

Risk & Control Matrix

This document has been prepared in consideration of existing Food Business Operator controls contained within the Kitchen Management Portfolio which are based upon the 7 principles of Hazard Analysis of Critical Control Points (HACCP). HACCP accounts for the physical, biological and chemical contamination of foodstuffs through the supply chain (hazards), identifies where these are most likely to occur (analysis) and puts measures in place to limit the risk (critical control points). Established catering controls will naturally limit the potential for Covid-19 contamination throughout the food supply chain. The additional controls will account for the potential of human contact spread of Covid-19

Process	Risk	RAG Rating	Current Controls	Additional Covid-19 Controls
Pre-opening controls	Spread of Covid-19 via germs on surfaces and furniture within the building to employees, school staff and pupils	AMBER	<ul style="list-style-type: none"> • Kitchens cleaned and sanitised after period of closure. • Food orders to be placed • Tablet to be charged • All current stock to be checked for suitability • Fridge and freezer temperatures to be checked and documented • UCS to check current food stock for use by dates and dispose of out of date stock and complete wastage form on tablet • Probe calibration checks to be carried out in advance of reopening if not completed within last month 	<ul style="list-style-type: none"> • Managers to brief employees on individual school controls, food service preferences and any other site specific information – This must be recorded on the TRC as site specific COVID-19 instruction and employees must sign TRC to acknowledge their understanding. Pen to be disinfected before and after use. • All employees to read Risk and Control Matrix. This must be recorded on the TRC as Risk and Control Matrix and employees must sign to acknowledge their understanding using. Pen to be disinfected before and after use. • Kitchens to be assessed for suitability for social distancing measures • Employees asked to avoid using public transport when travelling to work. • Managers to brief employees on social distancing rules and agreed work pattern.

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				<ul style="list-style-type: none"> • Managers to brief employees on safe hygiene practices e.g. if you cough or sneeze 'Catch it, Kill it, Bin it' • Managers to brief employees of Covid-19 symptoms and testing arrangements via government and LCC information. All catering staff to be vigilant in reporting all concerns to their line manager/supervisor who will reference PHE Guidance on Covid-19 for advice on dealing with the situation. • Where possible, employees to work on a rota basis to provide adequate cover and to reduce the number of people on site at any one time • If necessary, stagger start and finish times to reduce congestion • Employees to be selected to deep clean the kitchen prior to opening if required • All employees to wash hands on entering kitchens following the 20 second rule • One employee to be identified as the sole phone and tablet user. Caterers MUST NOT share the kitchen telephone or tablet • Employees required to use social distancing rules when changing into uniforms at work with only one person at a time allowed in changing rooms. Clean laundered uniforms MUST be worn daily. <p>The staff member identified as the sole phone/tablet user to place food orders and charge the tablet daily. Please note the changes to the standard dilution ratio and contact time of C1X Sanitiser and ensure all employees are briefed on the changes. C1X Liquid Cleaner Sanitiser Dilution instructions for use during Covid-19 Contact Time: 5 minutes (increased from 30 seconds) Dilution: 1: 20 (increased from 1:75) 4 shots (40ml) per 750ml Trigger bottle</p>

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				<ul style="list-style-type: none"> Where possible, assign a sanitiser spray to each member of staff so they are not being shared. Wash hands for 20 seconds after using sanitiser spray bottle if shared with other staff
Post-opening controls	Spread of Covid-19 via germs on surfaces and furniture within the building to employees, pupils, visitors, contractors, parents.	AMBER		<ul style="list-style-type: none"> Employees to avoid public transport to get to work, where possible Guidance on social distancing MUST be strictly adhered to at all times. Employees will be expected to socially distance themselves from each other whilst in the workplace <p>Government has introduced new three word guidance to assist with the control of Covid-19. The three words are Hands – Face – Space which signify the controls that everyone should follow in order to limit the spread of Coronavirus.</p> <ul style="list-style-type: none"> Wash your hands more regularly in warm soapy water and for at least 20 seconds Wear a face covering when in public spaces and when coming into contact with others Observe social distancing by remaining 2 metres apart <p>These controls are referenced throughout the Covid-19 Risk & Control Matrix and all colleagues are reminded that these controls must be followed during working times. The only time that catering colleagues are not required to comply with the 2 metre social distancing guidance is during food service times. This is because face coverings are required to be worn during food service times, meaning that distancing can be to within 1 metre for a short period of time.</p>

