



Model - Health and Safety Risk Assessment

Academy / School	Leigh Academies Trust			Assessment No.	
Site	Marden Primary Academy	Location	Goudhurst Road, Marden TN12 9JX		
Subject of Assessment	Academy catering dining hall arrangements, during Covid-19				
Assessed by	Tracy Thomas	Date	13.7.2020	Review date	On regular basis and when changes occur
Details of workplace/activity	Employees, catering staff, students and pupils maintaining social distancing and good hygiene measures during lunch time in the dining hall		Persons Affected <i>(Who may be harmed)</i>		
			Academy employees, students, pupils and nursery children		
Hazards and Risks	Control Measures			Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions <i>√/X (If √ See Actions)</i>
1.	National guidelines are updated daily and academy lapses in following advice	The Trust has the most recent information from Government guidance, and this is distributed on a regular basis via an email from SLT.		Low	Continue to comply with Government guidance and LAT Policy and procedures

		All employees and LAT catering staff to comply with LAT policy, procedures and risk assessments. Catering contractors to have their own risk assessments in place for the kitchen environment.		
2.	Staff, students and pupils not following social distancing	<p>Students / pupils are to follow Government guidelines for 1-2 metre social distancing where possible.</p> <p>Ideally staff should remain at 2 metres distance in all circumstances since it lowers the risk of transmission.</p> <p>Tape and arrows to be put in place in the dining hall at 2M distance to ensure employees, catering staff, students and pupils follow social distancing where practicable.</p> <p>Dining hall tables to be arranged so that social distance measures can be implemented</p> <p>Follow 2M distances where possible at all times whilst carrying out general duties</p>	Medium	Review social distancing measures and Government guidelines on a regular basis
3.	Hygiene and infection control measures not being adhered to	<p>Windows to be opened to ensure good ventilation and fresh air</p> <p>Students and pupils are to be kept in their “bubbles” or groups, consider eating outside if the weather is fair</p> <p>Ensure sanitiser is available in the dining hall at all times. Monitor use and ensure that stocks are replenished as necessary</p> <p>Students and pupils must wash hands with soap and running water or hand sanitiser before break and lunch and then again after break and lunch.</p>	Medium	Continue to monitor on a regular basis and act on changes as appropriate. Follow LAT policy, procedures and risk assessment

		<p>Students and pupils must be monitored at all times during the break and lunch periods</p> <p>Used utensils are to be placed into a container containing water and disinfectant by the student / pupil.</p> <p>Catering staff should retrieve the utensils from the container to put in the dishwasher</p> <p>Plates and utensils to be handed to each pupil by catering staff.</p> <p>Pupils and staff should not touch serving utensils or condiments</p> <p>Tables and chairs must be sanitised after use and if staggered lunches in between lunch sittings, cleaning regimes to be agreed and put in place</p>		
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Please note:

This risk assessment is written with reference to information and guidance from Public Health England (PHE), Department for Education (DfE), Health and Safety Executive (HSE) and where relevant other Industry guidance.

This risk assessment should be reviewed regularly and updated if there are changes in the matters to which it relates and in accordance with the LAT change control procedure.