

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: 01/11/2021

Date assessment was carried out: 01/10/2021

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>Infection from corona virus</p> <p>Travelling to Work and work premises</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</p>	<p>If using public transport the use of face-coverings is strongly encouraged.</p>	Catering Staff		

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		park away from other vehicles to maintain social distancing measures				
Lone Working	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		
Infection from coronavirus/all catering areas	Catering Staff	Continue with ongoing consideration for social distancing of 1 metre.	It is advisable for staff to wear a face covering at indoor food service times for the safety and	Catering Staff		

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		<p>Hand washing and use of antibacterial gel. Additional Cleaning of toilets and changing rooms. Floor and wall signage in place for spacing and control of movement. One way in and out system.</p>	<p>protection of themselves and others. Provision of Plastic Sneeze Screens to maintain social distancing. Opening of the doors in buttry area, pantry, kitchen and Catering Office to allow some airflow.</p>			
<p>Infection from coronavirus/all catering areas</p>	<p>Catering Staff/College Members</p>	<p>Floor and wall signage in place for social distancing. One way in and out system. Provision of antibacterial gel</p>		<p>Catering Staff</p>		

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		<p>in catering facilities.</p> <p>Use of table signs indicating when table have been sanitized when dining is permissible.</p>				
<p>Infection from coronavirus/all catering areas</p>	<p>Catering Staff/College Members</p>	<p>Regular sanitization of trolleys, doors, working areas, floors and corridors, and tables.</p>				
<p>Infection from coronavirus/Deliveries/all catering areas</p>	<p>Catering Staff</p>	<p>Supplier to leave deliveries outside kitchen.</p>	<p>Supplier to inform us if any members of their team have been signed</p>			

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			off work or are self-isolating.			
Infection from Corona Virus/Food Service/all catering areas/Take Away	Catering Staff Students Fellows Staff	Social Distancing, regular sanitization of high use touch points, exit points clearly signed. Allow extra ventilation.	It is advisable for staff to wear a face covering at indoor food service times for the safety and protection of themselves and others.	Catering Staff		
Infection from Corona Virus/Dining/Table Service/all catering areas	Catering Staff Students Fellows Staff	Continue with ongoing consideration for social distancing of 1 metre. Alcohol gel on entry points, Sanitization of tables after use. Regular fogging using Covid 19 safe chemical of	It is advisable for staff to wear a face covering at indoor food service times for the safety and protection of themselves and others.	All		

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		dining areas. Allow extra ventilation.				
Infection from Corona Virus/Drinks Service/College Areas	Catering Staff Students Fellows	Continue with ongoing consideration for social distancing of 1 metre. Alcohol gel available. Sanitization of all equipment prior to and after service. Allow extra ventilation.	It is advisable for staff to wear a face covering at indoor food service times for the safety and protection of themselves and others.	All		
Infection from coronavirus leaving work to return home	Catering Staff	Staff should wash hands for twenty seconds before leaving and when arriving home. Staff should wash their clothes and		Catering Staff		

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		shower when getting home.				
Infection from coronavirus	Catering Staff	Review plan and procedures in line with Government and Public Health England Guidance when any new advice becomes available.		Catering Staff		
Infection from coronavirus/movement of equipment	Catering Staff	Continue with ongoing consideration for social distancing of 1 metre.	It is advisable for staff to wear a face covering at indoor food service times for the safety and protection of themselves and others.	Catering Staff		
Infection from corona virus.	Fellows, students, staff and members of the public.	Guidance has been issued to all fellows and staff on	It is advisable for staff to wear a face covering at indoor food service times for the safety and	Brenan Morgan	When students return to College	

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		the use of face coverings.	protection of themselves and others.			
Infection from coronavirus/Working Office Conditions	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/