

Coronavirus Risk Assessment for kitchen

Location/Dept: Kitchen			Date Assessed: 06.07.2020			Assessed by: Andy Pearson				
Task/Activity: Operating centre kitchen during Covid 19 pandemic			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Keeping staff and visitors safe	Contracting COVID-19	Employees Volunteers Visitors Contractors	2	5	10	<ul style="list-style-type: none"> The maximum number of staff, volunteers that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the kitchen, taking into account total indoor space, specific kitchen characteristics such as furniture, as well as likely pinch points and busy areas. 2 Staff and 2 trainees. Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival (such as by phone, on our website or by email). We will make visitors, volunteers aware of, and encourage compliance. Sanitising facilities will be provided at the entrances to the building and staff, volunteers and visitors will be encouraged to use the sanitiser or wash their hands in addition to food safety hygiene. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					10	<ul style="list-style-type: none"> • Changes made to entrances, exits will take into account reasonable adjustments for those who need them, including disabled. • The flow of employees and customers through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. Kitchen workers will ensure a one door in one door out policy is in place. • Plans have been put in place for maintaining social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable). • Booking of essential services and contractor visits have been revised to reduce interaction and overlap between people, wherever possible, for example carrying out services out of hours. • All control measures identified will be equally expected of all persons without discrimination. • We will assist the NHS Test and Trace service by keeping a temporary record of our staff shift and trainee or volunteer patterns 			5	
Handling food	Contracting COVID-19	Employees Volunteers	2	5	10	<ul style="list-style-type: none"> • Although it is unlikely that Covid 19 is transmitted through food or food packaging, as a matter of good food hygiene practice anyone handling food must wash their hands frequently with soap and water for 20 seconds. This should be done routinely, including, <ul style="list-style-type: none"> • Before and after handling food, • When moving between different areas of the workplace, especially after being in a public space, • After blowing your nose, coughing, or sneezing. Coughs and sneezes should be caught in a tissue or the crook of the elbow. • Any perishable food deliveries should be placed directly in the refrigerator or freezer. • Wash hands thoroughly after handling food and packaging. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						Kitchen staff should continue to follow Food Standards Agency's 'Guidance on good food hygiene practices' in food preparation.				
Managing delivery of goods.	Contracting COVID-19	Employees	2	5	10	<ul style="list-style-type: none"> • Government guidance on food safety for delivery will be followed. • Contact between kitchen workers and other staff, delivery drivers or riders will be minimised, for example by having zones from which delivery drivers can collect packaged goods. • Staff will thoroughly wash hands after receiving deliveries • Delivery drivers or riders will maintain good hygiene and wash their hands regularly. 	1	5	5	See Risk Assessment, Covid 19 receiving deliveries.
Use of the toilets	Contracting COVID-19	Employees Contractors Visitors	2	5	10	<ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. • To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. • There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					10	<ul style="list-style-type: none"> • Ventilation will be increased where necessary by opening windows and, where appropriate, doors. • Special care will be given to cleaning of portable toilets and large toilet blocks. • A cleaning schedule will be kept up to date and clearly visible. • Further waste facilities will be provided and emptied regularly. 			5	
					10				5	
Employee attendance to site	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> • Employees that can work from home, including those not in customer-facing roles such as administrative staff, will do so if at all possible. • The minimum number of people required for safe operation of the kitchen will be on site at any one time. • The wellbeing of people who are working from home will be monitored and means for them to be able to stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site, will be implemented. • We will keep in touch with home-based workers on their physical wellbeing, including their welfare, mental and physical health, and personal security. • Remote workers will be provided with sufficient hard and software to be able to complete their roles. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Protecting people who are at a higher risk	Contracting COVID-19	Employees	2	5	10	<ul style="list-style-type: none"> • Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. • Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

People who need to self-isolate	Contracting COVID-19	Employees	2	5	10	<ul style="list-style-type: none"> Where appropriate, employees will be permitted to work from home when required to self-isolate. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Coming to and leaving work	Contracting COVID-19	Employees	2	5	10	<ul style="list-style-type: none"> Arrival and departure times at work will be logged at reception. Additional parking or facilities such as bike racks to help people walk, run, or cycle to work will be provided where possible. Employees should avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. Where possible, there will be an identified entry and exit point from the kitchen. Markings should be used to inform staff coming into or leaving the building. Handwashing facilities or sanitiser will be provided at entry and exit points. Storage will be provided for staff belongings and clothing. Staff will be requested to change into work uniforms on site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met. Staff uniforms will be either washed on site or staff will be requested to wash uniforms regularly at home. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Staff movement around the centre	Contracting COVID-19	Employees Contractors Visitors	2	5	10	<ul style="list-style-type: none"> Movement around the centre will be limited by discouraging non-essential trips within the building's, for example restricting access to some areas, encouraging the use of radios, telephones or other electronic devices when sending orders from 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

