

HAS16.08: RISK ASSESSMENT

		Severity		
		Low	Medium	High
Likelihood	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

Assessment No:	Location	Assessor:	Date Created:
T – GRA006	All Catering Sites	Managers/Compliance/Account Managers	20/05/2020

Task Assessed:

Operatives Undertaking Duties With Considerations For COVID-19 – to be used in conjunction with existing Risk Assessments already in place.

Ser	Hazards Identified	Risks and who might be harmed and how	Risk Rating	Current Controls	Risk Rating	Further Action	
						Y	N
01	Exposure to COVID-19 Infection from <u>known</u> cases of Coronavirus	<p>Operatives, Catering staff Most at Risk are:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable individuals –those that have received a letter advising them they are in this Group. Clinically vulnerable (but not extremely clinical vulnerable) individuals who cannot work from home. <p>Health impacts from COVID-19 vary from mild flu like symptoms to in severe cases death.</p>	High	<ul style="list-style-type: none"> Clinically extremely vulnerable employees strongly advised not to work outside of home. Clinically vulnerable (but not extremely clinical vulnerable) individuals Offered an option of the safest available on site role enabling them to stay 2m away from other members of staff at all times. Identify if these people can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work. The use of Public Transport is advised against. <p>Prior to entering the work place:</p> <ul style="list-style-type: none"> Ensure back to work process has been explained by Line Manager and Employee is fully aware. The back to work video has been received and viewed. <p>When in the workspace:</p> <ul style="list-style-type: none"> Maintain 2m social distancing at all times. Wash hands regularly using soap and water. Make regular announcements to remind staff to follow social distancing advice and wash their hands regularly. Provide support for workers around mental health and 	Medium	Y	

NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ

Version: 1

Author: Health and Safety Team

Issued: September 2019

				<p>wellbeing.</p> <p>Inform Line Manager if you develop:</p> <ul style="list-style-type: none"> • A high temperature. • A new continuous cough. • A loss of, or change in your normal sense of taste or smell (anosmia). 		
02	Exposure to COVID 19 Infection of staff from localised contact following possible case of Coronavirus	Operatives/Public. Health impacts from COVID-19 vary from mild flu like symptoms to in severe cases death.	High	<p><u>Complete Dynamic Risk Assessment Prior to Works</u></p> <p><u>Prior to Works</u></p> <ul style="list-style-type: none"> • Full PPE worn • Gloves • Disposable apron <p><u>Upon Site Entry</u></p> <ul style="list-style-type: none"> • Avoid contact with tenants/clients/residents/students • Close doors to work area. • Keep windows open during works.(if Appropriately covered) • Complete the task following the existing work specific Risk Assessments for that work stream <p><u>Upon Exit of Site</u></p> <ul style="list-style-type: none"> • Clean tools and work equipment • Wear PPE: Gloves, Aprons • Keep operatives more than 2 metres away from other persons or as far practicable • Keep windows open during works – Kitchen Only Area (if Appropriately covered) • Avoid contact with Customers and Clients • Clean Tools used • Use bacterial hand wash • If you develop symptoms. Notify your line manager and return home to self-isolate. • Stay at home for 7 days if you have either: • A high temperature 	Low	Y

NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ

Version: 1

Author: Health and Safety Team

Issued: September 2019

				<ul style="list-style-type: none"> • A new continuous cough • A loss of, or change in your normal sense of taste or smell (anosmia). • If you live with other people, they should stay at home for 14 days from the day the first person got symptoms 			
03	Transportation and Delivery of food	Catering Staff/Client/Customers/Delivery Personnel	Med	<ul style="list-style-type: none"> • Trolleys to be cleaned and sanitised at all touch points before leaving the kitchen and before re-entering the kitchen • Delivery Personnel are not to enter the Kitchen • Orange Boxes used for transportation are to be sealed and sanitised before and after use • Delivery personnel to wear new gloves when collections are made, and loading the vehicle, and then dispose of gloves and wear a new pair of gloves when delivering to a new site 	Low		N
04	Deliveries and Maintenance	Delivery Drivers/Maintenance Engineers	Med	<ul style="list-style-type: none"> • No deliveries to be made inside the building • All deliveries left outside of the kitchen door • Delivery driver to remain 2 metres from the door until the delivery has been acknowledged • Any maintenance engineer needed to visit site for essential works only and to be made available, out of catering hours, if not possible full PPE to be worn and 2metre social distance in place at all times 	Low		N
05	Touch Point Cleaning	Catering staff	High	<ul style="list-style-type: none"> • To clean all touch points in the Catering area, light switches, door handles, fridges, freezers, cupboard handles etc 	Low		N

NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ

Version: 1

Author: Health and Safety Team

Issued: September 2019

FURTHER ACTION REQUIRED:				
Residual Risk	Corrective Action	Why and the Benefit	By Whom	By When
Any potential exposure	Maintain high levels of individual hygiene.	Prevent the risk of any contamination and risk of infection Covid – 19.	All	24/7 until further notice
Approval			Comments:	
Assessors Signature		This assessment will be revised as new information is released from PHE or the Chief Medical Officer. Any concern regarding entry in to a premise must be referred to the Senior HS Manger.		
Approved by Name				
Approved by Signature				
Approved Date				

Review date	Reviewed by	Signature	Date

NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ	Version: 1
Author: Health and Safety Team	Issued: September 2019



NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ

Version: 1

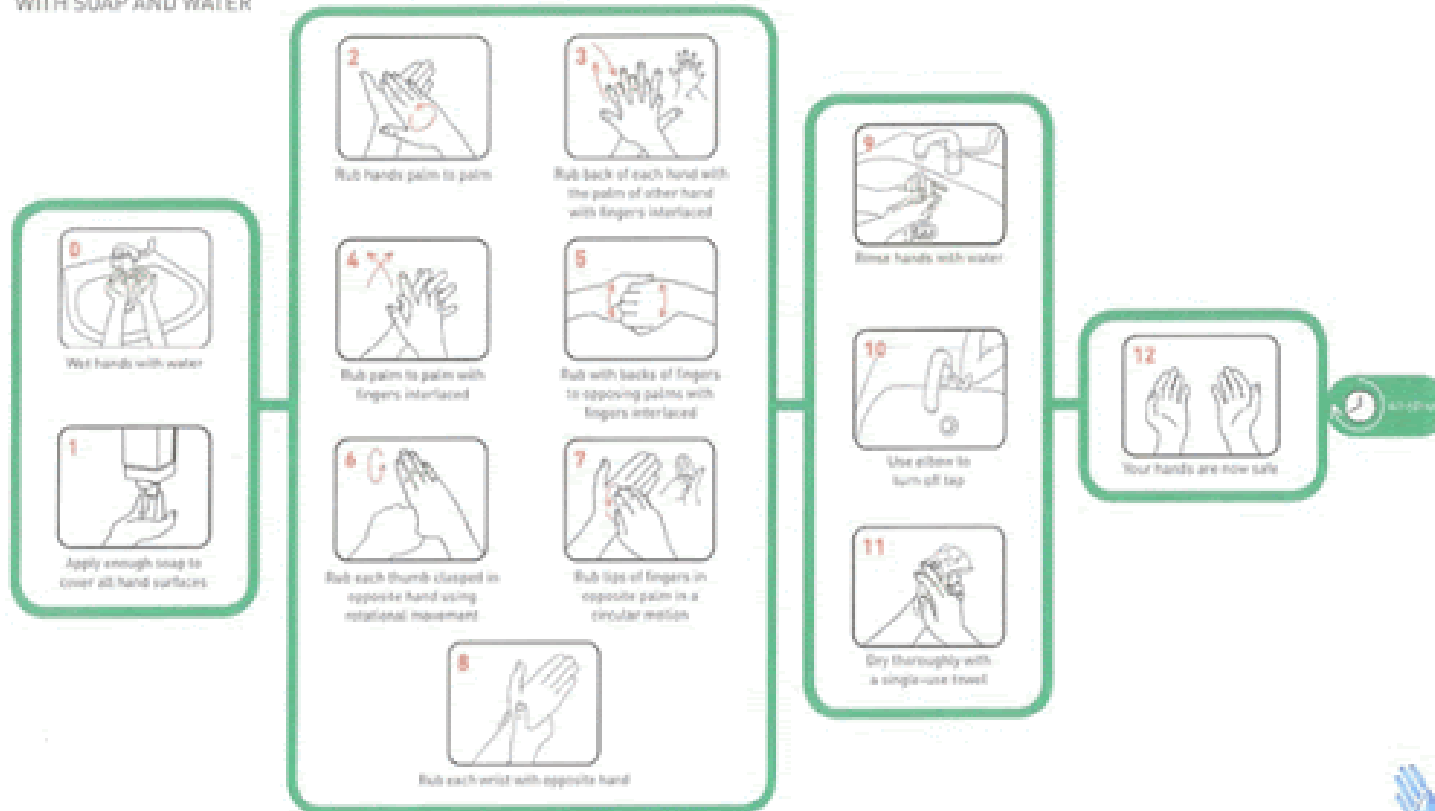
Author: Health and Safety Team

Issued: September 2019

HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care 1/04



NOT PROTECTIVELY MARKED

Approved by: Head of SHEQ
Author: Health and Safety Team

Version: 1
Issued: September 2019