

<b>Risk Assessment title: BUDDY CLUB – FOOD SAFETY AND FOOD HYGIENE</b>		
<b>(See TEACH RA016 – Buddy Club)</b>		
<b>Assessment by:</b> Andrea Lakin	<b>Role:</b> H&S Coordinator	<b>Date:</b> 20/07/2020
<b>Approved by:</b> Kate Carter (CEO/EHT) and Cathryne Packham (Role: Operations Manager)	<b>Planned review date:</b> Late Sept 2020	<b>Record of reviews:</b>
<b>Brief description of the task, activity or event (if site-specific please state the name of the school):</b> <ul style="list-style-type: none"> <li>The TEACH ‘Buddy Club’ is an after-school club for pupils from all year groups operated by TEACH Trust for pupils attending its schools (AAIS, HJS, CHIS and CHJS).</li> <li>Read and implement this risk assessment along with ‘Risk Assessment TEACH RA 0016 – Buddy Club’ which covers safeguarding and general H&amp;S.</li> <li>Buddy Club is held at two of our schools, Haymoor Junior School (Food Technology, Furzey and Brownsea classrooms) and Canford Heath Infant School (Breakfast Club room) from 3pm to 6pm</li> <li>Staff to pupil supervision ratios meet the statutory requirements of 1:30</li> <li>Links below are important reading and reference information for Buddy Club Manager and Supervisors:</li> </ul> <p> <a href="https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf">https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf</a>  <a href="https://www.nhs.uk/conditions/food-allergy/symptoms/">https://www.nhs.uk/conditions/food-allergy/symptoms/</a>  <a href="https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf">https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf</a> </p> <p>FSMS = Food Safety Management system</p>		

What is the hazard?	Who is at risk?	How might they be harmed?	Risks		Control measures currently in place	Current risk rating
			Likelihood	Severity		
Lack of food safety and hygiene. Common hazards include (this is not an exhaustive list): <ul style="list-style-type: none"> <li>Preparing foods too far in advance</li> <li>Not cooking foods properly</li> </ul>	Pupils	Food poisoning commonly cause the following (this not an exhaustive list): <ul style="list-style-type: none"> <li>Norovirus</li> <li>Campylobacter</li> <li>Salmonella</li> <li>E-Coli 0157</li> <li>Staphylococcus aureus</li> <li>Listeria</li> <li>Sickness (nausea)</li> <li>Vomiting</li> </ul>	2	3	<ul style="list-style-type: none"> <li>The two TEACH Buddy Clubs were registered with BCP Council as food business (13/07/2020)</li> <li>Buddy Club Supervisors are responsible for the recording of all food safety and food hygiene requirements of the ‘Safer Food – Better Business’ Food Safety Management system used at TEACH.</li> </ul>	6

