

Specific Risk Assessment: Kitchen CFS

Key Issue	How it will work	Measures to Implement	Risk Assessment
Adults working in the kitchen	Four adults will be using this space at maximum capacity. All adults should socially distance from one another. Staff to work side by side not facing one another when completing any tasks together. Staff have their own toilet and washing area.	Continued Good Hygiene practices which are normal practice: - change of clothing - handwashing / sanitising - Surface cleaning Staff to socially distance working and preparing utilising all kitchen space.	Good practice already very secure.
Deliveries or repairs - maintenance	Deliveries to be collected from drop off point. (most companies will not now carry goods inside). Help to be requested from Andrew Gardner for lifting any boxes left outside in required. Contractors to be booked in advance so risk is calculated.	Deliveries to be checked off / packed away and then hands washed and sanitised. Storage boxes immediately disposed of. Gloves / masks / disposable aprons available but not mandatory. Hand washing must be observed. Following any repairs etc areas accessed must be thoroughly cleaned.	Booked repairs only and timed to enable social distancing. Regular thorough cleaning in place.
Use of equipment / stationary / telephone	Zoe Dobson using phone and completing paperwork – other staff should not need to handle. Staff will make contact with shared work space / surfaces / equipment.	Staff to wash any put away tools they are using after use. Surfaces and equipment – to be sanitised as is daily practice. Staff to uphold regular handwashing.	Kitchen team responsible for keeping own equipment clean.
Use of workspace by other staff	SLT/caretaker will only enter the kitchen if necessary to support the kitchen team or access necessary equipment	If necessary to complete job role social distancing should be maintained by all adults.	Kitchen / SLT / Caretaker staff to adhere to working arrangements
Kitchen team exposure to other adults and children.	Zoe And Hazel are able to access the hall to set up clear away but social distancing can be fully adhered to from all groups of children. Susan / Lisa / Andy to move freely around hall observing social distancing from groups. Each adult will be assigned one consistent pupil group to serve – help clear and this will become a constant so the children they are closer to is within the limited number set.	Staff not to congregate in kitchen. If they need to access the hall or speak with children from other groups they should observe social distancing while the children are seated for lunch. Staff to collect and deliver plates / help with coats, jumpers etc as needed but avoid close range face to face communication. Gloves / masks / disposable aprons available but not mandatory. Hand washing must be observed.	Kitchen and other staff to adhere to working arrangements
Service at the Hatch	If service at the hatch is given this will be limited to older children if there is not the capacity for them to sit in the hall to be served.	If service at the hatch is given this will be limited to years 3 and 4. Distance will be maintained between children and serving staff and plates handed out to children (no trays picked up by children to be handed over.) Gloves / masks / disposable aprons available but not mandatory. Hand washing must be observed.	Kitchen and other staff to adhere to working arrangements.

Tables to be set for **up to 7** key groups – Space between groups set to requirements. - Staff to serve and collect from 1 group only returning directly to the open hatch following service.
Children to wash hands before entering hall – remain seated until leaving as a group - children will be distance as far as space allows but all side by side.