			<p>Failure to observe social distancing <u>when not wearing a face covering</u> can be considered as 'close' or 'direct' contact</p> <p>Close or direct contact is considered to be:</p> <ul style="list-style-type: none">• being coughed on<ul style="list-style-type: none">– catch it, kill it, bin it and don't cough near to any work colleagues• having a face-to-face conversation within 1 metre<ul style="list-style-type: none">– avoid face to face conversations and talk back to back or side by side• travel in a small vehicle someone who has confirmed Covid-19<ul style="list-style-type: none">– avoid sharing a car wherever possible• having unprotected skin-to-skin physical contact<ul style="list-style-type: none">– do not make physical contact with anyone in the workplace• any contact within 1 metre for 1 minute or longer without face-to-face contact<ul style="list-style-type: none">– stay at least 1 metre apart when wearing a face covering and 2 metres or more when not wearing a face covering• extended close contact (between 1 and 2 metres for more than 15 minutes) with someone who has a confirmed case of Covid-19
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				<p>do not attend work if you have any symptoms of Covid-19 (continuous cough, high temperature and loss of taste and smell)</p> <p>Colleagues are also reminded that they should self-isolate if they develop any symptoms or Covid-19 or if they live with someone else who does.</p> <p>If you are unable to follow the Covid-19 Risk & Control Matrix, for whatever reason, you should raise this with your line manager.</p> <ul style="list-style-type: none"> • Opening windows and doors frequently to encourage ventilation where possible and only where window and door screens are in situ. • Everyone follows the 'Catch it, Bin it, Kill it' guidance to catch coughs and sneezes in tissues and throw away in the bin immediately (hands to be washed immediately after disposal). Tissues are readily available in the areas being used • All employees to wash hands upon entering the premises following the 20 second rule • Employees to change into full clean uniform, only allowing one person to use the changing room at a time. • Employees to re-wash their hands before commencing work • UCS to conduct daily team talk to ensure nominated staff are identified each day/shift and to clarify key roles and responsibilities, planned activities and other tasks to be undertaken. All employees to have clear roles and
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				<p>responsibilities which are within their capabilities.</p> <ul style="list-style-type: none"> • All staff members to be made aware to raise any concerns with UCS • All work areas to be sanitised before work commences. Employees must not share equipment without prior washing. • One person only to have access to the office. • Employees must not share pens and other office equipment. • Sanitise food probe after use • Employees must identify their own cup and not share with others. Hands must be washed before and after drinking. • Should an employee require low level first aid it should be self-administered. Anything more serious should be reported to the first aider on site who will have been made aware of the government guidance for first responders. • Managers, and other senior personnel, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance during the normal working day. • Employees to be made aware of resources that will assist employee wellbeing and guidance on Covid-19 testing.
Personal hygiene	Direct (close contact with sneezing and coughing) and indirect transmission (via touching contaminated surfaces) of Covid-19 to employees, school staff, pupils and contractors	RED	<p>HACCP WI 15 Personal Hygiene</p> <ul style="list-style-type: none"> • Clean protective clothing MUST be worn when working in food establishments. • Uniforms are NOT to be worn when travelling to and from work. • Uniforms must cover or replace ALL outdoor clothing. 	<ul style="list-style-type: none"> • Good personal hygiene is paramount in reducing the spread of infection and viruses. Repeat this message to your team daily • All employees and visitors are required to follow guidelines e.g. washing hands for 20 seconds upon arrival on site. • All employees wash their hands more frequently and must always wash hands before eating and

