

# KCC Client Services

## COVID-19

### Catering Guidance & Risk Assessment



Covid-19 business closures are subject to The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and re-openings will be subject to determination against these regulations including amendments and/revocation made to them. <http://www.legislation.gov.uk/uksi/2020/350/contents/made>

Schools need to continue to monitor Government guidance and requirements including <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>



### Deliveries

Food/Cleaning materials/Disposables including Personal Protective Equipment (PPE)

Arrangements need to be confirmed with your suppliers to ensure goods required can be delivered in a timely manner.

### Due Diligence

Existing food safety and health & safety policies and procedures are a legal requirement and remain relevant and necessary for all catering operations.

### Process Flow/Risk Assessment

All catering operations vary in size, shape and type and therefore a 'one size fits all' policy towards COVID-19 is impractical. Risk assessment remains fluid and subjective to site specifics and schools are advised to regularly assess position, guidance and instructions from both the Government and Public Health England.

### Personnel

Staff may have been away from the business and guidance prior to their return include, but not limited to

- ✓ Staff activities
- ✓ Practices and behaviour
- ✓ Closed sites return and start up
- ✓ Site operations including heightened cleaning arrangements

### Site facilities and Equipment

Routine controls for Legionella and Pests remain a requirement.

Schools need to ensure machinery and equipment is ready for use



### Guidance to food service provision, dining and food choice areas

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Is it possible to offer a takeaway service only or to deliver to defined separate areas?  
Can pupils eat in separate areas e.g. classrooms, study areas?

Can dining areas be managed to enable adequately separate dining e.g. separate classrooms, physical or distance barriers, etc.

Is additional/enhanced cleaning/disinfection required between uses of dining tables/seats

Can mealtimes be staggered to enable social distancing?

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm#>

Are waste stations situated as close to the kitchen as possible?

Pupils to wash their hands/use sanitiser prior to or directly after entering the dining room

Queuing and consequent movement around the dining area to be managed to enable social distancing. Floor tape/signage can be used to manage this. Additional support may be required e.g. regular verbal instruction, wall posters etc.

Where practicable a one-way system will reduce close contact and enable social distancing. Food choices and service areas will also need management. Grab and go, self service areas and other remote service areas require review. It may be that more appropriate to consolidate all food service at the main counter/service area. If you choose to keep these area controls are necessary e.g. queue management, floor tape, verbal instruction etc.



Self-service of cutlery, plates and flight trays should be removed and managed by staff for the pupils. Where plated meals are provided these should be managed by the catering staff and the first point at which the pupil touches their plate/flight tray will be when it is placed on a surface in front of them with their food choices on it. Salad bars, bread and pudding stations should only remain as a last resort. Ideally All food service will be centrally managed.

Oven gloves, tea towels, re-usable dish cloths to be washed daily on the hottest machine-wash cycle or boil washed in a pan on the stove.

Disposable gloves will be required for removing potentially contaminated areas left behind by pupils or others.

### **Deliveries**

Should be kept to a minimum and all parties to observe social distancing. Temperature monitoring check procedures are still required to be adhered to. Staff to use their own pens when a signature is required.



### Appendices

1. Primary Schools Reopening/Recovery Questionnaire
2. Secondary Schools Reopening/Recovery Questionnaire
3. Risk Management Checklist
4. Workplace Risk Assessment (COVID-19)
5. CCOVID-19 Risk Assessment Check list
6. COVID-19 Site and Equipment re-opening checklist
7. Additional Cleaning Schedule



## Appendix 1

**Primary Schools Re-opening/Recovery Questionnaire**

School Name	
Address	
School contact for COVID-19	
School opening date	
Pupils return date	
Dates for access for cleaning & deliveries prior to pupil's return	

Numbers returning to school

Yr. R	KS 1	KS 2	Adults

Estimated number of hot/packed lunches required

Yr. R		KS 1		KS 2		Adults	
Hot	Packed	Hot	Packed	Hot	Packed	Hot	Packed

Estimated number of breakfasts required

Yr. R	KS 1	KS 2	Adults

Estimated numbers of After School Club meals required

Yr. R	KS 1	KS 2	Adults

Service review

Has the school completed a risk assessment on the required service/s?	
What changes have the school put in place for social distancing?	
What changes have the school put in place regarding working practices which could affect the lunch time provision?	
All the above has been shared with the Kitchen team and training recorded.	

## Appendix 2

**Secondary Schools Re-opening/Recovery Questionnaire**

School Name	
Address	
School contact for COVID-19	
School opening date	
Pupils return date	
Dates for access for cleaning & deliveries prior to pupil's return	

## Numbers returning to school

School Numbers	
Morning Break required?	
Hot and/or Cold provision required?	
Lunch required?	
Hot and/or Cold provision required?	
Vending machine service required?	

