

Risk Assessment

Operation of College Buildings During Coronavirus (COVID-19) Outbreak			
Campus/Location	All College Sites	Curriculum/ Service Area	Hospitality and Catering
Date of assessment Update	18/05/2020, 12/06/2020 04/08/2020, 26/10/2020	Name of person (Risk Assessor)	Darren Sharpe Diane Henry
Reviewed by	Karen Sykes 02/06/2020	Reviewed by	
Issued for consultation with/on	Trade Unions 04/06/2020	Response Received	Trade Unions 11/06/2020
Who might be harmed and how?			
Staff/Students ✓	Biological	Cleaners, engineers etc ✓	Biological
Support Staff ✓	Biological	Other (Please specify) ✓	Visitor/member of public - Biological

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
1. Physical Space, Movement, Social	<p>Social distancing to be enforced in line with Government guidance 1m plus for 16 – 18 years, adult learning will remain at 2m where possible, signage to be prominent around college as a visual reminder.</p> <p>Visual reminders (directional arrows/ distance indicators) to be prominent in all corridors and circulation spaces to highlight social distancing.</p> <p>Implementation of one-way staircases to maintain social distancing</p> <p>Access and egress at entrance to be controlled by member of staff/student</p> <p>From initial entrance to restaurant access/egress to be one way and controlled by staff.</p> <p>Social distancing to be implicated with regards to table placing.</p> <p>Maximum group booking to be capped at 4, resulting in the ability for one waiter to service one table. All guests to be from two households.</p>

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	<p>Covers to be capped to comply with social distancing requirements.</p> <p>Social distancing to be observed during delivering of tasks.</p> <p>Access and egress to kitchen to follow cyclic flow</p> <p>One chef per table to allow for social distancing</p> <p>Tables placed at right angles</p>
2. Infection Protection and Control	<p>Prior to the students arriving for the start of the academic year they will be sent guidance on the measures the College has taken to reduce the level of transmission of Covid-19 and the requirements they need to observe whilst on College premises i.e. social distancing, hand hygiene, one way system</p> <p>Advise staff and students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste Hard surfaces and equipment to be disinfected after before and after use.</p> <p>Mandatory wearing of face masks (unless exempt for medical reasons, blue lanyard or sunflower worn indicating exemption) in lifts, corridors, stairwells, social spaces, signage displayed reminding staff, students, visitors. Lockdown message also reinforcing the message periodically throughout the day.</p> <p>All staff issued with a reusable face mask, students supplied with reusable face mask or disposable face mask. Duty Managers/ Security challenge anyone not wearing or not wearing correctly face masks whilst in the social areas</p> <p>Implementation of sanitisation process with a chemical that protects all surfaces from Covid-19 for 30 day period. All classrooms, offices, staff</p>

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	<p>rooms, social spaces will be treated within a 28 day cycle to maintain protection</p> <p>One chef to work each pass.</p> <p>One member of stores staff to be responsible for deliver to specific areas (restaurant kitchen, bar, practical classroom)</p> <p>All resources to be provided online and not printed.</p> <p>Assessment folders to remain within office and accesses only be staff.</p> <p>Only documentation required to be completed by learner to be taken out of folder and I to lesson.</p> <p>No bags or coats to be brought into lessons, all to be stored in changing room.</p> <p>Prior to commencement of all lessons learners to be inspected for cleanliness. Those not to required standard to be given alternative tasks.</p> <p>Where possible ingredients to be delivered and stored 72 hours prior to use.</p> <p>Disposable spoons to be provided for all tasting.</p> <p>One learner to be deployed during restaurant session to clean contact/touch points.</p> <p>Disposable cloths to be provided for all table cleaning task.</p> <p>Booking only to be taken online or by phone.</p> <p>Service team to work either bar or kitchen, no mixing of tasks</p> <p>One waiter/waitress to be assigned to a table.</p>

