

## AU General Risk Assessment

<b>Brief Description of Activity:</b>				<b>Assessor/s:</b>	<b>Date:</b>	
<b>CATERING FACILITIES</b> General use of catering facilities including food storage, preparation of food, clearing up after meals and washing up equipment after use.						
<b>Hazard:</b>	<b>Persons at risk:</b>	<b>Risk factor:</b>			<b>Control measures required:</b>	<b>Residual Risk:</b>
<i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<i>List who might be harmed eg staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>
		Severity	Likelihood	Risk		
Musculoskeletal Damage/Manual Handling	Staff	Moderate	Possible	Medium	Lifting heavy items should be avoided, including pushing and pulling of items. For example, only lift the necessary pan size for the product. Lifting aids or trolleys should be advised as part of a manual handling assessment. Lifting of pans in the sinks can be avoided by installing spray taps. Repetitive tasks should also be avoided by varying tasks. Posture should be ensured and twisting and reaching should be minimised. Limit the distance of movement between facilities by adequate kitchen design. Ingredients should be bought in package sizes light enough for handling. Commonly used and heavy items should be stored on waist-high shelving. Suitable mobile steps should be provided and staff trained to use them. Sinks should be at a height to avoid stooping or stretching. Staff trained in manual handling techniques.	Low
Slips and Trips	All	Moderate	Possible	Medium	Good housekeeping should be applied. Equipment should be maintained to prevent leaks and drainage channels and drip trays provided where spills are likely. Any faults should be reported to an engineer immediately. Staff should clean up spillages immediately, using suitable methods and leaving the area dry. Suitable cleaning materials should be used. There should be sufficient lighting in all areas, including cold storage areas. No trailing cables in walkways. Steps and changes in floor level should be indicated.	Low

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Contact with Steam, Hot Water, Hot Oil and Hot Surfaces	Staff	Moderate	Possible	Medium	Staff should be trained in the risks of hot substances/surfaces and on the procedure with dealing with such instances. Water mixer taps should be provided . All staff should wear long sleeves and heat-resistant gloves/cloths/aprons should be provided.	Low
Knives	Staff	Moderate	Possible	Medium	Staff should be trained to use knives and they should be suitable stored, blade-down, when not in use. A first aid box and nominated first-aider should be on site.	Low
Food Handling	Staff	Slight	Possible	Low	Where practical, staff should use tools such as scoops and tongs to handle food rather than hands. Food-grade, single-use, non-latex gloves used for tasks that can cause skin problems (e.g. salad washing, vegetable peeling and fish filleting). Where handling cannot be avoided, hands should be washed after completing the task. Hands should be dried after washing to avoid being constantly wet.	Very Low
Chemicals	Staff	Moderate	Possible	Medium	Dishwashers should be used instead of washing by hand. All containers should be clearly labelled and a CoSHH assessment provided. Where possible, cleaning products marked with 'irritant' should be avoided and milder alternatives purchased. Long handled mops and brushes and strong rubber gloves should be provided. Staff should wash the rubber gloves after use and store them in a clean and dry place. Wash and dry hands after use of chemicals. A cream should be provided for staff to use to replenish oils lost by frequent hand washing. Any indications of skin problems should be reported and assessed.	Low
Gas Appliances	All	Very Severe	Very Unlikely	Medium	Check gas appliance controls daily and an inspection, service and test should be carried out by a Gas Safe registered engineer every 12 months. Staff should be aware where the main isolation tap is and how to turn the supply off in an emergency. Flame failure devices should be fitted on ovens.	Low

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Electrical	Staff	Very Severe	Very Unlikely	Medium	All electrical equipment over 2 years old should be PAT tested, in addition to regular visual assessments. Inspections should be scheduled. Staff should be trained to be able to check the equipment before use and to notice any damages to the equipment. Staff should know where the fuse box is located and know how to turn it off safely in an emergency. All devices should be suitable for a kitchen environment. The fuse box access should be kept clear. Residual current devices (RCDs) should be installed where practicable.	Low
Fire	All	Very Severe	Possible	Extremely High	Fire risk assessment should be completed and conveyed to staff. Staff should be aware of the evacuation procedure. Flammable materials should be kept away from naked flames.	Low
Machinery	Staff	Moderate	Unlikely	Medium	All machinery should be CE marked and approved under PUWER Regulations and Health and Safety standards. All dangerous parts of machinery should be suitably guarded and daily checks of these guards should take place before use. Staff should be trained to be able to identify and report any defective machinery. Repairs should be undertaken by a trained and competent individual. Staff should be trained how to use, clean and assemble any machinery and the operating instructions should be easily accessible. Isolate from power supplied before any maintenance or cleaning work is undertaken.	Very Low
Pressure Systems	Staff	Very Severe	Very Unlikely	Medium	Thorough examinations should be carried out by a qualified engineer at periodic intervals.	Low
Working Temperature	Staff	Severe	Possible	High	Fans and extractors should be fitted to control the air temperature and remove excess steam. Staff should take regular breaks in areas with a cooler temperature. Drinking water should be provided and staff encouraged to take advantage of this.	Low
<b>Signed:</b>		<b>Date:</b>			<b>Date for Review of Risk Assessment:</b>	

**Appendix A**

<b>Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form</b>					
<b>Situational hazards</b>	<b>Tick</b>	<b>Physical / chemical hazards</b>	<b>Tick</b>	<b>Health hazards</b>	<b>Tick</b>
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		<b>Environmental hazards</b>	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		<b>Managerial / organisational hazards</b>			
Vehicle impact / collision		Management factors			
Working at height					

**Appendix B**

<b>Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’</b>	<b>Likelihood of Harm</b>				
	<b>Remote</b>	<b>Very unlikely</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>
<b>Severity of Harm</b>					
<b>Negligible</b> e.g. small bruise	Very low	Very low	Very low	Low	Low
<b>Slight</b> e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
<b>Moderate</b> e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
<b>Severe</b> e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
<b>Very Severe</b> e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high