



# COVID 19 - General Risk Assessment for: Training Kitchens & Bakeries

<b>Risk Assessment ID:</b> (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA002 v04
<b>RA conducted by:</b> (List all involved in conducting the risk assessment)	G. Howard
<b>Signature</b> of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
<b>Date RA conducted:</b>	14/12/20
<b>Planned review date:</b>	On-going – As required

Task and/or work activities covered by the assessment

**Objective:** To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

**Description:** To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Work Areas.

**In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.**

**Reference:**

Gov.uk Guidance - COVID-19: What FE colleges and providers will need to do from the start of the 2020 autumn term - Updated 03-12-20

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-12-20

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Gov.uk - Guidance for food businesses on coronavirus (COVID-19) 14-12-20

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

**Hazards present which create potential Health & Safety risks: (Tick as applicable)**

Machinery and Equipment

Lifting operations (incl. FLT)

Flammable gases/liquids

Electricity

Machinery and equipment

Workplaces

Slips, trips and falls

Fall from heights

Transport (incl. loading)

Workstations and seating

Occupational Health

Noise exposure >80dB(A)

Hand-arm vibration

Hazardous substances

Musculoskeletal Injury/diseases

Other Hazards

Lone working

Display screen equipment

Manual handling of loads

Other Hazards (Specify):

**Viral:** Infection/cross transmission of COVID-19 virus:  
Spread through close contact with transmission between persons by ingestion of others contaminated respiratory aerosols and/or touching of contaminated surfaces transferring virus to own mouth/nose/eyes.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' \* 'S' entered into the 'R' column  
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons (The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)*

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
RA COVID ref: 002.1	<b>Ingress &amp; Egress</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d	4	5	20	Doorways to be limited to one person in and one person out of at a time. Right of way must be given to the person exiting the room ensuring 2m distancing – or 1m with mitigation. Waiting areas external to the room to be denoted by areas measured out to be 2meters apart. Class start times to be staggered to avoid congestion of Students in corridors at start and end of classes. Hand sanitising points to be located at areas by or close to catering preparation areas All Staff & Students to wash hands with soap and warm/hot water on entering the class – to be conducted as government guidelines – min 20secs. Regular cleaning and sanitising of door handles and push plates will be conducted as directed by Estates and the Cleaning Company risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.2	<b>Workstations</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d	4	5	20	Student workstations positions will be identified by the class Lecturer dependant on the class curriculum content ensuring a minimum distancing of 2m between workstation areas/desks/class activities unless mitigation of side-by-side working or no face-to-face working is involved. All workstations/desks should be sanitised prior to commencement and end of class. Monitor cleaning supplies to maintain a regular supply of soap & sanitising materials.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.3	<b>Kitchen Equipment &amp; Utensils</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d	4	5	20	All equipment; knives, blocks, spoons, ladles, pots & pans etc. are to be used on an individual use basis for the lesson. Washing of equipment on completion can be managed in the usual way using the usual cleaning detergent. If equipment has to be shared, the same two people should share together but washing hands/equipment as often as possible. Where oven gloves are to be used, hands should be sanitised before each use of oven gloves to aid maintain cleanliness of the gloves.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.4	<b>Walkways</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d	4	5	20	No one should congregate/wait in walkways unless 2m social distancing is maintained - continual movement should be maintained. Where possible, the floor areas will highlight areas for flow of traffic around the class	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.5	<b>Signage</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d	4	5	20	'Catch-It, Bin-It, Kill It' signage Reminder to regularly wash hands for minimum of 20secs Reminder of social distancing Sneeze into crook of arm Clean down/sanitise work stations at beginning and end of class	1	5	5	Maintain, monitor and regularly review control measures.

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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
RA COVID ref: 002.6	<p><b>Students</b></p> <p>Risks: Spread of virus through close contact and/or touching of surfaces</p>	a,b,c,d	4	5	20	<p>All Students should receive 'refresher training' at the start of each class to reiterate the importance of regular hand washing, keeping social distancing in the classroom and cleaning and sanitising their work area on completion of the class. (The class instructor should allow time for a thorough cleaning of each work area and other areas of the class room used)</p> <p>Students should be questioned of their well being and if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).</p> <p>All Students should inform their Instructor if they feel unwell – if developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the University Guild Office which is designated as an isolation area and await someone to escort them home for self-isolation.</p> <p>Security should be informed of the event who will have further instruction for procedures to adopt.</p>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.7	<p><b>Ventilation</b></p> <p>Risks: Spread of virus through close contact</p>	a,b,c,d	3	5	15	<p>"Ventilation, supply and extract, for the building should be optimised to ensure a fresh air supply is provided to all areas wherever possible. Ventilation systems should provide an adequate supply of fresh air".</p> <p>Mechanical ventilation should not mix air flows from one room to the next.</p> <p>Natural ventilation should be increased in areas where windows and doors can be opened (not inc. fire doors) to increase natural air flow of the area.</p> <p>Where fly screens are fitted to windows, windows should be opened to increase natural air flow of the classroom.</p>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 002.8	<p><b>Fire</b></p>	a,b,c,d,e,f	3	5	15	<p>All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building –</p> <p>Social distancing should be exercised as best possible at the emergency assembly point.</p>	1	5	5	Maintain, monitor and regularly review control measures.
						<p><b>GOV&gt;UK - Guidance for food businesses on coronavirus (COVID-19) (14-12-20)</b>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>  <i>What you need to know about coronavirus and food</i></p> <p>It is very unlikely that you can catch coronavirus (COVID-19) from food.</p> <p>Cooking thoroughly will kill the virus.</p> <p>COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging although extra care (extra hand washing) and usual hygiene practices should be managed correctly.</p> <p>Everyone should practice increased hand washing with soap and water, for at least 20 seconds, to reduce the risk of illness through virus transmission.</p> <p>It is especially important to wash hands before handling/eating food.</p> <p>Abide by all food safety and hygiene regulations when preparing and handling food.</p>				

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

**Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated December 2020**

**What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home (or accommodation flat) and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the person, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.

If a person is boarding in Halls of Residence shows symptoms, they should initially self-isolate in their residential setting household. Most students will benefit from self-isolating in their Flat so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/943707/Symptomatic\\_children\\_action\\_list\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf)

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>



Review Record	This risk assessment must be reviewed at periods not exceeding <b>2</b> years or when circumstances surrounding the risk have changed		
Review Date/Reference	Review Assessed By	Findings / Changes	Signed
14/12/20 - RA002 v04	Gary Howard	Updated self-isolation guidance for contacts of individuals who test positive for COVID-19. The self-isolation period is now 10 days instead of 14	<i>G. Howard</i>

**Copy of the completed assessment must be retained for review by the assessor or the department competent person.**