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			<ul style="list-style-type: none"> • Kitchen clogs provided by the School and Residential Care Catering Service must be worn • Nails should be natural, short and un-lacquered. • False/gel nails are not permitted. • False eye lashes are not permitted. • Hair should be covered by a hat and hair that is not short enough to be covered by the hat, should be contained in a hairnet, and a hat worn. • Food handlers should keep themselves personally clean so as not to encourage excessive multiplication of bacteria on their skin. • You must wash your hands before starting work, after changing and regularly throughout your shift, particularly after visiting the toilet, going for a break, dealing with waste / bins, handling raw food, handling eggs in their shells, carrying out cleaning tasks, after coughing or sneezing and any other activity which could contaminate your hands. • Avoid touching your face, particularly known contaminants such as nose, eyes, mouth and ears. • You must never blow or breathe on glassware to help polish it. • You must never lick your fingers to help separate paper bags etc. • You must report any illness or absence. 	<p>drinking, applying first aid, after using the toilet, handling rubbish and when using any item touched by other employees.</p> <ul style="list-style-type: none"> • Employees are reminded to avoid touching their faces • Everyone follows the 'Catch it, Bin it, Kill it' guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Tissues are readily available in the areas being used. • Employees must change into a clean laundered uniform daily. • Any employee displaying symptoms within the workplace must make arrangements to leave the building immediately and notify their line manager/supervisor whilst being mindful not to come into contact with other staff. • Should an employee be unable to leave the building immediately they must notify their line manager by an appropriate means (verbally or telephone) and isolate themselves in another room. Once they have left the building arrangements must be made for the room to be suitably cleaned. Access to this area must be prohibited until this task has been completed. • If the symptomatic employee needs to go to the bathroom prior to vacating the building they will, where possible, use separate facilities. The relevant line manager, facilities management or cleaning team must be notified to ensure that the area is appropriately cleaned and disinfected before being used by anyone else. The facilities must be marked as "out of order" until this task has been completed. • Any employee who has assisted someone who has taken unwell with Covid-19 symptoms must

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				<p>wash their hands with hand soap and warm water for 20 seconds. They do not need to go home unless they display symptoms themselves.</p> <ul style="list-style-type: none"> • People in the following categories are eligible for Covid -19 testing: <ul style="list-style-type: none"> ○ Essential workers showing Covid-19 symptoms. ○ Household members of essential workers who are showing Covid-19 symptoms • Testing is most effective within 3 days of symptoms developing. A test can be arranged in one of two ways; either eligible employees can book a test directly for themselves or members of their household who are experiencing symptoms (high temperature, new continuous cough, loss or change to sense of smell or taste), or managers can book a test for their eligible employees or members of their household who are experiencing symptoms (high temperature, new continuous cough, loss or change to sense of smell or taste). This option is only available Monday to Friday. • If you are making a self-referral please follow the link below: https://self-referral.test-for-coronavirus.service.gov.uk/ (this option is not suitable for children under 5) • If you are a manager making a referral on behalf of an employee or a member of their household, you will need to provide the following information for the person who is being tested: <ul style="list-style-type: none"> ○ Full name ○ Email address ○ Mobile phone number ○ Ability to access testing unit: by car, if not, please state. ○ The number of days affected by symptoms <p>To arrange a test, please email the above details to COVID19-TESTING@lancashire.gov.uk or call</p>

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				<p>01772 532123. This option is only available Monday to Sunday 9am-5pm.(this option is suitable for children under 5)</p> <p>If you are eligible for a coronavirus test please make sure that you inform your manager of your test result, and the test results of any household members, as soon as possible, so your manager can determine the next steps.</p> <ul style="list-style-type: none"> • The test results will be sent directly to the individual. These results must be shared with managers as soon as possible. Managers will need to see the test results to determine next steps. Photos of results can be sent by email or text message. • If the test results are positive, the essential worker will need to continue to self-isolate (seven days from the onset of symptoms if they have tested positive, and 14 days if a household member has tested positive). • If the test result turns out to be negative, the essential worker can safely return to work, as long as: <ul style="list-style-type: none"> ○ They are well enough. ○ They have not had a high temperature for 48 hours. ○ Anyone they live with that is symptomatic also tests negative. • If their condition gets worse, or they do not get better after 7 days, they need to use the NHS 111 online coronavirus service, and only call 111 if they cannot get help online. It may be appropriate for them to seek a further test and then you must repeat this testing process • All Non Covid-19 illnesses must be reported to your manager using normal sickness reporting procedures.

