

COVID-19 RISK ASSESSMENT – KITCHEN SUPPLEMENTARY ISSUES

This is to be read in conjunction with the College General Risk Assessment

Hazard : COVID-19

Control Measures:

1. Emergency Response Plan in place
2. Return to Work/induction Checklist in place
3. Kitchen staff working on site reduced to minimum
4. 2 metre distance to be followed, back to back or shoulder to shoulder working where possible.
5. While working staff should avoid physical contact with others.
6. When using the kitchen telephone hands must be sanitised before and after using telephone
7. Encourage all staff to avoid using public transport. They should drive, bike or walk to work when possible.
8. All catering personnel will receive general College and kitchen specific risk assessments, and complete Food safety, Allergen awareness and COSHH refresher and COVID-19 training.
9. Government Guidance will be followed as directed regarding developing symptoms/self-isolation if feeling unwell.
10. Staff will be instructed to wash hands and sanitise them when entering the kitchens, using the facilities provided. Good, regular handwashing and NHS Hygiene techniques and other guidance will be followed as required throughout the day.
11. Any personal belongings, including phones, should be stored away and not brought into kitchen or front of house areas. No personal items to be brought into the kitchen, but left in the lockers provided.
12. Follow instructed Team and shift patterns – this is to minimize the numbers of people interacting with each other and to spread the team between Early and Late shifts better.
13. Handover notes should be over email, phone or other electronic means as opposed to face to face discussion
14. Shift Start and Finish Times might be staggered to allow staff changing rooms to be used safely and to be cleaned down between shifts.

15. Social distancing must be maintained for breaks. Eat outside wherever possible, lunch breaks should be staggered to ensure minimal contact between staff during breaks

16 Staff should make their own coffee/tea so that hand contact points between one person and another is minimised.

17. Clean up and sanitize everything you have touched, do not expect others to clean up after you

18. The kitchen office must be cleaned down prior to handover of shift.

19. Avoid shouting in the kitchen – higher likelihood of airborne virus particles

20. People on different shift patterns do not mix in and out of work

21. One person each shift designated responsible for making sure measures are being adhered to.

Personal Hygiene

Control Measures:

1. Washing facilities available

2. Posters with hands washing guidance available in all communal washrooms.

3. Staff to follow good respiratory hygiene, 'Catch it, Bin it, Kill it.'

4. Hand sanitiser units to be provided around the kitchen

5. Staff should avoid touching their face, eyes, nose and mouth

6. Hand dryers should be replaced with paper towel dispensers

Cleaning

Control Measures:

1. Deep clean undertake on regular basis according to Cleaning Plan

2. Regular cleaning for high touch points

3. All communal areas to be cleaned/disinfected on daily basis to avoid infection spread

4. All kitchen equipment must be cleaned and sanitised immediately after use as normal, but with extra attention to clean of all hand contact points such as handles and buttons, touch screens, stop switches etc.

5. There will be increased and specific cleaning by Scouts in the changing rooms but you are expected to clean before and after yourselves as well. If you use the toilet you are expected to spray and clean hand contact points.

6. Kitchen Office, on handover users must sanitize the touching points, desk, keyboards, VDUs, telephone etc.

7. Disposable paper cloths in use

8. Proper disinfectant spray and cleaning instruction provided

4. All cleaning equipment must be sanitised after use, and mops must be disinfected on daily basis

PPE

Control Measures:

1. Disposable gloves are provided and must be worn when possible.

2 Face masks provided are to be worn, wash hands before and after putting on a mask.

3. Face Screens provided to be worn when working near others

4. Wearing PPE isn't a substitute, but an addition to social distancing and hygiene controls

5. Extra uniforms to be provided to those who need it, to allow time for regular washing

Working in the Kitchen

Control Measures:

1. Do not fill a pot that so it cannot be carried by one person – use smaller pots and do not fill them to the top.

2. Plan your routes from A to B to ensure that you will not come into contact with someone else.

3. Avoid working face to face

4. Only one person is allowed to enter all walk in Fridges, Meat and Fish Prep Rooms and Store Rooms at any one time.

5. Where Avoid kitchen team working in groups

6. Socially distance

7. Open doors frequently to encourage ventilation, where possible

8. Staff should have their own labelled trigger bottle of anti-bacterial Sanitiser to avoid cross contamination between staff

9. Pay extra attention to handwashing upon entering the kitchen from outside and then at increase intervals, regularly throughout the day;

10. Clean up and sanitize after yourself, do not expect others to clean up after you.

11. If you are moving from one part of the kitchen to another make sure you communicate with everyone in you work area that it might affect.

12. After using a trolley clean and sanitise, particularly touch points, do not leave it to someone else to do

Access into Kitchen, including deliveries

Control Measures:

1. No-one other than chefs and kitchen porters to be allowed in the kitchen at any time, unless servery staff are part of the “bubble” and have the same work pattern.

2. Deliveries must be accepted in the designated and marked zones. There should be no direct contact with delivery drivers.

3. Delivery Drivers are not to be allowed access into the kitchen area or staff changing / toilet facilities

4. All staff who accept deliveries and decant into storage must ensure good handwashing / use of PPE and cleaning of delivery points after each delivery.

5. External Contractors should not enter the kitchen until this has been authorised by the Chef in Charge on duty. This should happen via a phone call from the lodge on arrival of the contractor. If possible, work should be carried out when the kitchen is closed, under the supervision of the works dept. Post work cleaning regimes must then be adhered to.

6. If contractors can enter the kitchen during the quiet period in the afternoons it will minimise contact with Catering staff. External contractors still need to maintain social distancing and follow guidance as directed.

7. Service staff to collect food from pass through servery and not to enter the kitchen

8. Visitor fill and sign “visitor and Employee COVID-19 Screening Questionnaire”

9. Stock controller stays in his own bubble, duty Chefs give food orders to process, when the kitchen is quiet checks stock

Infection

Control Measures:

1. If any member of staff presents symptoms of infection, such as a High fever, cough or if they are finding it hard to breath, they should be sent home immediately.

2. The area in which an infected member of staff was working in should be closed off until staff are able to carry out a deep clean with all the correct PPE.

3. Only necessary visits should be undertaken once an area has been deep cleaned to avoid spreading infection.