Service review

Has the school completed a risk assessment on the required service/s?	
What changes have the school put in place for social distancing?	
What changes have the school put in place regarding working practices which could affect the lunch time provision?	
All the above has been shared with the Kitchen team and training recorded.	



Appendix 3

**Risk Management Checklist**

We at \_\_\_\_\_ School confirm we have complied with government guidance on managing the risk of COVID-19

- ✓ Completed a **COVID-19 Risk Assessment** and shared the results with relevant personnel
- ✓ **Cleaning, hand washing and hygiene procedures** in line with guidance are in place.
- ✓ All reasonable steps to **help people work from home** have been taken
- ✓ All reasonable steps to **maintain a 2m distance** in the workplace have been taken
- ✓ Where people cannot be 2m apart everything practical has been done to **manage transmission risk**

Responsible person signature \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_





## Appendix 4

**Workplace Risk Assessment (COVID-19)**

<b>Risk Assessment Name and Date</b>	Kitchen Working Environment
<b>Location Name</b>	
<b>Hazards</b> Add any additional hazard/s as applicable	<ul style="list-style-type: none"> <li>• Transmission of Coronavirus</li> <li>• Contamination of Coronavirus</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Who might be harmed?</b> Add any additional group/s as applicable	<ul style="list-style-type: none"> <li>• Kitchen team</li> <li>• Pupils</li> <li>• School Staff</li> <li>• Visitors</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Control Measures</b>	<b>Print name</b> <b>Signature</b> (All control measures as applicable must be implemented before signing off the risk assessment)
Sickness reporting is in place so that if a member of staff is displaying symptoms of COVID-19 they do not attend work/go home immediately	
Sickness reporting is in place. Where a member of staff's household is displaying symptoms of COVID-19 they do not attend work/go home immediately	
All staff have been trained in effective hand washing and personal hygiene procedures.	
A social distance of 2m is being maintained between individuals wherever reasonably practical.	
Social distancing procedures e.g. signage, floor markings etc. have been implemented where necessary	
Dining room service restrictions are in	

place	
Where required there is suitable and sufficient PPE and staff have been instructed to wear PPE for the relevant tasks.	
Where required an enhanced touch point cleaning schedule has been created and implemented with regular management checks	
All staff have sufficient uniform so it can be washed/changed daily. Reiterate policy of only wearing uniform in the workplace and not to and to and from work	
Hand wash basins are in good working order with hot and cold running water, soap and paper towels for drying	
All staff and visitors have read and signed the COVID-19 Site and Staff Health & Safety guidance	
As applicable direction signage is being followed e.g. one-way-systems, doors etc.	
Work vehicles are only being used by one person at a time and are thoroughly cleaned after each use	
Staff are updated daily and informed of any changes to the above and/or if any further controls are necessary	
<b>Review date and by whom</b>	
<b>Any Further Information as Required</b>	

## Appendix 5

**COVID-19 Risk Assessment Check List**

		Y	N
1.	<b>General</b> Workplace Risk assessment (Appendix 4) Completed		
2.	All staff updated on enhanced measures		
3.	Staff consulted and concerns/questions resolved		
4.	Clarification on social distancing confirmed		
5.	Social distancing being achieved so far as reasonably practicable		
6.	All staff with higher COVID-19 risk, special needs, new or expectant mothers, disabilities have been carefully considered and appropriate controls implemented		
7.	Staff numbers are at an acceptable level to both deliver the service and to support social distancing so far as reasonably practicable		
8.	Where considered necessary and practicable, activities in the kitchen have been re-arranged to enable social distancing		
9.	Where considered necessary and practicable kitchen/operating areas have been zoned/designated to individuals to enable social distancing		
10.	Staff are partnered for activities when social distancing cannot be maintained		
11.	Additional PPE as determined necessary is provided and staff trained in its use and care		
12.	Only essential personnel are entering the kitchen and catering areas		
13.	Access points to dry stores, walk-in fridges and freezers controlled ensuring only one person is accessing at any one time		
14.	<b>Cleaning</b> Cleaning schedule is in place		
15.	All contact surfaces and touch points are cleaned prior to starting work		
16.	All food preparation areas are effectively cleaned prior to use		
17.	An effective sanitiser is in use and manufacturer's instructions are being followed		
18.	<b>Hygiene</b> All wash hand basins have soap, hot and cold running water and disposable paper towels		
19.	Staff uniform is clean and in good condition		
20.	All staff personal items including phones are stored away from the working environment		
21.	Frequent hand washing is being completed		
22.	<b>Travel</b> Staff are changing in and out of their uniform, including shoes, at work		
23.	Staff are carrying their uniform in a separate bag whilst travelling to and from the workplace		