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Purchasing	Non authorised products being purchased	Green	HACCP WI 02 Purchasing <ul style="list-style-type: none"> Only purchase from contracted suppliers. Contracted suppliers demonstrate due diligence throughout the supply chain ensuring compliance with food industry legislation 	<ul style="list-style-type: none"> One person to be nominated to use the kitchen office, phone and tablet including signing staff members and visitors in and out, recording of refrigeration temperatures etc.
Receipt of goods	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. Efforts should be made to ensure packaging is handled in line with usual food safety practices.	Green	HACCP WI 03 Receipt of Goods <ul style="list-style-type: none"> The area where food is accepted must be clean and clear from waste Goods to be checked against invoice/delivery note whilst driver is onsite where possible HACCP WI 06 Cross Contamination <ul style="list-style-type: none"> Maintain good personal hygiene at all times as per HACCP WI 15 Accept Deliveries in a suitable area which has been cleaned and sanitised. 	<ul style="list-style-type: none"> One person to be nominated to accept deliveries. Social distancing must be applied at all times when receiving goods. Identify a good in trolley or table as near to the kitchen door as possible and sanitise before and after each delivery. Hand washing in accordance with Covid-19 recommendations i.e. 20 seconds must be carried out before and after receiving goods. Do not sign the delivery note or invoice. Do not approach the delivery driver for any reason. There is no evidence that Covid-19 can be transmitted through food ingredient but packaging can be contaminated. Discard of any outer packaging as soon as possible and dispose of safely. Wash hands before and after storing deliveries and after handling food packaging during food production.
Use of storage area	Spread of Covid-19 via germs on surfaces and furniture within the building to employees, visitors, contractors.	Green	HACCP WI 04 Use of Storage Areas <ul style="list-style-type: none"> All goods must be put into appropriate storage as soon as is practically possible. 	<ul style="list-style-type: none"> One person to be in storage area at any time Hand washing in accordance with Covid-19 recommendations must be applied before and after using storage areas. Sanitise storage containers after use Apply social distancing guidelines in all storage areas Wash hands before and after storing deliveries and after handling food packaging.

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Cooking, cooling and reheating	Direct (close contact with sneezing and coughing) and indirect transmission (via touching contaminated surfaces) of Covid-19 to employees and contractors.	Amber	<p>HACCP WI 07 Cooking Cooling and Reheating</p> <ul style="list-style-type: none"> Ensure all dishes reach a minimum of 82°C Cook food as close to service time as possible Keep chilled food refrigerated until service Dispose of any food which exceed temperature monitoring times <p>HACCP WI 06 Cross Contamination</p> <ul style="list-style-type: none"> Wash hands regularly and thoroughly using antibacterial hand wash during preparation Sinks used for washing food like salad items, vegetables and fruit should not be used for washing equipment or hand washing. If a separate sink is not available, the sink must be thoroughly sanitised before different uses. Any unprepared fruit and vegetables should be washed before and after peeling. Probe thermometers must be thoroughly cleaned and sanitised with probe wipes between use Limit the time high risk foods are kept at ambient temperature – danger zone +5°C to +63°C 	<ul style="list-style-type: none"> Ensure all employees know the task they need to perform and where to do this to enable social distancing. Clean and sanitise all areas of work before commencing any food preparation including door and drawer handles and fridge and freezer handles ensuring all employees follow the new dilution rates and contact time. Wash hands frequently before, during and after preparing food as well as before food service Thoroughly wash all fruit and vegetables before and after preparation. Purchase pre prepared vegetables where possible to minimise contact. Do not prepare 'help yourself' salad bars and fruit trays as these could cause congestion, reduce social distancing and introduce unnecessary contact risk. Cooking to 82°C is known to destroy coronavirus.
Temperature monitoring devices	Poor temperature control of high risk food	Green	<p>HACCP WI 08 Use of Temperature Monitoring Devices</p> <ul style="list-style-type: none"> A temperature probe is used for measuring the temperature of hot or cold individual foods and also for checking high risk foods on delivery. If practical, it is always more accurate to use a probe. Remember, it is the temperature of food that we need to monitor, not the air temperature of a fridge or freezer. The gel in the gel thermometer is of an equivalent density to that of most foods so it generally provides a 	<ul style="list-style-type: none"> Ensure all fridge and freezer door handles are sanitised after use to prevent contamination of Covid -19. Ensure temperature probes are wiped with sanitiser wipes before and after each use.

