groups should be fixed so that contact is minimised between different employees. • All staff will be briefed on the contents of the Risk Assessment and will have undertaken the COVID-19 training and HIT (Hospitality Industry Training). • Avoid contact with face. • Improve ventilation by opening of windows where possible. • Face to face meetings to be avoided. • Use of remote working to be encouraged. • Only participants who are absolutely necessary should attend meetings and should maintain appropriate separation throughout. • AiP office rules to be given on arrival. 			

Signed originator: Gary Hewitt Job title: H&S Consultant Date completed: 30th April 2020 Date for revision: TR/AA to review

LIKELIHOOD (L) = Very likely (5) – Likely (4) – May happen (3) – Possible (2) – Unlikely (1)
 SEVERITY (S) = Fatal (5) – Major (4) – Over three day (3) – Minor injury (2) – Trivial (1)
 Degree of Risk (R) = Likelihood x Severity

Document Reference

- HSE Guidance - First Aid during the Coronavirus outbreak.
- The new kitchen entry control
- The HIT training
- The Social distancing training
- The COVID training
- HACCP Prerequisite table
- PHE Guidance Donning and Doffing PPE (2 A4 notices)