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	<p>Entrance sign to be displayed asking or stating a requirement of entrance that anyone displaying signs of any of the symptoms of Covid-19 i.e Sneezing, coughing, loss of taste or smell and temperature do not enter.</p> <p>Customers to keep own coats and belonging</p> <p>Student to be issued with individual order pad, after session to be stored in plastic bag until next lesson.</p> <p>Menu to be printed on paper, used as placemat, disposed of at end of each service.</p> <p>Bar menu to be laminated and placed on table, disinfected prior to and at end of service. To be rotated so not used on consecutive services.</p> <p>Glass cloths and waiter cloths to be used for one session only, to be laundered in house and then stored for corresponding lesson the next week.</p> <p>Bottled water only to be provided within restaurant</p> <p>Salt, pepper, sugar and butter to provide in individual sachets/packets.</p> <p>Bread rolls to be served in sealed container.</p> <p>Payment to be card only.</p> <p>Alcohol sanitising gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas.</p> <p>Suitable and sufficient supply of hot water and soap for hand washing. Where hand dryers are not contactless paper hand towels will be implemented</p>

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	<p>Utilisation of 'Lockdown' systems to broadcast messages reminding people to wash their hands, maintain social distancing, and to comply with college virus management information.</p> <p>Posters displayed in prominent areas, toilets, lifts, refectories, promoting hand washing and the symptoms of COVID-19</p> <p>Staff members will monitor students to ensure social distancing and use of hand sanitizer stations are being utilized</p> <p>Staff and students will be briefed on all control measures and issued with the relevant Risk Assessment's</p> <p>Extra bins to be provided within classrooms to limit movement and contact.</p> <p>As much equipment as possible to be placed under chefs tables to limit movement.</p> <p>Where possible learners to weigh one ingredient for all of class to prevent movement and congregation at pinch points such as fridges.</p>
3. Additional Staff and Student Welfare (including PPE)	<p>High risk illness category staff and students will be identified through their Line Managers or from enrolment/ Tutors. Separate risk assessment carried out to identify any additional control measures/ amendments to their working/ study required. (See Individuals with Increased Risk Factors separate risk assessment)</p> <p>Staff who in certain situations can not maintain the 1+m social distancing will be provided with disposable gloves, apron and face mask and/or shield</p> <p>The College will follow Government/ DfE guidance for any PPE requirements for the particular task/ activity. Staff will be trained in the correct fit, use and disposal</p>

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	<p>Waiters within restaurant to be provided with face shields. Labelled as per individual, stored within restaurant.</p> <p><i>Chefs to be provided with masks.</i></p> <p>Waiters to be provided with disposable apron when setting up and cleaning restaurant.</p> <p>Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced.</p> <p><i>Practical class times to be staggered to allow access to changing rooms and prevent learner congestion.</i></p>
4. Managing Symptoms	<p>Students/ staff displaying symptoms whilst at College sent home. The First Aid room at each campus will be used as the holding area for students requiring to be collected by their parent/guardian. The student over 18 years or parent/guardian if under will be contacted and advised to request a test via the NHS on line Track and Trace service www.nhs.uk/coronavirus or by calling 119 if no access to internet and to inform College of the results to either return to work/study if negative or to support tack and tracing if positive</p> <p>First aid room sanitised by cleaning staff after a person with symptoms vacates the first aid room</p> <p>COVID-19 testing for staff available through contacting HR</p> <p>Staff sickness reporting system to monitor staff absence due to</p> <ul style="list-style-type: none"> • Displaying COVID19 symptoms • Isolating due to a family member displaying COVID19 symptoms • Confirmed COVID19 • Family member confirmed COVID19

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	<p>Staff notifying College confirmed COVID19, College obtains advice of protocols to follow from local Health Protection Team and DfE with regards sanitising/disinfection protocols of rooms/areas affected. College undertakes disinfection cleaning protocols with fogging machines for smaller areas or external contractors to undertake larger areas/buildings. College subject to Health Protection Team/ DfE recommendations/requirements Executive Team review current operations within affected Curriculum/Service Area and agree measures to implement.</p> <p>Communications to staff/students/parents/guardians on the amended operations of the College</p>
5. Group Size and Reducing Contact	<p>Staggered arrival times for customers with first arrivals sat at end of restaurant nearest kitchen.</p> <p>Those learners that travel in private transport permitted to travel in whites to prevent pinch points and time spent in changing rooms. No bar service – drink service at table only.</p> <p>All drinks and food order bills to be processed at reception.</p> <p>Food to be delivered to adjacent stand and customers to collect. Plated meal, vegetables family service.</p> <p>Where possible food item to be delivered to classroom prior to be learners being on site or a minimum of 30 minutes before lesson commences.</p> <p>Students not to enter practical sessions until directed.</p> <p>Students to be directed straight to workstations with those furthest from entry point to enter first.</p>
6. Shared Resources	<p>Menus and lessons to be limited to reduce use of equipment and manpower required</p> <p>Learners to bring own pen to lessons</p>