24.	Social distancing is being followed whilst travelling to and from the workplace and between sites		
25.	<b>General</b> Where applicable staff are following directional signage, one-way systems etc.		
26.	Staff are aware of COVID-19 symptoms and HM government 'Test & Trace' <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>		
27.	Line manager has confirmed that staff know to report all illness		
28.	Staff contact details including emergency contact are up to date		
29.	All visitors to read and sign COVID-19 Risk Assessment (Appendix 5)		
30.	All visitors are following social distancing guidelines		
31.	Changing rooms are limited to only one at a time		
32.	Staff have their own pens etc. within the work environment		
33.	Signage restricting access to unauthorised personnel is in place at all relevant points e.g. kitchen, operational areas		
34.	<b>Vehicles</b> Any vehicles in use are, where practicable for use by one person at a time and all contact points are cleaned after each use		
35.	<b>Deliveries</b> All delivery personnel are complying with school requirements		
36.	Social distancing is being practiced between catering staff and delivery personnel		
37.	<b>Service &amp; Dining</b> Robust measures are in place at service time to minimise potential contamination e.g. issue of plates, cutlery etc.		
38.	Social distancing measures in place are appropriate and fair to all users		
39.	The food is presented in a manner so as not to permit pupils touching the food prior to being served		
40.	Staff are following good hygiene procedures whilst on duty i.e. effective handwashing, not touching their face, using clean tongs etc.		

## Appendix 6



**COVID-19 Site and Equipment re-opening checklist**

	<b>Subject</b>	<b>Action</b>	<b>Tick when completed</b>
1.	HOT WATER	Run ALL taps at ALL stations for at least 2 minutes to remove any stale/stagnant water and to ensure adequate supply of hot water. Do not create splash. Do not open tap fully. Run taps gently.	
2.	COLD WATER	Run ALL taps and all water supplies connected to equipment for at least 2 minutes to remove any stale/stagnant water and to ensure adequate supply of hot water. Do not create splash. Do not open tap fully. Run taps gently	
3.	PESTS	Complete pest check procedure and record in daily record book	
4.	CHEMICALS	Discard any pre-diluted sanitiser in use prior to shut down. Make fresh as necessary following manufacturer's instructions.	
5.	FRIDGES, FREEZERS, CHILLED DISPLAY EQUIPMENT	Clean all equipment as cleaning schedule discarding any out of date/unsaleable goods. Complete temperature checks and record in daily record book	
6.	VENTILATION	Test mechanical extraction equipment prior to using any gas cooking equipment	
7.	CONTACT SURFACES	Clean and sanitise as cleaning schedule including all handles and dials	
8.	STEAM OVENS	If models with removable tanks were not emptied prior to shut down, carefully empty and rinse avoiding splashes. Follow manufacturer's instructions and run at least one heat/cook/clean cycle prior to use	
9.	DISHWASHER	Clean as cleaning schedule. Run at least 2 empty cycles on maximum heat setting and keep canopy closed for 10 minutes afterwards.	
10.	DRY FOOD STORAGE	Clean as cleaning schedule. Discard any out of date/unsaleable goods	
11.	LIGHT EQUIPMENT	Clean as cleaning schedule including shelving, cutlery trays etc.	

12.	HOT HOLD EQUIPMENT	Clean as cleaning schedule. Complete temperature monitoring procedure and record in daily record book	
13.	PROBE THERMOMETERS	Clean as cleaning schedule. Complete calibration procedure and record in daily record book	
14.	PRE-COVID-19 RISK ASSESSMENTS	Review and update if necessary, i.e. movement associated with delivering meals to classrooms	
15.	STRUCTURE	Check to ensure good condition	
16.	LIGHTING	Check to ensure good condition	
17.	GAS/ELECTRICITY	Check in good working order	
18.	FRYERS	Clean as cleaning schedule. Fresh oil is recommended	
19.	SIGNAGE	In place	
20.	FIRE SAFETY	In place	
21.	ALLERGENS	Procedures in place	
22.	PPE	Issued and adequate supplies	
23.	FIRST AID	Measures and adequate supplies in place	
	Completed by		
	Signature-----		
	Print name_____		
	Date_____		

Appendix 7

**Additional Cleaning Schedule**

<b>Area (use Sanitiser)</b>	<b>(initials)</b>	<b>(Initials)</b>	<b>(Initials)</b>	<b>(Initials)</b>
Door/Drawer handles				
Fridge/Freezer handles				
Oven doors/handles/touch points				
Taps including wash hand basins				
Soap dispensers				
Paper towel dispensers				
Sneeze guards/Displays				
Light switches				
Counters				
Counters/Service areas				
Dining room furniture				
Office area to include all touch points				

