|  |  |  |  |
| --- | --- | --- | --- |
| **No 1** | **Food Safety** | **Date:** | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **RISK**  |
| * Risk of infection COVID-19
* Spilled food on floors
* Discarded food
* Allergies
 | * Staff
* Children
 | * New cleaning schedule and cleaning sheets are in operation (four times daily and special disinfection procedure)
* All food spillages to be cleaned up immediately and disposed of in lidded bins.
* Food supplies must never be discarded on floors, desks etc.
* Staff to remove waste / discarded food at end of lunch / snack breaks and final dean-up at end of session / period.
* Staff who spill food must clean it up immediately.
* Children will be supervised when eating.
* Children’s allergies to be identified and staff to know how to respond if allergic reaction occurs.
* No nuts, fizzy drinks, sweets and this has been communicated to parents
* HACCP compliant.
 | New children’s allergies leaflet for the rooms |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - all ‘Actions’ are in place** |

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

 ignored.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk**  |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed –the changes are marked in green | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020  | Lidia Glowka | Low-all actions are in place |
|  |  |  |  |
|  |  |  |  |