<ul style="list-style-type: none"> <li>• Not reheating food properly</li> <li>• Not defrosting foods correctly</li> <li>• Storing foods incorrectly (e.g. too warm after being left out too long) so that bacteria can grow quickly</li> <li>• Foods used past their 'use by'</li> <li>• Cross contamination of foods</li> <li>• Infection from people handling foods due to poor hygiene</li> </ul>		<ul style="list-style-type: none"> <li>• Diarrhoea</li> <li>• Stomach cramps</li> <li>• Fever / high temperature</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Tiredness/aching</li> <li>• Chills</li> </ul> <p><b>NOTE:</b> children are at higher risk of food poisoning; therefore, TEACH have a higher duty-of-care. e.g.</p> <ul style="list-style-type: none"> <li>• E-coli can cause serious kidney damage in children.</li> <li>• Listeria can cause septicaemia and meningitis in children.</li> </ul>	2	3	<ul style="list-style-type: none"> <li>• The hot supper provided to pupils will not include 'high-risk' foods such as raw meat (see attached menu).</li> <li>• TEACH Buddy Clubs (BC) use the Food Standard Agency's 'Food Safety Management' system.</li> <li>• The FSMS is used for the recording and monitoring of all required food safety checks completed on a daily, weekly, monthly or other basis; training, inspections etc. for compliance with food safety legislation.</li> <li>• The FSMS must be accessible to all supervisors and monitored regularly by the BC Lead and accessible to the EHT/CEO; HOS; H&amp;S Coordinator or EHO, for inspection and auditing purposes.</li> <li>• Deep cleans of the kitchens (HJS - Food Tech) and CHIS (Breakfast room) will take place at the end of the academic year on 13/07/20 and 14/07/20. A record of this will be filed in the FSMS.</li> <li>• Further thorough cleans will take place before the opening of schools and Buddy Clubs in Sept 2020.</li> <li>• Daily cleaning will take place in both kitchens before the preparation of food and during food prep (see TEACH RA0016 re: COVID-19).</li> <li>• BC Supervisors will clean kitchens thoroughly at the end of BC.</li> <li>• All Supervisors preparing and handling food at Buddy Club completed their Level 2 in Food Safety and Food Hygiene in June 2020. Copies of Certificates held by HR and filed in Food Safety Management folder in each school and on display.</li> <li>• Each kitchen has suitable cleaning products known to be effective on bacteria including Coronavirus, Norovirus and be safe to use in a food preparation area. The products come under the Control of Substances Hazardous to Health</li> </ul>	6
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Lack of food safety and hygiene.	Pupils	Food poisoning	2	3	<p>Regulations 2002 and therefore, will have a COSHH Risk Assessment.</p> <ul style="list-style-type: none"> <li>• Supervisors to complete e-Learning in COSHH Awareness (see additional control measures).</li> <li>• Supervisors will be provided with in-house training on the correct use of PPE (safe removal and disposal etc.)</li> <li>• PPE including disposable gloves and aprons MUST be worn when cleaning (the disposable gloves to protect the supervisor from contaminated surfaces and the chemicals in the cleaning products).</li> <li>• Disposable aprons only must be worn during food preparation but disposable gloves are not required. It is far safer in terms of reducing contamination risks when preparing food to be scrupulous in their personal and hand hygiene (e.g. thorough 20-second hand-washing under hot running water with soap and thorough drying using paper towels) and not relying on hand sanitizer alone.</li> <li>• Long hair must be tied back at all times.</li> <li>• Tea-towels will not be used. Use blue-roll for drying anything that cannot go into the dishwasher on a hot wash.</li> <li>• All plates, mugs etc. will be put through a hot wash in the dishwasher at the end of each session.</li> <li>• Supervisors must ALWAYS wash their hands thoroughly after using the toilet, after blowing their nose, sneezing or coughing; before handling food and always after handling raw meat.</li> <li>• Ensure the fridge(s) and freezer(s) are working correctly by taking of daily temperatures. The fridge(s) should operate at 5oC or lower (but not</li> </ul>	6
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<p>Lack of food safety and hygiene.</p>	<p>Pupils</p>	<p>Food poisoning</p>	<p>2</p>	<p>3</p>	<p>less than 1 degree) and the freezer(s) at -18oC or lower.</p> <ul style="list-style-type: none"> <li>• Keep food preparation surfaces and utensils thoroughly cleaned and disinfected (e.g. use food-preparation friendly, anti-bacterial products).</li> <li>• Prepare and store raw meat and 'ready-to-eat' food separately. Ideally, in a separate fridge but if not, ALWAYS keep raw and defrosting meat at the base of the refrigerator, below everything else.</li> <li>• Ensure the fridge(s) and freezer(s) used at HJS and CHIS for BC is not used for the storage of milk deliveries, staff lunchboxes or pupil's work. They must be for sole use of Buddy Club.</li> <li>• Check the 'Use by' dates on food and ensure that you use the food before the date expires.</li> <li>• Always store eggs in the refrigerator and do not eat food containing uncooked eggs. If eggs are not on the menu – this control measure is n/a.</li> <li>• Keep children away from food and food preparation surfaces.</li> <li>• If applicable, defrost food, particularly meat and poultry thoroughly and completely, before cooking.</li> <li>• Cook food thoroughly and test with probe.</li> <li>• Always follow the manufacturers' guidelines and ensure that food is piping hot throughout before consumption.</li> <li>• Cool food immediately after cooking and <u>never</u> allow it to be at room temperature for more than 4 hours.</li> <li>• Always store left over food in the refrigerator as soon as it has cooled to room temperature. Ensure it is covered/sealed and dated.</li> </ul>	<p>6</p>
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Food allergens  (see attached Food Standards Agency poster listing the 14 most common allergens)	Pupils	<a href="https://www.nhs.uk/conditions/food-allergy/symptoms/">https://www.nhs.uk/conditions/food-allergy/symptoms/</a>	1	5	<ul style="list-style-type: none"> <li>The forms for parents/carers to complete authorising their child(ren) to attend BC has a section about allergies and is signed by parent/carer.</li> <li>TEACH schools will share information about their pupils with allergens, held by Medical Admin Officers and HOS as this is for safety reasons.</li> <li>A system is in place at all TEACH schools, to indicate pupils with specific allergies by those with allergies wearing a coloured wrist-band. This will be implemented at BC.</li> <li>A confidential file will be kept by supervisors with a photograph and details of any pupils with allergies along with information about their allergy (allergies), emergency treatments, which should include training in use of auto-injector.</li> <li>Emergency contact details will be held for all pupils attending BC.</li> <li>All supervisors will complete 'Allergens' training (see additional control measures, below).</li> </ul>	5
GDPR and Prevent	Staff/ TEACH/ Pupils	Data breaches and risks to pupil's safety online.	1	4	<ul style="list-style-type: none"> <li>All supervisors at BC have completed GDPR and Prevent refresher training, in preparation for 2020-2021 Academic year.</li> <li>TEACH General Data Protection Policy.</li> <li>TEACH Data Protection Officer is HR Admin Manager.</li> <li>Any potential breach is reported to the DPO immediately.</li> </ul>	4