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			<p>more accurate reading than the gauge on the outside of the cabinet.</p> <ul style="list-style-type: none"> Sanitise the probe with a new antibacterial wipe, which must be used only once and within its best before date. After use, clean the probe as appropriate i.e. if re-using, immediately sterilise the probe again with a new antibacterial wipe. If not, ensure the probe is clean. 	
Food waste	Spread of Covid-19 via poor waste management and cross contamination.	Green	<p>HACCP WI 11 Waste</p> <ul style="list-style-type: none"> Sacks must be removed frequently from the food preparation areas before becoming over full, as a minimum this should be completed once a day. Sufficient bins must be provided and placed conveniently where the waste must be disposed of. Sack holders must be of an appropriate construction, kept in sound condition and easily cleaned and sanitised. 	<ul style="list-style-type: none"> There is no evidence that Covid-19 can be transmitted through food and but may be via packaging. Double bag all bin receptacles. Bins must be operated by using the footpedal and not by lifting the lid by hand. Thorough handwashing as per Covid-19 recommendations must take place after handling waste.
Hot and cold service	Spread of Covid-19 via germs on surfaces and furniture within the building to employees, pupils, visitors, contractors, parents.	Amber	<p>HACCP WI 18 Hot and Cold Service</p> <ul style="list-style-type: none"> Ensure that equipment and utensils have been cleaned and sanitised. Use clean wiping cloths that have not been used in raw/dirty areas. Ensure that food is protected and covered during holding to avoid contamination. Ensure all food handlers practice good personal hygiene, see WI 15 Personal Hygiene. Hot food offered for service must be served within 2 hrs. Even within the 2 hour critical time limit, for customer satisfaction we endeavour to keep food at +63° 	<ul style="list-style-type: none"> If from September 2020 schools wish to have a hot counter service following the new 1 metre social distancing rules the following procedures must be adhered to: Manager will communicate all plans with kitchen staff to allow pupils to safely collect their meals in bubbles. Bubbles will be staggered and lunchtime service may be extended. A table can be placed in front of the service counter to encourage social distancing, this needs to be supervised by lunchtime staff and must be sanitised between each bubble. Schools can pre order meals to ensure a steady flow at service time. Schools should