						<ul style="list-style-type: none"> service areas to kitchens, where permitted, and cleaning them between use. Job and location rotation will be employed, for example by assigning workers to specific areas or keeping temporary personnel dedicated to one area. One-way systems will be implemented where possible and marked through the centre. Social distancing measures will also be implemented in high-traffic areas such as corridors, staircases and lifts. 				<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working areas	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. Paint or tape will be used to demarcate social distancing. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Food preparation areas	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> We will continue to follow government guidance on food preparation. The kitchen will be accessed by as few persons as possible. Interaction between kitchen staff and other workers will be minimised, including at break times. Teams will be put into shifts to minimise contact between persons. Working areas will be spaced to maintain social distancing guidelines as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consideration will be given to cleanable panels to separate working areas in larger kitchens if necessary. Floors will be marked with social distancing measures. One-way traffic systems will be employed through the kitchen. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • Access to walk-in fridges, freezers and pantries will be managed with 'one in, one out' systems. • Contact points such as the pass and other areas for the delivery of the prepared food will be managed to minimise risk and maintain social distancing. • Regular cleaning of surfaces before and after each use will take place. 				
Food preparation equipment	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	There will be no sharing of kitchen food preparation equipment such as knives, boards etc, once used they will be hygienically cleaned.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Meetings	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> • Remote meeting tools should be used where possible to avoid face-to-face contact. • Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines. • Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission. • Hand sanitiser will be provided in the meeting rooms. • Wherever possible, meetings be held outdoors or in well-ventilated areas. • Floor signage will be implemented to encourage social distancing. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Back of house / common areas	Contracting COVID-19	Employees Members of the public Visitors	2	5	10	<ul style="list-style-type: none"> • Break times will be staggered to maintain social distancing within break/staff rooms. • The use of outside areas for breaks will be encouraged. • Areas freed up by remote working can be used for breaks. • Social distancing markings for other common areas, such as toilets, showers, lockers and changing rooms 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

						and in any other areas where queues typically form, will be maintained.				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Accidents, security and other incidents	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. Ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. Where physical searches of customers are required, appropriate measures such as PPE will be implemented. We will continue to follow government advice on managing security risks. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cleaning the premises – prior to opening	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. If in doubt, we will seek advice from HVAC Engineers. Complete the Ellis Whittam Reoccupation Checklist to ensure the safety of the building. Complete a deep clean of the premises prior to opening. Extra bins and waste collection will be provided if necessary. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cleaning the premises – keeping the kitchen clean	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Government guidance on cleanliness in food preparation will be followed. Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. Frequent cleaning will be completed of objects and surfaces that are touched regularly, including work tops and appliances, and we will make sure that there are adequate disposal arrangements for cleaning products. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					10	<ul style="list-style-type: none"> Surfaces and objects will be cleaned between each staff use. This includes cleaning tables, chairs, kitchen implements, crockery, cutlery etc. Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including: <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. General cleaning will be increased to cover all occupied areas. Windows and doors will be kept open as much as possible to increase ventilation. 			5	
Keeping the kitchen clean	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Cleaning and hygiene is already stringent but further cleaning and disinfection will be implemented. Bins will be made available for the collection of used towels and staff overalls. Hands will be washed prior to handling plates or cutlery. High frequency of handwashing will be continued throughout the day. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Changing rooms and showers	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Where shower and changing facilities are required, there will be clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. 	1	5	5	

						<ul style="list-style-type: none"> Enhanced cleaning will be implemented during the day and at the end of the day. 				
Handling goods, merchandise, other materials and onsite vehicles	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Goods and merchandise entering site will be cleaned and sanitised. Shared contact points on equipment will be cleaned prior to each use. Frequent handwashing will be encouraged, and further facilities provided. Regular cleaning will be completed of the interior of any shared vehicles that are taken home by staff. Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
PPE and face coverings	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> PPE identified to control risks other than COVID-19 will continue to be worn. It is not believed that any additional PPE is required as long as social distancing and other control measures identified can be implemented. Staff who wish to wear face coverings should be permitted to do so, even though not required. To do so safely, they should: <ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. Continue to wash their hands regularly. Change and wash their face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the usual waste. Practise social distancing wherever possible. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Deliveries to other sites	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Procedures will be put in place to minimise contact with persons at the destination, including maintenance of social distancing. Where two-person deliveries are required, cohorts will be formed with the same two people consistently working together. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Communication and training	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. Workers unions will be consulted prior to opening. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Ongoing communication and signage	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Ongoing communications will be made with workers unions. Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Inbound and outbound goods	Contracting COVID-19	Employees Members of the public Contractors	2	5	10	<ul style="list-style-type: none"> Pick-up and drop-off collection points, procedures, signage and markings will be revised. The frequency of deliveries will be minimised, for example by ordering larger quantities less often. Unnecessary contact will be minimised at gatehouse security, yard and warehouse, for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 	1	5	5	<p>See risk Assessment, Covid 19 receiving deliveries.</p>

						<ul style="list-style-type: none"> • Where possible and safe, single workers will load or unload vehicles. • Where possible, the same pairs of people will be used for loads where more than one person is needed. • Drivers will be permitted access to welfare facilities when required, consistent with other guidance. • Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. • There will be one-way flow of traffic in stockrooms. • Put-away and replenishment rules will be adjusted to create space for social distancing. Where social distancing cannot be maintained due to kitchen design, sufficient mitigation strategies should be designed and implemented. 				
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date