

Department		GENERAL (SCHOOL VISITS) FOH / PUBLIC AREAS / CATERING		Risk Assessment No.		2033					
Task/Activity		Slips and Trips		Date reviewed:		01.09.2022					
Assessed By		Freddie Mills		Next Review Date:		01.09.2023					
HAZARDS				Likelihood		Severity		Risk Score			
Ref.	Key hazards associated with the above task/activity	Score	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
			3	2	1	5	4	3	2	1	
1	Slip or trip on wet floor resulting in minor injury		X						X		4
2	Slip or trip on wet floor resulting in serious injury			X				X			3
3	General slips and trips on loose stock, wires etc		X					X			4
4											
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk			
PERSONS AFFECTED				PPE REQUIRED							
Staff	X	Young Persons	X	Eye Protection		Hand Scrub					
Managers	X	Member Public	X	Gloves		Hi Vis Clothing					
Other	X	Site Visitors	X	Boots		Signage				X	
ADDITIONAL CONTROL MEASURES											
Control Measures <ul style="list-style-type: none"> All water and spillages (broken stock etc) must be immediately mopped up and a wet floor sign placed to warn of the hazard. Sensible footwear must also be worn at all times by staff as in uniform policy. All floor space kept clean and tidy – stock and spillages cleaned up immediately. 						Managerial Controls <ul style="list-style-type: none"> Provision of adequate mopping equipment and warning signage. 					
Information and Training <ul style="list-style-type: none"> Staff to be made aware of where wet floor signage is kept. Cleaning cupboard. Mop kept in cleaning cupboard. Staff to be trained on general housekeeping 						HSE and other Guidance <ul style="list-style-type: none"> http://www.hse.gov.uk/pubns/indg225.pdf http://www.hse.gov.uk/pubns/ck4.pdf Health and Safety DVD 					

Department		FOH		Risk Assessment No.		2004		
Task/Activity		Electrical		Date reviewed:		01.09.2022		
HAZARDS				Likelihood		Severity		Risk Score

Ref.	Key hazards associated with the above task/activity	Score								Likelihood x Severity
		Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	
1	Electrocution from contact with electrical equipment. E.g. heater, till point, photo machine			X	X					5
2	Guest/children contact with plug sockets			X	X					5
3	Electric source mix with water			X	X					5
4	Fire from electrical fault			X	X					5
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk		
PERSONS AFFECTED					PPE REQUIRED					
Staff	X	Young Persons	X	Eye Protection		Hand Scrub				
Managers	X	Member Public	X	Gloves		Hi Vis Clothing				
Other	X	Site Visitors	X	Boots		Signage				
ADDITIONAL CONTROL MEASURES										
Control Measures <ul style="list-style-type: none"> Staff training on the correct use of electrical appliances. Only PAT equipment is permitted for use on site. All appliance faults to be reported to management immediately and discontinue use. Only qualified people to work on electrical aspect of appliances. All public sockets to be protected with socket protectors. Staff fire awareness training – see fire risk assessment 					Managerial Controls <ul style="list-style-type: none"> Annual PAT of all electrical appliances Fixed electrical inspections in line with legal requirements. All electrical appliances kept away from water. All public sockets to be protected with socket protectors. See fire risk assessment 					
Information and Training <ul style="list-style-type: none"> Staff training on the correct use of electrical appliances and fault reporting. See fire risk assessment 					HSE and other Guidance <ul style="list-style-type: none"> http://www.hse.gov.uk/pubns/indg236.pdf http://www.hse.gov.uk/pubns/priced/hsg85.pdf 					

Department	CATERING	Risk Assessment No.	1007							
Task/Activity	Food preparation	Date reviewed:	01.09.2022							
HAZARDS										
		Likelihood		Severity		Risk Score				
Ref.	Key hazards associated with the above task/activity	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity

		Score								3	2	1	5	4	3	2	1
1	Injury from knife use/sharpening		X					X									6
2	Allergic reaction to food items			X			X										4
3	Burn or scold from hot food items		X					X									6
4	Bacterial infection passed to customers			X			X										4
Risk Assessment Scores		10 + High Risk				5 – 9 Medium Risk				1 – 4 Low Risk							
PERSONS AFFECTED								PPE REQUIRED									
Staff	X	Young Persons	X	Eye Protection		Hand Scrub	X										
Managers	X	Member Public	X	Gloves	X	Hi Vis Clothing											
Other		Site Visitors	X	Boots		Masks											
ADDITIONAL CONTROL MEASURES																	
Control Measures									Managerial Controls								
<ul style="list-style-type: none"> Staff training on the correct use of knives and other sharp kitchen utensils. All knives when not in use must be stored in the storage area. Guidance to be followed when sharpening. All staff are required to inform the General Manager of any food intolerances they have. Staff training on the correct methods of working with hot appliances, as outlined in RA 1003. PPE oven gloves. Staff to be trained on how to handle hot food items. Staff training on Basic Food Hygiene and correct methods of food preparation. Daily temperature logging of all refrigerators and freezers to be maintained along with random hot food sampling. 									<ul style="list-style-type: none"> Staff to complete Basic Food Hygiene training. Hand washing facilities in the café area to be maintained with hot running water, soap & towels. Regular kitchen inspections to ensure hygienic environment. Regular inspection of temperature logs. First Aid kit 								
Information and Training									HSE and other Guidance								
<ul style="list-style-type: none"> Staff training on the correct use of knives and other sharp kitchen utensils. Staff training on the correct methods of working with hot appliances, as outlined in RA 1003 Staff to be trained on how to handle hot food items. Staff training on Basic Food Hygiene and correct methods of food preparation. General Manager Food Safety Level 2 trained 									<ul style="list-style-type: none"> HSE Safe handling of knives Powerpoint HSE sharpening knives with a steel 								

Department	CATERING	Risk Assessment No.	1001							
Task/Activity	Handling and Use of Hot Liquids	Date reviewed:	01.09.2022							
HAZARDS										
Ref.	Key hazards associated with the above task/activity	Likelihood				Severity				Risk Score
		Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
		Score								

1	Scolding whilst preparing hot drinks using the coffee machine/hot water boiler			X			X			3
2	Scolding whilst carrying drinks to table			X			X			3
3	Spills resulting in slips and trips		X				X			6
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk		
PERSONS AFFECTED					PPE REQUIRED					
Staff	X	Young Persons	X	Eye Protection		Hand Scrub				
Managers	X	Member Public	X	Gloves		Hi Vis Clothing				
Other	X	Site Visitors	X	Boots		Respirators/masks				
ADDITIONAL CONTROL MEASURES										
Control Measures					Managerial Controls					
<ul style="list-style-type: none"> Hot drinks are only to be prepared using the coffee machine and hot water boiler by staff in the Café or FOH area. All spillages to be cleaned up immediately and wet floor signage put in place. 					<ul style="list-style-type: none"> HSE catering approved first aid kits to be on hand. Wet floor signage and mopping equipment provided. 					
Information and Training					HSE and other Guidance					
<ul style="list-style-type: none"> Staff to be made aware of risks involved with using coffee machines. Staff to be made aware of where signage is kept. One in café, spares in cleaning cupboard. Mop kept in café. 					<ul style="list-style-type: none"> HSE Maintenance priorities in catering CAIS12 					

Department	All site				Risk Assessment No.		3004						
Task/Activity	Fire – all areas				Date reviewed:		01.09.2022						
Assessed By	F.MILLS				Next Review Date:		01.09.2023						
HAZARDS					Likelihood		Severity		Risk Score				
Ref.	Key hazards associated with the above task/activity				Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score				3	2	1	5	4	3	2	1	
1	Fire in any part of the building						X	X					5
2													
3													
4													
Risk Assessment Scores		10 + High Risk			5 – 9 Medium Risk			1 – 4 Low Risk					
PERSONS AFFECTED					PPE REQUIRED								
Staff	X	Young Persons	X	Eye Protection		Hand Scrub							

Managers	X	Member Public	X	Gloves		Hi Vis Clothing	
Other	X	Site Visitors	X	Boots		Mask	

ADDITIONAL CONTROL MEASURES

<p>Control Measures</p> <p>Please see separate in depth fire risk assessment</p> <ul style="list-style-type: none"> • Signage directing public and staff to nearest fire exit • Staff fire awareness training • Fire extinguishers, blankets etc fire alarm connected to fire brigade. • Emergency lighting • All fire exits clear and open 	<p>Managerial Controls</p> <ul style="list-style-type: none"> • Fire alarm test weekly • PAT testing • Staff training • First Aid provisions • Equipment inspections
<p>Information and Training</p> <ul style="list-style-type: none"> • Induction pack • Fire drill training • Fire awareness training 	<p>HSE and other Guidance</p> <ul style="list-style-type: none"> • East Sussex Fire and Rescue website