				<p>clearly highlight on any pre order sheets pupils with special diets and allergies.</p> <ul style="list-style-type: none"> • Pupils should collect their full meal including dessert and be encouraged to only pick up their plate/tray and not touch other surfaces. OR meals can be collected by lunchtime supervisors and placed on a collection table for pupils to pick up. • If Pupils are collecting their meals in their bubbles a designated member of school staff or lunchtime supervisor should be available to guide them. • Pupils with special diets and allergens must be accompanied by their designated member of staff to ensure a suitable choice is made. • A member of staff should ensure pupils socially distance at all times. • There should be a one way system in place for collection of food, seating and removal of waste to prevent potential interaction. • Pupils should dispose of waste and return any used cutlery and cups in their bubbles. This must be managed by lunchtime supervisors. • Catering staff must not lean forward across the serving hatch at any time. • Employees who are serving meals at lunchtime from a serving hatch must wear a disposable face mask DURING SERVICE TIME ONLY. Any employee with a medical condition that restricts the use of a facemask should contact their Operations Manager. A box of masks will initially be delivered to the kitchen. More instructions will follow regarding re ordering. Please see the HACCP work instruction 18 Appendix for guidance on how to safely apply, wear and dispose of masks. Please ensure all staff read the work instruction and understand it to ensure masks are worn and disposed of
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				<p>correctly.</p> <ul style="list-style-type: none"> • Catering staff should not enter the dining room whilst pupils are in there. • Kitchen staff must keep at least 1 meter apart at all times during service. • No 'help yourself foods should be offered e.g. salad bars /bread baskets. All food must be served. • Pupils should not help themselves to cutlery, it should be placed individually on tables. • The serving hatch and associated areas must be sanitised in between the serving of each bubble. • Tables and chairs should be sanitised after use by each bubble. • Keep food covered until as near to service as possible. • Clean sanitised equipment to be used for service e.g. tongues, spoons and ladles. • Do not touch prepared food with hands. • Social distancing must be adhered to at all times • Do not prepare salad or fruit bars or any 'help yourself' food. • Jugs should be used to serve drinks. They should be placed on the table and served by one designated person. When jugs and dishes are returned they should be cleaned as normal in a dishwasher or by hand with the use of a rinsing sink. • This guidance mirrors the existing Environmental Health food service controls within the retail food sector • School and/or welfare colleagues will assist in ensuring that social distancing can be maintained during service • Catering employees must remain within the kitchen at all times during lunchtime service • Where possible, 2 employees to be permanently
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				<p>designated to set up the dining hall to the school requirements daily. One person to take the lead.</p> <ul style="list-style-type: none">• Employees to wash hands before commencing task.• Social distancing rules to be applied at all times.• Chairs to be manoeuvred by socially distancing and using a one way system around the dining hall to reduce contact.• Tables and chairs to be sanitised before use.• Tables and chairs to be cleaned and sanitised after use and stacked and stored using the same principles as setting up.
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			<ul style="list-style-type: none"> • Ensure cold food is kept at +5°C or cooler in chilled display cabinets were available or store in the fridge to as near to service time as possible. • Dispose of any foods kept for more than 4 hours out of controlled temperature. This time should be reduced if ambient temperature is higher than normal. <p>Equipment WI 69 Stel-Tube Dining Tables</p> <ul style="list-style-type: none"> • Working in pairs, manoeuvre the table trolley out of the storage area to the required position in the dining area. • With a member of staff positioned at each end of the table; slide, lift and set it down in the position for dining. One person is to be in control of the slide, lift and positioning manoeuvres. • When all the tables have been removed from each trolley in turn, store the trolley in a safe area. • Working in pairs, one positioned at each end of the table. One person is to be in control of lifting and stacking manoeuvre. <p>Equipment WI 28 Chairs</p> <ul style="list-style-type: none"> • Using the chair trolley, manoeuvre a stack of dining chairs out of the table and chair storage area to the required position in the dining area. Repeat with remaining stacks. <p>Equipment WI 74 Sico Table Seating Units</p> <ul style="list-style-type: none"> • Working in pairs, manoeuvre the table out of the storage area to the required position in the dining area. • With a member of staff positioned at each 	<ul style="list-style-type: none"> • If from September 2020 your school requires a packed lunch service (with additional hot offerings) to be consumed in classrooms the following procedures must be adhered to: • Packed lunches must be pre ordered with any special diet requirements noted on the pre order form • Schools to communicate meals service times to kitchen staff • School to communicate delivery route and time for delivery to allocated areas for each bubble OR packed lunches to be collected from designated area and delivered to each bubble. • Prepare packed lunches and ensure all wrappings are disposable or use small plastic bowls covered for small items such as salad/vegetable sticks. • Only put food into packed lunches that can be eaten without cutlery unless a teaspoon is required for a yoghurt or jelly or a fork for salad /vegetable sticks. • Pack the lunch bag as near to service as possible ensuring any hot item e.g. burger on a bun has been thoroughly drained of excess juices before assembly. Wrap any hot items securely to prevent leakage. Provide a napkin in each packed lunch. • Identify each packed lunch with the pupils name and class/bubble • Packed lunches for special diets must be clearly identified with the pupils name and type of special diet. • Designated bubble lead to ensure any special diet packed lunches are delivered to correct pupils. • Kitchen staff to wash hands before and after each delivery of packed lunches

