

RISK ASSESSMENT

Risk Assessment for:	Packed Lunch – refers to any food or drink, or a nutritional alternative, to be fed orally or enterally.	Prepared by:	H & S Co-ordinator – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL	Date of Assessment	June 2025
		Review Date:	June 2027

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Temperature of packed lunch	Learners	Packed lunches are sent in but not correctly refrigerated in school, in turn causing food poisoning, upset stomach and sickness.	High - 24	Avoid packed lunch being sent into school - families to use the school lunch provision provided. If lunch is brought in, families advised to use insulated lunch bags with freezer blocks. Packed lunches to be checked before giving to a learner for signs of spoilage (i.e. food gone off) if staff feel it is unsafe to give to learner, the learner's guardian will be contacted, and a suitable school lunch can be provided.	Staff trained in food hygiene	Med - 8
Temperature of packed lunch	Learners	School staff reheating packed lunches too hot causing burns or not heated enough causing food poisoning, upset stomach and sickness.	High - 24	Avoid packed lunch being sent into school - families to use the school lunch provision provided. Families are advised that packed lunches should be a meal that can be eaten cold. Staff members are not to heat up learner's packed lunch food – no re-heating from March 2022 Packed lunches to be checked before giving to a learner to confirm they do not need any re-heating. If staff feel it is unsafe to give to learner, the learner's guardian will be	Staff trained in food hygiene SLT informing parents.	Med - 8

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				contacted, and a suitable school lunch can be provided.		
Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Dates on food/drink provisions	Learners	Out of date food/drink provisions causing food poisoning, upset stomach and sickness.	High - 24	Staff to confirm foods sent in packed lunches are in date. Food not to be given to learners if it is labelled out of date or if they are unsure of the out of use date. If provision is out of date learner's guardian will be contacted and a suitable item/school lunch can be provided.	Staff trained in food hygiene	Med - 8
Unlabelled food/drink provisions	Learners	Mix up of lunch packs, formula milk, feeds or liquids between learners, feeds and liquids causing possible allergic reaction, upset stomach, loss of food intake. Contaminated milk.	High - 24	Packed lunches, formula milk, feeds and liquids to be clearly labelled with learner's name. Milk, formula milk, feeds and liquids should be provided in a sealed bottle/packaging.	Staff trained in food hygiene	Med – 8
Gastrostomy or Jejunostomy feeds	Learners	Mix up of feeds or liquids between learners causing possible allergic reaction, upset stomach, loss of food intake/calories	High – 24	Learners who are fed via gastrostomy or Jejunostomy should bring their prescribed feeds and liquids only. Feeds and liquids and bolus boxes must be clearly labelled with learner's name.		Med – 8
Blended diet provision using Gastrostomy use	Learners	School cannot verify content of blend possibly causing allergic reaction, undesired affects to digestive system / internal organs. Uncertainty regarding nutritional adequacy of the blended diet. Unsuitable consistency of blend may not suit giving sets/tubing and may cause a blockage. Dates of product not confirmed.	High – 24	Blended meals for enteral feeding will be provided through the school <u>kitchen only</u> and <u>cannot</u> be sent in from home. <u>No</u> blended meals to be provided as a packed lunch from home. Learners who are fed via gastrostomy should bring their prescribed feeds and liquids only. In order to have blends provided for their child or young person families will need to complete the Blended Diet Agreement annually, or in the case of any changes.	Additional training for staff to be given on blended diet.	Med – 8

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				Feeds and liquids bolus boxes must be labelled with learner's name.		
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Nut allergy	Employees, Learners, third parties	Nuts within food causing an allergic reaction, anaphylaxis, fatality.	High – 30	Nut free school. Packed lunches are to be nut free.	Refrain from using nut products/ creams / essences within school.	Med - 10
Formula milk	Learners	Staff not following formula milk guidelines causing burns, nutritional value compromised and sickness.	Med - 15	Staff to follow the guidelines on the formula milk packaging to make up the milk. Formula product to be clearly labelled with learner's name and date of opening. Use cooled freshly boiled water. Cooled for no longer than 30mins, test temperature by shaking a few drops on the inside of wrist.	Ensure good hygiene throughout. Staff trained in food hygiene.	Low - 5
Re-heating school lunches	Learners	School staff reheating school lunches to hot causing burns or not heated enough causing food poisoning and sickness.	High - 24	Staff managing the reheating must have their food hygiene certificate in date. Reheat food in suitable container to 82°C – use temperature probe to ensure this temperature. Stir food and leave for 2 minutes to rest post heating.	Each class has a food probe.	Low – 8
Warming fresh milk/ juice/drinks	Learners	Staff warming milk/juice/drinks too hot causing burns.	Med - 15	Warm milk / juice / drink in a bowl/jug of warmed water – not boiled water. <u>Never</u> microwave milk/juice/drinks. Warmed milk to be discarded after use if not drunk.		Low - 5
High likelihood of risk – Likely to occur immediately or in the near future Medium likelihood of risk – will occur in time if no preventative action is taken Low likelihood of risk – Remote or unlikely to occur						

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Date Reviewed	Comments
April 2021	Initial assessment
April 2021	Added hazard
May 2021	Amended with new information
February 2022	Annual update
June 2022	Annual update
June 2023	Annual update
June 2024	Annual update
June 2025	Annual update