

RISK ASSESSMENT FORM

School/Directorate:	Location:	Reference:	Date:	Assessor:
Riccarton Campus Chaplaincy	Gait 4	Food preparation and serving	30/08/21	Eleanor Platt

Describe the task and equipment used:

The Chaplaincy hosts events; utilising the kitchen and dining room for food preparation and servicing for students. This is organised and managed by the Chaplaincy Executive Assistant and arrangements for volunteers to support the events are put in place.

All volunteers and kitchen users are provided with an induction in relation to kitchen house rules.

PPE required for task: PPE supplied as required. COVID social safeguarding personal masks recommended (as restrictions dictate).

What are the Hazards?	Who might be harmed?	Control measures (What are you already doing?)	L	S	R	Additional control measures (What further action is necessary?)	Action by whom?	Action by date
Emergency preparedness	Staff, Volunteers, Students, and Visitors	- Safety procedures, fire, first aid awareness provided by verbal induction and Health and Safety Leaflet - First aiders/Fire Wardens located on site - First aid box located and information of appointed first aiders - Hazard reporting procedure	2	2	4	Ensure that first aid box is regularly inspected and update first aid notice as required. Provide all users with a copy of the University Induction leaflet	Eleanor Platt	On-going
Fire	Staff, Volunteers, Students, and Visitors	- See separate Fire Risk Assessment completed per building - All users receive fire safety induction and are provided with induction leaflet - All staff complete FireRite e-learning training as part of induction - Fire drills completed twice a year	2	2	4	Where required record and update Personal Care Plans.	Eleanor Platt	On-going
Machinery	Staff, Volunteers, and Students	- Follow manufacturer's instructions - Maintenance and servicing regime in place for equipment - Training provided on use of equipment where required	1	2	2	Regularly monitor and review training requirements	Eleanor Platt	On-going
Security	Staff, Volunteers, and Students	- All doors and offices securely locked and alarm system fitted - Ensure arrangements for closing windows at end of day - Personal items, bags, purse, phone etc. should be securely stored.	2	1	2	Ensure maintenance regime on alarm system. Advise on personal security.	Eleanor Platt	On-going
Slips and trips	Staff, Volunteers, and Students	- General good housekeeping – work areas kept tidy, goods stored suitably etc. - All areas well lit - No trailing leads or cables - Keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately - All staff aware of housekeeping rules & clean up - Kitchen equipment maintained to prevent leaks onto floor. - Drainage channels and drip trays provided where spills likely. - Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. - Suitable cleaning materials available.	1	2	2	Ensure suitable footwear with good grip is worn. Maintain good housekeeping standards and conduct regular inspections. Equipment faults leading to leaks reported promptly to manager.	All	On-going

Manual handling equipment etc.	Staff, Volunteers, and Students	- Mechanical aids/trolley available to transport heavy items when collecting deliveries etc. - High shelves for light objects only - On-line manual handling training introduced as part of induction for staff - Commonly used items and heavy stock stored on shelves at waist height. - Suitable mobile steps provided and training available. - Sink and work surfaces at good height to avoid stooping.	2	2	4	Ensure all staff are registered with WorkRite e-learning Training or attend appropriate induction training. Manual Handling Training available for Volunteers	Eleanor Platt	On-going
Working at height	Staff, Volunteers, and Students	- No heavy items to be stored at height within the kitchen - Staff are aware of storage requirements and continual monitoring	1	2	2	Provide step ladder safety training if required	Eleanor Platt	On-going
Electrical equipment	Staff, Volunteers, and Students	- Portable appliance testing is carried out - Users informed not to bring in their own appliances, toasters, fans etc. - Users Instructed not to use equipment which has not been tested or faulty - Users advised to visually check equipment before use - Users instructed not to attempt any electrical repairs	2	2	4	Regular inspection carried out. Defective equipment taken out of use.	Eleanor Platt	On-going
Machinery	Staff, Volunteers, and Students	- Follow manufacturer's instructions - Maintenance and servicing regime in place for equipment - Training provided on use of equipment where required	1	2	2	Regularly monitor and review training requirements	Eleanor Platt	On-going
Steam, hot water, hot oil and hot surfaces	Staff, Volunteers, and Students	- Awareness training in risks of hot oils and on procedure for emptying/cleaning. - Staff trained in risks of release of steam. - All staff told to wear long sleeves. - Heat-resistant gloves/cloths provided.	2	2	4	Display 'hot water' signs at sinks and 'hot surface' signs at hot plates. Ensure handles on pans are inspected and maintained.	Eleanor Platt	On-going
COSHH	Staff, Volunteers, and Students	- Separate COSHH Assessments completed for all chemicals used - Where possible dishwasher used instead of hand wash. - All containers clearly labelled.	1	2	3	Remind users to thoroughly dry hands after washing. Ensure suitable storage of chemicals.	Eleanor Platt	On-going
Workplace temperature	Staff, Volunteers, and Students	- Fans and extractors provided to control air temperature. - Staff encouraged to take rest breaks in cooler conditions when required.	2	2	4	Bug net used on open windows	Eleanor Platt	On-going
Hygiene	Staff, Volunteers, and Students	- Manager trained in intermediate food hygiene certificate - Regular Volunteers trained in basic food hygiene - Food hygiene essential leaflet delivered at induction	2	2	4	Kitchen and equipment cleaning regime in place	Eleanor Platt	On-going
Spread of Coronavirus (COVID-19)	Staff, Volunteers, and Students	- Follow current Government and University guidance for COVID-19 restrictions and recommended practises - The University has a dedicated site regarding COVID-19 for information https://heriotwatt.sharepoint.com/sites/Coronavirusedvice https://heriotwatt.sharepoint.com/sites/Coronavirusedvice/SitePages/Covid19-FAQs.aspx - Wear PPE as recommended - Hand washing facilities with soap and hot water in place. Signage in toilets. Stringent hand washing taking place. Paper towels/hand dryers for drying of hands. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - Refer to COVID -19 site-specific Risk Assessment - Open buildings have signage in place, at entrances and throughout reminding of hand sanitising/distancing	2	3	6	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.scot/coronavirus-covid-19/ All to be reminded on a regular basis to wash their hands for at least 20 seconds with warm water and soap and the importance of proper drying. Handwashing will be actively encouraged to take place (but not limited to) at the beginning and end of every break, on arrival to University and prior to leaving. Also reminded to catch coughs and sneezes in tissues, and to avoid touching face, eyes, nose or mouth with unclean hands.	All	On-going

						All staff and students should be encouraged to download the Protect Scotland and Check In Scotland Apps		
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Risk Analysis Matrix Level of Risk						Likelihood	Severity	Next review date:
Likelihood	4	4	8	12	16	1. Unlikely	1. Insignificant/No Injury	
	3	3	6	9	12	2. Possible	2. Minor Injury	
	2	2	4	6	8	3. Likely	3. Moderate Injury	
	1	1	2	3	4	4. Certain	4. Major Injury/Fatality	
	x	1	2	3	4			
	Severity					Score likelihood	Score severity	