				<ul style="list-style-type: none">• Food packaging to be returned to packed lunch bag and disposed of in rubbish sack.• Kitchen to provide a receptacle to each bubble when delivering packed lunches for dirty cutlery and bowls. This should be returned to a designated area for kitchens to collect.
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			<p>end of the table, release transit lock, disengage and use seats as handles to set it down in the position for dining.</p>	<ul style="list-style-type: none"> • Designated employees to store tables and chairs away after lunch. • Tables and chairs must not be stacked and stored whilst the dining room is still in use. • Managers will communicate with the kitchen what type of food offering and service they require. • Pupils will have been instructed to socially distance themselves from employees and other pupils in class and at lunch times; this will be supervised. • Room layouts and table settings in class and/or dining rooms will have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance i.e. a minimum of 2 meters apart.
Transporting food to or from another venue	Spread of Covid-19 via germs on surfaces and furniture within the building to employees, pupils, visitors, contractors.	Amber	<p>HACCP WI 16 Transporting and Receipt of Foods to or from Another Venue</p> <ul style="list-style-type: none"> • Decide before cooking which food containers are to be used for each product 	<ul style="list-style-type: none"> • One member of staff at each venue must be designated to deal with the transported meal boxes

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			<p>and if using insulated boxes which size they are to fit into.</p> <ul style="list-style-type: none"> • Ensure the insulated boxes are clean before packing. • Keep food in temperature controlled storage between preparation and delivery / collection • Ensure food is protected and covered during packing and transporting to avoid physical contamination. • Once service is completed, return the clean insulated boxes, tins and school meal delivery sheet to the production kitchen with any relevant comments. 	<ul style="list-style-type: none"> • Ensure all transporting containers are cleaned and sanitised externally and internally before use. • Ensure thorough handwashing takes place before filling transporting boxes and upon receipt at receiving unit. • Boxes for transportation to be placed on a clean, sanitised designated area/trolley as near to the back door as possible. • Drivers have been briefed on the process for collection and delivery of transported food. Drivers must sanitise hands before and after collection as they could cross contaminate between the mother kitchen and the receiving kitchen. • Drivers need to indicate their presence vocally to avoid any contact with kitchen staff. • The designated staff member ensures the transporting boxes are placed in the designated area whilst the driver waits outside. • The driver is then alerted that they can collect the boxes. Any areas the driver has come into contact with must be cleaned and sanitised thoroughly. • Dining centres must have a designated area which is clean and sanitised where the transported food can be received and placed - this area should be as near to the back door as possible. • Driver to vocally alert the kitchen that they have arrived. Kitchen staff to socially distance from the delivery area where the driver will leave the boxes. • Transport boxes should be cleaned and sanitised before filling with empty tins and left in the designated area to be picked up.

