

# Risk assessment : Running Catering Services During Covid 19

Company name: Clare College

Assessment carried out by: Marie Bouvier and Lee Corke

Date of next review: 07/02/2021

Date assessment was carried out: 07/01/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Infection from corona virus</b></p> <p><b>Travelling to Work and work premises</b></p>	Catering Staff	<p>Where possible catering staff are to use their own personal vehicles for travelling to work and different work premises.</p> <p>If possible, avoid using public transport.</p> <p>Look for opportunities to park away from</p>	<p>Wear facemasks as per Government Guidelines</p>	Catering Staff		

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		other vehicles to maintain social distancing measures				
<b>Lone Working</b>	Catering Staff	<p>Inform Porters Lodge if there is a requirement to work late.</p> <p>Upon completion of task/duty, inform the Porters Lodge.</p>		Catering Staff		
<b>Infection from coronavirus</b>	Catering Staff	<p>Maintain social distancing at all times.</p> <p>Hand washing and use of antibacterial gel. Additional Cleaning of toilets</p>	<p>PPE provided such as face masks and gloves.</p> <p>Provision of Plastic Sneeze Screens to maintain social distancing.</p>	Catering Staff		

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		and changing rooms. Floor and wall signage in place for spacing and control of movement. One way in and out system.	Opening of the doors in buttry area, pantry, kitchen and Catering Office to allow some airflow.			
<b>Infection from coronavirus</b>	Catering Staff/College Members	Floor and wall signage in place for social distancing. One way in and out system. Provision of antibacterial gel in catering facilities.  Use of table signs indicating when table have been sanitized.		Catering Staff		

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<b>Infection from coronavirus</b>	Catering Staff/College Members	Regular sanitization of trolleys, doors, working areas, floors and corridors, and tables.				
<b>Infection from coronavirus/Deliveries</b>	Catering Staff	Supplier to leave deliveries outside kitchen.	Supplier to inform us if any members of their team have been signed off work or are self-isolating.			
<b>Infection from Corona Virus/Food Service</b>	Catering Staff Students Fellows Staff	Social Distancing, alcohol gel on entry points, staff wearing face coverings, regular sanitization of high use touch points, exit points clearly signed.		Catering Staff		

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<p><b>Infection from Corona Virus/Dining/Table Service</b></p>	<p>Catering Staff Students Fellows Staff</p>	<p>Social Distancing of one metre plus in areas. Alcohol gel on entry points, staff wearing face coverings when serving diners, diners to wear face coverings to and from tables. Sanitization of tables after use. Regular fogging using Covid 19 safe chemical of dining areas.</p>		<p>All</p>		
<p><b>Infection from Corona Virus/Drinks Service</b></p>	<p>Catering Staff Students Fellows</p>	<p>Social Distancing of one metre plus in place. Alcohol gel available, staff wearing face coverings when</p>		<p>All</p>		

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		<p>serving drinks.</p> <p>Sanitization of all equipment prior to and after service.</p>				
<b>Infection from coronavirus leaving work to return home</b>	Catering Staff	<p>Staff should wash hands for twenty seconds before leaving and when arriving home. Staff should wash their clothes and shower when getting home.</p>		Catering Staff		
<b>Infection from coronavirus</b>	Catering Staff	<p>Review plan and procedures in line with Government and Public Health England Guidance.</p>		Catering Staff		
<b>Infection from coronavirus/movement of equipment</b>	Catering Staff	<p>Social distancing.</p>	<p>If social distancing cannot be implemented fully, facemasks are to be worn.</p>	Catering Staff		

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<b>Infection from corona virus.</b>	Fellows, students, staff and members of the public.	2 face coverings have been issued to all fellows and staff. Guidance has been issued to all fellows and staff on the use of face coverings.	2 face coverings to be issued to all students.	Brenan Morgan	When students return to College	
<b>Infection from coronavirus/Working Office Conditions</b>	5 x Catering Staff	Spacing as best as possible, ventilation	Re-arrange the office, move one desk out to allow for 3 x working staff. Continue to use X4 in the Gillespie Centre for 1 x working staff, Catering manager to work in Bursars Office	Catering Manager with approval to use X4 and Bursars Office from the College	ASAP	Completed late Nov 2020

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)