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7. Contractors and Visitors	<p>Only visitors and contractors essential to the College's operations will be permitted to attend</p> <p>Visitors must be pre-booked with reception with a minimum of 24 hours prior notice</p> <p>Contractors to be issued with instructions on Covid-19 safety arrangements prior to initial visit</p> <p>Visitors/contractors to be collected from reception and instructed on the College procedures for reducing the transmission of Covid-19 i.e. social distancing, hand washing, hand sanitiser, one way system</p> <p>Names and contact details of all restaurant customers to be recorded to track and trace in case of symptom outbreak</p> <p>Store staff to escort delivery driver when exiting building Via lift, route to be cleared as will be going against one-way system.</p> <p>Where possible deliveries are scheduled prior to learners being on site.</p> <p>One learner to monitor corridor and escort customers to toilet</p> <p>One learner to ensure route clear when customers with physical impairments need to exit the building using the lift.</p>
8. Transport	<p>Withdrawal of service of College staff mini bus and pool car</p> <p>Staff and students are advised against car share (to and from work) unless living together in the same household</p>

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	<p>Every effort to be made to complete off site meetings via telephone or video chat</p> <p>Staff and students who use public transport are advised where possible to use other means (walking, cycling, car etc.). If this is not practicable, users are advised to maintain social distancing where possible, maintain good hygiene i.e. hand washing and mandatory face masks.</p>
9. Managing Accidents, Emergencies	<p>Duty Manager on site during College teaching hours</p> <p>Duty Manager or Student Intervention Officer to be contacted to deal with an incident where a student/visitor refuses to follow the required social distancing guidelines or preventative hygiene and cleanliness measures</p> <p>First aid staff supplied with individual single use packs of PPE containing, disposable apron, mask and gloves</p> <p>Individual single use first aid kit for minor cuts containing accident form, wipes and plasters</p> <p>Fire bag for each building contains single use packs of disposable PPE for evac chair operators to wear containing apron, mask and gloves</p> <p>During an alarm activation social distancing should be maintained when evacuating and whilst awaiting instruction at assembling points. Unless there is a clear and present danger</p>

Are extra precautions needed?		
If yes, please describe.	Who has been asked to do this?	By what date?
Provision of microphone headset in Practical kitchen so learners to not have to congregate at front of class.	Estates/IT	Prior to commencement of practical classes

Are extra precautions needed?		
Provision of 2 extra smart screens and camera in Practical kitchen so learners can watch demonstrations at own station and do not have to congregate at front of class.		
Plastic screens to be located at reception and bar	Estates	Prior to commencement of practical classes
Access to changing rooms to be controlled to limit numbers. Signage to be displayed stating maximum occupancy number of 4.	Estates	Prior to commencement of practical classes
2-way system to be established on 2 nd floor to enable delivery and removal of food goods to lessons. (anticipated twice daily)	Estates	Prior to commencement of practical classes
2-way system to be established on main staircase to prevent food stuffs and chefs to travel between restaurant and practical classroom without leaving the building creating a food safety issue.	Estates	Prior to commencement of practical classes
Restaurant Chairs to be wrapped in plastic to allow for easier cleaning and disinfection	Estates	Prior to commencement of practical classes
Non disposable mask option to be explored to provide individual use and to meet requirements of individual instruction.	H&S	Prior to commencement of practical classes
Review guidelines from Government and DfE for updates/amendments and review/update risk assessments	Health and Safety	As changes occur

	Review 1	Review 2	Review 3	Review 4	Review 5
Name	D Sharpe	D Sharpe			
Date	20/07/20	04/08/20			

