

### Specific Risk Assessment: Kitchen BFS

| Key Issue  | How it will work  | Measures to Implement  | Risk Assessment  |
|--|---|--|--|
| <b>Adults working in the kitchen</b>                       | Two adults will be using this space at maximum capacity.<br>All adults should socially distance from one another.<br>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:<br>- change of clothing<br>- handwashing / sanitising<br>- Surface cleaning<br>Staff to socially distance working and preparing utilising all kitchen space.   | Good practice already very secure.   |
| <b>Deliveries or repairs - maintenance</b>                 | Deliveries to be collected from drop off point. (most companies will not now carry goods inside).<br>Help to be requested lifting any boxes left outside if required.<br>Contractors to be booked in advance so risk is calculated.   | Deliveries to be checked off / packed away and then hands washed and sanitised.<br>Storage boxes immediately disposed of. Gloves / masks / disposable aprons available but not mandatory. <b>Hand washing must be observed.</b><br>Following any repairs etc areas accessed must be thoroughly cleaned.  | Booked repairs only and timed to enable social distancing. Regular thorough cleaning in place. |
| <b>Use of equipment / stationary / telephone</b>           | Marrie generally using personal phone and completing paperwork – other staff should not need to handle.<br>Staff will make contact with shared work space / surfaces / equipment.   | Staff to wash any put away tools they are using after use.<br><br>Surfaces and equipment – to be sanitised as is daily practice.<br><br>Staff to uphold regular handwashing.   | Kitchen team responsible for keeping own equipment clean.                                      |
| <b>Use of workspace by other staff</b>                     | SLT/caretaker/admin staff will only enter the kitchen if necessary to support the kitchen team or access necessary equipment. No children will come to the kitchen door.  | Other adults only enter the kitchen if necessary and then social distancing must be maintained by all adults.  | Kitchen / SLT / Caretaker staff to adhere to working arrangements                              |
| <b>Kitchen team exposure to other adults and children.</b> | Marrie and Gillian are able to access the hall to set up clear away but social distancing can be fully adhered to in this instance.<br><br>Children to collect from the hatch – observing social distancing.<br><br>Puddings to be served to children by Marrie to Reception<br>By Gillian to Year 1 and Key workers. | Kitchen staff assigned a regular group to serve. 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.<br><br>Staff to collect and deliver plates / help with coats, jumpers etc as needed but avoid close range face to face communication.<br>Gloves / masks / disposable aprons available but not mandatory.<br><b>Hand washing must be observed.</b> | Kitchen and other staff to adhere to working arrangements                                      |

Tables to be set for **3** 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 with children sitting side by side.