

Canteen (use of) - Risk Assessment – Covid-19 Measures

School Name - The Boulevard Academy Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors		Visitors	
Location Ground Floor - Canteen		Staff	✓	Vulnerable People		Volunteers	
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments		Residual Risk Rating H/M/L	
Risk of infection (Covid-19) spreading to children and staff	H	Year groups have been split into class bubbles for lunch time and sit on every other chair to allow distance between pupils while eating lunch.	✓	<i>Year 11 do not take lunch in the canteen area, lunch is delivered to them in their tutor room.</i>	L		
		Ventilation systems remain energised to increase the flow of fresh air into the canteen and to further support this the external doors in the canteen remain open during lunches.	✓				
		Yr10 are set up in two bands and take lunch separately in the canteen area still seated on every other chair.	✓				
		Sanitising stations are available at various locations in the canteen area and students are encouraged to sanitise before and after eating.	✓				
		The canteen has been split with the use of screens to allow separate areas for year bubbles/class bubbles where there is an overlap of lunch times.	✓				
		The canteen is cleaned before the first lunch and further cleaned between each year bubble in line with the current advice.	✓	<i>The government advice will be reviewed regularly to ensure methods are up to date and accurate.</i>			
		Face coverings are to be worn in all communal areas by staff and students, however these can be removed while eating. When leaving the canteen area face coverings must be worn unless exempt.	✓				
Lunches are pre ordered and bagged for students to collect and waste is disposed of in the bins provided around site.	✓	<i>There is no reusable cutlery used by students.</i>					
Safeguarding & General Safety	H	Adequate competent adult supervision in place. The adult to pupil ratio in place reflects any behavioural issues, the age group involved, the environment and canteen capacity	✓				
		A qualified first aider will always available in the main office which is in close proximity to the dining area with adequate resources readily available.	✓	<i>Full PPE to be worn by staff when administering First Aid</i>			

		A maximum occupancy level for the dining room has been calculated and is not exceeded, to ensure safe access/egress is maintained at all times	✓	<i>Maximum Occupancy : Left Side 96/60 Right Side 132/67</i>	L
		Parents/carers are required to provide information relating to pupils food allergies or health issues, relevant information is communicated to first aiders, supervising and catering staff	✓	See medical records	
		Staff preparing food are qualified and competent to do so, following current food hygiene standards. Pupils are not allowed in catering kitchens	✓	Refer to Catering Kitchen Risk Assessment if appropriate	
Slips, trips, falls	H	Flooring is inspected daily to ensure any identified defects are dealt with	✓		L
		Items that could cause a trip hazards are not stored in areas which will impede movement around the room or allow for easy exit from the area. (e.g. equipment/spare chairs/pupil personal belongings etc)	✓		
		An adequate space is provided between tables to allow free movement around the area for staff and pupils	✓		
		Food/beverage spillages are identified and cleared up promptly by supervising staff in accordance with the schools cleaning protocol	✓		
		Warning signage is available and used as appropriate where spillages cannot be cleared up immediately	✓		
Cuts/abrasions	M	Plastic plates are used to minimise risk of injury. Chipped or damaged items are removed and appropriately disposed of safely	✓		
Burns/scalds	M	Suitable trays are provided, adequate supervision is in place to minimise horseplay, and staff/pupils are regularly reminded of the risks	✓	See staff duty rota	L
		Warning signs are displayed on hot food counters/hot beverage dispensers	✓		
Injury from defective furniture	M	Tables & chairs, serving/counter areas are routinely inspected to ensure they are fit for intended use. Any defects are reported immediately and items taken out of service until repair/replacement is undertaken	✓		L
Emergency Incidents	H	A documented procedure is in place to deal with emergencies (e.g. fire/ bomb/accidents etc), staff/pupils are made aware of procedures in place and where the appropriate collation points are located (these may be off-site)	✓	Refer to critical incident policy if appropriate	L
		Named persons are allocated the responsibility for evacuating and collation in an emergency.	✓	Refer to fire risk assessment/fire emergency action plan	
Electrocution	H	All electrical/gas powered equipment used is PAT/Gas Safe tested in line with manufacturer's instructions and only operated by trained staff	✓		
		All fixed wiring installations are subject to regular visual checks (sockets, light switches etc) and inspected at least every 5 years by a qualified electrician	✓		
Behaviour/horseplay	M	Expectations of behaviour in dining areas is regularly communicated to pupils	✓		


	A known behaviour policy is in place and sanctions are enforced where appropriate	✓	Refer to behaviour policy if appropriate	L
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Risk Rating Guidance: H= High M= Medium L= Low TBA= To Be Assessed- Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

Likelihood of Occurrence	Potential Severity of Impact		
	Negligible	Significant	Major
Certain	Medium	High	High
Likely	Low	Medium	High
Unlikely	Low	Low	Medium

Other Hazards Identified	Additional Control Measures to be Put in Place
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Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures your are going to put in place to mitigate these below:</i>
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Date of Assessment:	21/09/20	Carried out by:	R.Howgill	Signature:	
Date of next review:	22.10.20	Carried out by:	R.Howgill	Date Review Completed:	09.11.20
Date of next review:	14.12.20	Carried out by:	RHO/JMI	Date Review Completed:	14.12.20
Date of next review:	11.02.21	Carried out by:	RHO	Date Review Completed:	15.03.21
Date of next review:	12.04.21	Carried out by:	RHO	Date Review Completed:	12.04.21 No Changes
Date of next review:	17.05.21	Carried out by:		Date Review Completed:	

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.