



Copnor Primary School 2021-2022

Risk Assessment for the Lunch Time Service COVID-19

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return.”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families. Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period.

Food Preparation, Serving and Consumption

Caterlink and Mid-day supervisors will:

- ➔ Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal time;
- ➔ Monitor counters and trolleys for dirty plates, cutlery etc. together with the bins for waste food throughout the service of every meal;
- ➔ Ensure that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery;

- ➔ Check and recording the temperatures of the hot and chilled service counters on a daily basis and reporting any faults promptly;
- ➔ Check and recording the temperatures of the food on display in the serveries.

NB: Appendix 1 and 2 can be found as part of the document: 1. Social Distancing Procedures and Response to Infection

Risk Assessment for COVID Serving of food:

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
<p>Lack of social distancing during lunchtimes whilst eating resulting in direct transmission of the virus</p>	<ul style="list-style-type: none"> • Staggered lunch times with 2 sittings: 12:00 -12:30 and 12:30 – 1:00pm to reduce the movement around the school which will improve social distancing. This will also not affect Caterlink staff as they will come across less people during their shift • Staff involved in food preparation, cooking or serving of food (Caterlink and MDS) will be made aware of any touch points around the school and the kitchen. We will leave doors open to avoid doors being touched and avoid the transmission of the virus. • The dining hall will not be visited by children, except Year R children in Ks1 and 2 classes from Year 6 as they don't have enough desks/supervision to eat their lunches in their classrooms. If the school moves to Appendix 2, then the Year R children will eat in their classrooms as will Year 6 children. • The Year 6 children will sit in single rows with no one directly in front of them. They will also sit within their classes. • Year R children will be reminded regularly to keep their distance from Caterlink staff. Before the children enter the hall, the lunches will already be put out on tables. Each class will have their own tables. This will reduce the movement of children, as well as protecting the Caterlink staff so that they don't come into direct contact with children. The hall will be cleaned before and after the children eat their lunch e.g. wiping tables, sweeping the floor. 	<p>M</p>

	<ul style="list-style-type: none"> • Mid-day supervisors(MDS) /Stacey Jerams/Senior Leadership Team (SLT) will collect the food from the hall, wearing gloves/ or will have washed/sanitised hands before collecting the food, to deliver to the classrooms • MDS will stay 2m away from Caterlink staff when collecting food from the kitchen. 2m rule will be strictly adhered to by all adults at all times. There will be floor tape so manage this. • Staff numbers will be reduced when collecting food. One adult at a time to collect the food using the doors that exit directly into the playground. • Those serving or making food will practise good hygiene at all times by not touching their face or hands during this time • All children and adults to wash their hands before and after lunch • Sanitiser available in the classroom and correct handwashing ensured, soap will be available plus paper towels • Children will eat in their classrooms to avoid contact with other year groups in the hall (apart from Year R: see above). • The food will be delivered by the member of staff who is assigned to the class or by a member of the SLT/ Stacey Jerams (and is the same person each day where possible). • Once the child has finished their lunch, they must wash their hands. The adult supervising the children will use disinfectant spray and leave this on the table for 30 seconds before wiping off the table down, ready to be used for afternoon learning. Chairs will also be sanitised • Correct hygiene procedures with students will be revisited regularly • When returning the trolley back to the kitchen, the member of staff who has used it will wipe the trolley and dispose of their gloves in the bin/ wash/sanitise hands • Children will dispose of any waste in the bin located in their classroom 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Lack of social distancing whilst playing on the playground 	<ul style="list-style-type: none"> • Each group will have a designated time to play on the playground. Each year group will only play in their area and not mix with other year groups to avoid contamination • Whenever a piece of equipment has been used, it will be wiped down using Milton. • This will be left to dry. • Once dry, the piece of equipment can be used by other groups. Timetabling will reduce the amount of times this needs to be completed i.e. the equipment will be used for the whole day by one class. If Appendix 1 or 2 is in use, the large equipment and climbing wall will not be used. • Games will encourage social distancing • Staff supervision throughout the games 	<ul style="list-style-type: none"> M

<p>EYFS and SEND pupils not understanding social distancing</p>	<ul style="list-style-type: none"> • Children will be taught how to keep their distance from each other • Children will be regularly reminded to wash their hands, as well as taught how to do this • Children will be given a set space within the classroom which is their spot and reminded to put their hand up if they need to move around <p>Where possible, these groups of children will be encouraged to use social distancing; however, we are aware that these groups of children may find it harder.</p>	
<p>Sharing cutlery/trays/plates and condiments</p>	<ul style="list-style-type: none"> • Copnor will have hot lunch options. However to reduce the transmission of the virus , cutlery will be delivered to each class thereby not allowing pupils to help themselves to cutlery, trays or plates or condiments. 	<p>L</p>
<p>Sickness reporting</p>	<ul style="list-style-type: none"> • Sickness reporting is in place and we will strictly follow the guidelines set by the DfE <p>Ensuring pupils, staff and other adults do not come into the school if they have coronavirus symptoms or have tested positive in the last 10 days, and ensuring that anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools.</p> <p>Pupils or adults who are unwell must stay off for 10 days and arrange to have a test. Other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>Whilst waiting for collection, the child will be moved to one of the rooms outside the KS2 halls, using the window for ventilation. Once collected, the room will be disinfected thoroughly.</p> <p>Any member of staff who has helped a child does not need to go home, unless they start developing symptoms.</p>	