

Risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitably etc. • Kitchen equipment maintained to prevent leaks onto floor. 	Consider whether it is appropriate to change floor surface with better surface roughness.	Manager		
		<ul style="list-style-type: none"> • Equipment faults leading to leaks quickly reported to manager. • Drainage channels and drip trays provided where spills more likely. • Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. 	Remind staff to maintain good standard of housekeeping.	Manager		
		<ul style="list-style-type: none"> • Suitable cleaning materials available. • Good lighting in all areas including cold storage areas. 	Repair damaged floor tiles by the dishwasher in the kitchen.	Manager		
		<ul style="list-style-type: none"> • No trailing cables or obstruction in walkways. • Steps and changes in level highlighted. 	Ensure suitable footwear with good grip worn by staff.	Manager		

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Manual handling Handling heavy items such as flour sacks, ingredients, boxes of meat, trays of crockery, kegs etc	Kitchen staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.	<ul style="list-style-type: none"> • Ingredients bought in package sizes that are light enough for easy handling. • Commonly used items and heavy stock stored on shelves at waist height. • Suitable mobile steps provided and staff trained to use them safely. • Handling aids provided for movement of large/heavy items. • Sink at good height to avoid stooping. • Staff trained in how to lift safely. 	Ensure team working for moving heavier items (eg pots).	Manager		
Contact with steam, hot water, hot oil and hot surfaces	Kitchen staff and food service staff may suffer scalding or burns injuries.	<ul style="list-style-type: none"> • Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers. • Staff trained in risks of releasing steam. • Water mixer taps provided. • All staff told to wear long sleeves. • Heat-resistant gloves/cloths/aprons provided. 	Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.	Manager		
			Ensure handles on pans maintained.	Manager		
Knives	Staff involved in food preparation and service could suffer cuts from contact with blades.	<ul style="list-style-type: none"> • Staff trained to handle knives. • Knives suitably stored when not in use. • First aid box provided and nominated first aider always on site. 	Tell staff not to use knives to remove packaging – suitable cutters will be provided.	Manager		

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Food handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.	<ul style="list-style-type: none"> • Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands. • Food grade, single- use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting. • Where handling cannot be avoided, hands are rinsed promptly after finishing the task. 	Staff reminded to thoroughly dry hands after washing.	Manager and staff		
			Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.	Manager and staff		
			Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.	Manager and staff		
Contact with bleach and other cleaning chemicals	Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems.	<ul style="list-style-type: none"> • All containers clearly labelled. • Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. • Long-handled mops and brushes, and strong rubber gloves, provided and used. • Staff wash rubber gloves after using them and store them in a clean place. 	Staff reminded to thoroughly dry hands after washing.	Manager and staff		
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Electrical	Staff could suffer serious/fatal injuries as a result of electric shock.	<ul style="list-style-type: none"> • Manager visually inspects the system once a year and is competent to do so. • System inspected and tested by an electrician every five years. • Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. • Staff know where fuse box is and how to safely switch off electricity in an emergency. • Plugs, sockets etc suitable for kitchen environment. • Access to fuse box kept clear. 	Manager to inspect plugs, cables etc regularly.	Manager		
Machinery	Staff risk serious injury from contact with dangerous or moving parts of machinery.	<ul style="list-style-type: none"> • Staff trained in cleaning, assembly and operating procedures. • All dangerous parts to machinery suitably guarded. • Daily checks of machinery guards before use. • Staff trained to spot and report any defective machinery. • Safety-critical repairs carried out by competent person. • Operating instructions easy to locate. 	Remind staff to always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work.	Manager		

Company name:

Assessment carried out by:

Date: