

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH



Risk Assessment Form



Risk Assessment for (Activity/Process/Operation)		Opening the Café - Work Experience			
Service	Education	Team / Section	EVERGREEN SCHOOL		
Assessment Date		Review Date		Reference Number	

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Assigned to	Completed by whom & when	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>
Breaking Bubbles	Employees and pupils	<p>Ensure to knock the door first and place the customers' orders on their Lobby tables staying out of the classroom.</p> <p>Customer to leave money on the table maintaining the 2-metre distance, students to wait till the customer has moved backwards to take money and give change if needed.</p> <p>If no table within the lobby e.g.,</p>	All involved with Kingfisher Class and Cafe	M. Mainwaring	Low	Constant reminding of 2 metre rule to all students within this work experience to ensure good practice and Covid safety.

		<p>Merlin class use the café trolley to push into their lobby to let the customers take their orders of whilst maintaining the 2-metre rule.</p> <p>Staff and students to wear masks and gloves.</p>				
Spreading of Covid-19	Employees and pupils.	<p>Wearing masks when delivering around the school.</p> <p>Wearing gloves whilst delivering customers' orders.</p> <p>Always ensuring 2 metre distance.</p> <p>Only Kingfisher bubble allowed in the Café during opening hours.</p> <p>Disinfecting all sides and working areas every half an hour to ensure the killing of bacteria.</p> <p>Wearing gloves whilst prepping and making orders.</p> <p>Washing hands regularly/using antibacterial gel, after making each order and after delivering each order.</p> <p>Put a sign on the Café door to ensure unauthorised persons do not enter the room.</p> <p>Staff to leave dirty/empty cups in their own classroom lobby area, to enable Kingfisher students to collect.</p>	All involved with Kingfisher Class and Cafe	M. Mainwaring	Low	Constant reminding of 2 metre rule to all students within this work experience to ensure good practice and Covid safety.

Slips and trips	Pupils and staff working in Café.	<p>Good housekeeping rules, tidying up after each other and ensuring all spillages are cleaned as soon as possible.</p> <p>Staff to supervise all areas of the café ensuring that the students are keeping work areas clean – to be completed throughout the café opening times.</p> <p>Pupils to use a trolley to take orders to the classrooms and collect dirty crockery.</p>	All involved with Kingfisher Class and Cafe	M. Mainwaring	Low	Constant reminding of 2 metre rule to all students within this work experience to ensure good practice and Covid safety.
Contact with steam and hot water.	<p>Pupils and staff working in the Café.</p> <p>Customers when delivering the products.</p>	<p>Students who have passed their food safety level 2 to use equipment only.</p> <p>All pupils and staff to wear hats, aprons and long sleeves to prevent hot water splashing back onto the skin.</p> <p>Using the Café trolley to deliver orders to prevent spillage around the school.</p> <p>Staff members to supervise pupils using barista machine.</p> <p>Appropriate behaviour of students in café – professional.</p>	All involved with Kingfisher Class and Cafe	M. Mainwaring	Low	Constant reminding of 2 metre rule to all students within this work experience to ensure good practice and Covid safety.
Name of Assessor		M. Mainwaring		Signature	Mainwaring.m@welearn365.com	
Name of Manager responsible for activity / process				Signature		

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	