

RISK ASSESSMENT FORM

School/Directorate:	Location:	Reference:	Date:	Assessor:
Riccarton Campus Chaplaincy	Gait 4	Food preparation and serving	27.4.17	Ruth Duncan

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

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	<ul style="list-style-type: none"> Safety procedures, fire, first aid awareness provided on induction First aiders/Fire Adviser located on site First aid box located and information of appointed first aiders Hazard reporting procedure 	2	2	4	<p>Ensure that first aid box is regularly inspected and update first aid notice as required.</p> <p>Provide all users with a copy of the University Induction leaflet</p>	Ruth Duncan	On-going
Fire	Staff, Volunteers, Students and Visitors	<ul style="list-style-type: none"> 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.	Ruth Duncan	On-going
Machinery	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going
Security	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	<p>Ensure maintenance regime on alarm system.</p> <p>Advise on personal security.</p>	Ruth Duncan	On-going
Slips and trips	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	<p>Ensure suitable footwear with good grip is worn.</p> <p>Maintain good housekeeping standards and conduct regular inspections.</p> <p>Equipment faults leading to leaks reported promptly to manager.</p>	All	On-going

Manual handling equipment etc.	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going
Working at height	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going
Electrical equipment	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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.	Ruth Duncan	On-going
Machinery	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going
Steam, hot water, hot oil and hot surfaces	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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/aprons 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.	Ruth Duncan	On-going
COSHH	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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.	Ruth Duncan	On-going
Gas appliances	Staff, Volunteers and Students	<ul style="list-style-type: none"> Daily check of gas appliance controls. Inspection, service and test carried out by Gas Safe registered engineer every 12 months. Staff know where the main isolation tap is and how to turn supply off in an emergency. 	2	2	4		Ruth Duncan	On-going
Workplace temperature	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going
Hygiene	Staff, Volunteers and Students	<ul style="list-style-type: none"> 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	Ruth Duncan	On-going

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	