Additional control measures required to reduce risks (if none, please state 'none')	Implemented by whom	Implemented by when	Date action completed	Final (residual) risk rating
1. Food Allergen training to be completed by BC supervisors (High Speed Training)	Ops Manager/ BC Supervisors	07/09/2020	31/07/20	4
2. Auto injector training (Planned for early Sept by HALO). If any pupils with allergies are booked into Buddy Club from 07/09/2020, this training must be done before this date.	Ops Manager – HOS/HALO/BC Supervisors	End Sept 2020	30/09/2020	4
3. COSHH Awareness training (Handsam) to be completed by BC Supervisors (arranged by H&S Coordinator)	H&S Coordinator/ BC Supervisors	07/09/2020	31/08/2020	4
4. Review of risk assessment after first four weeks of Buddy Club and make any necessary changes after it has been operational and Supervisors can feedback on the risk assessment.	Ops Manager/ H&S Coordinator	End Sept 2020	29/09/2020	4
5. Monitoring of Food Standards Agency guidance, to ensure reviews of risk assessment are made, as necessary	H&S Coordinator	As and when new Govt guidance is issued.	ongoing	4
6. Staff (and pupils) showing symptoms of food poisoning must not attend for 48hrs and the Manager/HOS/HR should follow the guidance below: <a href="https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf">https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf</a>	Ops Manager /HOS/HR	Ongoing	Ongoing	4
7. Monitoring of staff implementation of mitigation/control measures in this risk assessment by responsible managers.	Ops Manager / HOS	Regularly (e.g. every 2-4 weeks)	Ongoing	4
8. Formal monitoring by H&S Coordinator, using food safety checklist	H&S Coordinator	Half-termly	19/10/2020	4

### TEACH Risk Evaluation Matrix

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Severity	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

### TEACH Risk Action Table

Risk evaluation ratings	Risk action required
Extreme risks (15-25): Possibility of fatality, disabling injury or occupational ill-health.	The task, activity or event must NOT take place. Seek H&S advice and guidance. If a dynamic risk assessment suggests extreme risks may be present, STOP immediately. Additional control measures are required to eliminate, reduce or control risks.
High risks (8-12): Possibility of a major injury requiring hospital treatment or an absence from work of 7+ days due to their accident-injury.	Aim to reduce risks before commencing the task. Seek H&S advice and guidance. Monitor to ensure control measures are fully implemented and maintained. Regularly review the risk assessment.
Moderate risks (2-6): Possibility of an injury requiring first-aid treatment and/or diagnostic tests in A&E (e.g. X-ray)	If possible, reduce risks further. Seek H&S advice and guidance. Monitor to ensure control measures are fully implemented and maintained. Regularly review the risk assessment.
Low risks (1-3)	No further action required. Monitor to ensure control measures are fully implemented and maintained. Regularly review the risk assessment.