

# RISK ASSESSMENT FORM

<b>Assessment No:</b> 0007A	<b>Location/Dept:</b> Kitchen & Seating Areas	<b>Persons involved in or affected by task:</b>	
<b>Assessment Date:</b> 01/02/2021	<b>Assessor's Name:</b> Wayne Alexander		
<p align="center"><b>Read this risk assessment in conjunction with 0001A</b></p> <p><b>Task/Activity/Area Assessed</b> Edna Clarke Café</p>		<b>Employees</b>	X
		<b>Visitors</b>	X
		<b>Contractors</b>	X
		<b>Members of the public</b>	X
		<b>Others 1</b>	
		<b>Others 2</b>	

What are the Hazards?	Who might be harmed, and how?	What are you already doing?	Do you need to do anything else?	Action by Whom	Action by When	Completed
<b>COVID-19</b>	Staff, members, hirers contractors by becoming contaminated from equipment, touchpoints and surfaces and via droplets from sneezing, coughing, sweating, and exhaling while exercising by someone who has COVID-19	<p>Rearrangement and reduction of tables in the bistro area to meet the required social distances.</p> <p>Perspex screens have been incorporated at the ordering and coffee shop collection point.</p> <p>Alcoholic beverages will have a separate pick up point in the bar area.</p>				

<p><b>Slips, trips and falls</b></p>	<p>Staff and members of the public may be injured if they trip over objects, or slip on spillages, e.g. drinks or food silled or dropped on the floor.</p>	<p>Good housekeeping is in place, table and chairs are regularly tidied by catering staff.</p>				
<p><b>Contact with cleaning &amp; washing chemicals</b></p>	<p>Staff risk skin irritation or eye damage from direct contact with cleaning chemicals.</p>	<p>Mops, brushes and protective gloves are provided and used.</p>				
<p><b>Contact with heat, hot water, steam, and hot surfaces</b></p>	<p>Staff or members may suffer scalds or burns when they are handling hot substances or touch hot surfaces</p>	<p>Trays and lids are available for members of the public to use, when carrying hot drinks.</p> <p>Staff are fully trained how to use all items of equipment.</p> <p>Water mixer taps are provided.</p> <p>Heat-resistant gloves, cloths and aprons are provided for lifting hot equipment.</p> <p>Hot Water and Hot Surface signs are on equipment.</p>				
<p><b>Fire and or electric shocks from electrical equipment not being cleaned, maintained and services</b></p>	<p>Staff could get shocks or burns from faulty electrical equipment.</p> <p>Electrical faults can also cause fires - Injuries culd result in burns</p>	<p>Staff trained to visually insepct equipment and to report any faults or issues immediatly to the maintenance supervisor.</p> <p>Pat testing is completed annually to ensure equipment is safe to use. Record of checks are maintained.</p> <p>Emergency stop button fitted to turn off electric and shut off gas in an emergency</p>				

Working at height - Placing stock/files on high shelves	Falls from any height can cause bruising and fractures.	Appropriate equipment, eg suitable ladder, is provided and staff shown how to use it safely.  The condition of the ladder is checked before use to ensure it is safe to use.				
Workplace Temperature	Catering staff may suffer from ill health due to working in too hot conditionings	Air conditioning and ventilation systems are operational and regulate air and temperature				
Knives	Catering staff may cut their hands when preparing food.	Training is provided internally and senior staff have completed Level 2/3 catering qualifications where the safe use of utensils are shown.				
Food posioning	Contamination of prepared food - staff and customers	Catering and bar staff complete and pass their food hygiene course. Staff are then asked to retake the food handling course annually				
Fire from cooking equipment	Employees and customers - Inhaling smoke fumes and burns	Bar & Catering complete Fire Safety for Kitchens - this includes: Fire evacuation, emergency stop buttons, use of fire fighting equipment  Fire Risk assessments are completed and copied to employees for training purposes.  Catering staff are trained on the correct use of equipment like cookers, grills, ovens, toasters, sandwich makers and fryers  Employees complete annual fire safety training.				

Action Required (Note any temporary action/Control measures required)	Action Review Date	Action Completed (Names and title)/Date

Further Actions that may require Longer-term considerations	Action Review Date	Action Completed (name and

Signature  <i>Wayne Alexander</i>	Date:  01/02/2021
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Completed by  Wayne Alexander	Next review Date:  31/01/2022
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