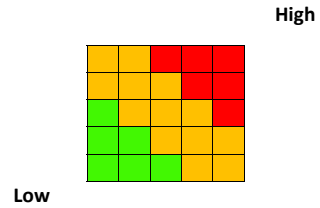


**Guidance for filling out risk assessment**

The risk assessment below is to establish the Hazards and Control measures to prevent the hazards and identify the level of risk.

Risk should be assessed using the 5x5 Table.



The severity of the Hazard should be established and the likelihood of an accident happening should be assessed. (Please see example below)

The Severity should be timed by the likelihood giving a total number, every risk in a task should be assessed and a total score calculated.

Severity	Likelihood
1 – Minor	1 – Highly unlikely
2 – Under 3-day absence	2 – Unlikely
3 – Over 3-day absence	3 – Likely
4 – Chronic Injury	4 – Very Likely
5 – Fatal/Terminal	5 – Certain

1-25	Low
26-50	Medium
51-100	High

Severity	Likelihood	Risk rating total
4	2	8
3	4	12
3	2	6
<b>Total</b>		<b>26</b>

Total risk level should be established. Re-assessment of risk level should be completed after the control measures are put in place. Please see example risk assessment below.

Dagenham Park Church of England School

Risk Assessment



Activity/Person	Melanie Evetts, Jane JnBaptist, Support staff		
Location	W03		
Department	Design Technology		
Assessor(s)	L Genz/ J. JnBaptist	Signed	
Manager	Oliver Harelimana	Signed	
Date	03/09/2020		

Resultant risk Rating	
High	51-100
Medium	26-50
Low(normal)	1-25
Risk Level	

Definitions	
SV	Severity
LH	Likelihood

Task/Area	People affected	Risk(s)	SV	LH	Risk Level	Control Measures	SV	LH	Risk Level	Further Comments	Review Date
Entering/Exiting the food room	Adults & Students	Cross contamination	3	2	6	All Adults/Students: <ul style="list-style-type: none"> <li>Use hand sanitiser before entering /exiting the room</li> <li>Entry to the food preparation room by students will be via the side door.</li> <li>On entry Students to leave coats/bags by the entry safely stored.</li> <li>Students to go to allotted workstation and wash hands before touching equipment/ingredients</li> <li>Hand sanitiser in all areas to be used after washing hands</li> </ul>	1	2	2	Continue to use standard health & hygiene regulations alongside this assessment	November 2020
		Risk of viral infections	3	2	6						
Practical lessons	Adults/Students	Cross contamination	4	4	16	To social distance to 1-2 metres wherever possible	2	2	4	Hands -up if they need anything	November 2020
		Risk of viral infections				Students to be allocated a workstation to be used each lesson.				If a student needs help teacher/assistant must	

						<p>Students to stay in workstation throughout lesson other than for demonstrations.</p> <p>Whilst teacher is demonstrating students must stay behind tape in teacher's area. Assisting staff must stand 1m-2m back from students</p> <p>All required equipment and ingredients to be placed in student's area by teacher prior to lesson start.</p> <p>Once all equipment is wash it must be placed in work area to be checked by teacher, then put away safely.</p>				<p>wear face visor and disposable gloves.</p> <p>No walking around Limit conversations between students A visual inspection of equipment should always be completed prior to use and after use.</p>	
Deliveries into the food room W03	Adults in the food room & students	Cross contamination  Risk of viral infections	3  4	4  4	12  16	<p>All packaged items coming into food room to be wiped down with anti-bacteria wipes before storing.</p> <p>All Fresh foods to be washed before storing</p> <p>All new food items must have a record for traceability. Suppliers name and date purchased.</p>	2	2	4	<p>A visual inspection of equipment should always be completed prior to works</p> <p>No food must be used or stored without being recorded first.</p>	November 2020
Food Preparation	Adults using food room & students	Cross contamination  Risk of viral infection	3  4	3  4	9  16	<p>All food preparation to be carried out by the teacher only Teacher <b>only</b> to have access to the Preparation / storage area. Teacher/Assistant to have access to fridges/freezers and any storage cupboards in the room with the assistant being under the supervision of the Teacher</p> <p>Disposable food gloves to be worn for raw foods</p>	1	1	1		November 2020

**Commented [PE1]:** Total risk level should be assessed after the control measures are put in place, if risk rating is still high, further control measures should be established

**Commented [PE2]:** Risk assessments should be reviewed annually or when circumstances have changed

						Prepared, measured ingredients to be placed in small bags/tubs ready for students.					
Cleaning	Adults using food room & students	Cross contamination  Risk of viral infection	4  4	4  4		Teacher to sanitise all workstations/sinks/hobs before and after each lesson. Teacher to inspect equipment to check for any non-visual breakages or accidental spillages within storage  Aprons/ dishcloths/tea towels etc to be washed at 40 degrees with an anti-bacterial laundry cleanser and tumble dried after each lesson.  Floors need to be cleaned daily in line with the school cleaning regime.	1	2	2		November 2020

## PPE

To make sure we are following the risk assessment recommendations W3 will need to be supplied with:-

Hand sanitising gels

Face visors

Disposable gloves