Process	Risk	RAG Rating	Current Controls	Additional Covid-19 Controls
				<ul style="list-style-type: none"> • If it is safe to do so, boxes could be left on a trolley outside the kitchen door so the driver does not need to access the kitchen. • Mother kitchens to leave a trolley outside the kitchen door to collect returning boxes. • Designated person to store the boxes. • Keep social distancing measures in place when transporting food and receiving returning boxes.
Cleaning	Direct (close contact with sneezing and coughing) and Indirect transmission (via touching contaminated surfaces) of Covid-19 to employees.	Amber	<p>HACCP WI 14 Cleaning</p> <ul style="list-style-type: none"> • Items and areas where there is a likelihood of food poisoning bacteria, such as food preparation work surfaces, chopping boards and knives must be cleaned and sanitised frequently. This is known as “Clean as you go” and involves cleaning and disinfecting after every task. • Allow time at the end of the working day to thoroughly clean the kitchen so it’s ready for the next day. • Food preparation surfaces - Remove any visible food and dirt. Apply a sanitising solution onto the surface, allowing for the correct contact time. It is important to follow the instructions on the product information chart. • Using a dishwasher or rinsing sink is an effective way to make sure that dishes, tumblers and utensils are clean and disinfected. This is because dishwashers and rinsing sinks use very hot water which kills bacteria. It’s best to remove any obvious food and dirt before putting things in the dishwasher or rinsing sink. • Crockery and cutlery should be disinfected in the rinsing sink for approx. 2 minutes before removing and allowing to air dry. All other equipment e.g. pans and tins, must 	<p>Make up and use C1X sanitiser following the new instructions.</p> <p>C1X Liquid Cleaner Sanitiser Dilution instructions for use during Covid-19 Contact Time: 5 minutes Dilution: 1:20 750ml Trigger bottle 4 shots (40ml)</p> <ul style="list-style-type: none"> • If possible, identify a sanitiser spray for each member of staff so they are not shared and can be used solely by that member of staff each day • Clean all areas more frequently, especially after use • Sanitise all light switches using an alcohol based probe wipe. Do not spray sanitiser onto any switches • Culturally diverse kitchens will be required to use alcohol based probe wipes for sanitising light switches only. Food handler gloves may be ordered to avoid physical contact with the wipes. • Door and equipment handles must be sanitised after each use and at the beginning and end of each day.

Process	Risk	RAG Rating	Current Controls	Additional Covid-19 Controls
			<p>not be placed into the rinsing sink.</p> <ul style="list-style-type: none"> • A good way to clean and disinfect most light catering equipment, e.g. knives, bowls etc. is to put them in the dishwasher. • Aluminium pans and tins must not be washed in the dishwasher, as the dishwasher cleaning chemicals react with the aluminium and cause severe staining. These therefore should preferably be washed in a sink. • Hand washed items require a pre- clean. In the main wash up sink, you must use the correct dilution of washing up detergent and hot water, then rinse with clean hot water and dry using paper towel. • Often, bacteria can collect in places that you might not expect e.g. anything that is touched by food or people's hands could be covered in bacteria. These should be cleaned regularly with a sanitising solution following the manufacturers recommended instructions, including contact times. <ul style="list-style-type: none"> ○ fridge/freezer handles ○ tap handles ○ telephones ○ work surfaces ○ chopping boards ○ bin lids ○ Can openers ○ toilet Areas ○ We use disposable cloths ○ We use paper towel 	
Maintenance	Direct (close contact with sneezing and coughing) and Indirect transmission (via touching contaminated surfaces) of Covid-19 to employees and contractors.	Amber	<p>HACCP WI 12 Maintenance</p> <ul style="list-style-type: none"> • Maintenance is important because lack of adequate maintenance of the structure of the premises, equipment and utensils can 	<ul style="list-style-type: none"> • Visitors to the premises are to be limited to essential personnel only. • All visitors will follow the government's guidance and the premises strict hygiene and social

Process	Risk	RAG Rating	Current Controls	Additional Covid-19 Controls
			<p>result in a major breakdown in food hygiene or health and safety.</p> <ul style="list-style-type: none"> • Maintenance personnel must sign in to the building and be supervised. 	<p>distancing rules e.g. hand washing/sanitisation upon entry</p> <ul style="list-style-type: none"> • Contractors must sign in at school reception to obtain permission before attending site • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the premises manager) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. • Contractors will comply with any additional PPE or hygiene requirements made by the premises manager prior to entry. • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend sites to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the premises manager e.g. the premises manager may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the building to reach their destination.