Risk Assessment – School Visits



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| **Department** | GENERAL (SCHOOL VISITS)FOH / PUBLIC AREAS / CATERING | **Risk Assessment No.** | 2033 |
| **Task/Activity** | Slips and Trips | **Date reviewed:** | 01.09.2023 |
| **Assessed By** | Freddie Mills | **Next Review Date:** | 01.09.2024 |
|  HAZARDS | Likelihood | Severity | RiskScore |
| **Ref.** | **Key hazards associated with the above task/activity** | Probable | Occasional | Remote | Catastrophic | Critical | Serious | Marginal | Negligible | Likelihood xSeverity |
|   | Score 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*** 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*** Provision of adequate mopping equipment and warning signage.
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| **Information and Training*** 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*** <http://www.hse.gov.uk/pubns/indg225.pdf>
* <http://www.hse.gov.uk/pubns/ck4.pdf>
* Health and Safety DVD
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| **Department** | FOH | **Risk Assessment No.** | 2004 |
| **Task/Activity** | Electrical | **Date reviewed:** | 01.09.2023 |
|  HAZARDS | Likelihood | Severity | RiskScore |
| **Ref.** | **Key hazards associated with the above task/activity** | Probable | Occasional | Remote | Catastrophic | Critical | Serious | Marginal | Negligible | Likelihood xSeverity |
|   | Score 3 2 1 5 4 3 2 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*** 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*** 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
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| **Information and Training*** Staff training on the correct use of electrical appliances and fault reporting.
* See fire risk assessment
 | **HSE and other Guidance*** <http://www.hse.gov.uk/pubns/indg236.pdf>
* <http://www.hse.gov.uk/pubns/priced/hsg85.pdf>
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| **Department** | CATERING  | **Risk Assessment No.** | 1007 |
| **Task/Activity** | Food preparation | **Date reviewed:** | 01.09.2023 |
|  HAZARDS | Likelihood | Severity | RiskScore |
| **Ref.** | **Key hazards associated with the above task/activity** | Probable | Occasional | Remote | Catastrophic | Critical | Serious | Marginal | Negligible | Likelihood xSeverity |
|   | 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*** 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.
 | **Managerial Controls*** 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
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| **Information and Training*** 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
 | **HSE and other Guidance*** HSE Safe handling of knives Powerpoint
* HSE sharpening knives with a steel
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| **Department** | CATERING  | **Risk Assessment No.** | 1001 |
| **Task/Activity** | Handling and Use of Hot Liquids | **Date reviewed:** | 01.09.2023 |
|  HAZARDS | Likelihood | Severity | RiskScore |
| **Ref.** | **Key hazards associated with the above task/activity** | Probable | Occasional | Remote | Catastrophic | Critical | Serious | Marginal | Negligible | Likelihood xSeverity |
|   | Score 3 2 1 5 4 3 2 1 |
| 1 | Scolding whilst preparing hot drinks using the coffee machine/hot water boiler |  |  | x |  |  | x |  |  | 3 |
|  |  |  |  |  |  |  |  |  |  |  |
| 2 | Scolding whist 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*** 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.
 | **Managerial Controls*** HSE catering approved first aid kits to be on hand.
* Wet floor signage and mopping equipment provided.
 |
| **Information and Training*** 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.
 | **HSE and other Guidance*** HSE Maintenance priorities in catering CAIS12
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| **Department** | All site | **Risk Assessment No.** | 3004 |
| **Task/Activity** | Fire – all areas | **Date reviewed:** | 01.09.2023 |
| **Assessed By** | F.MILLS | **Next Review Date:** | 01.09.2024 |
|  HAZARDS | Likelihood | Severity | RiskScore |
| **Ref.** | **Key hazards associated with the above task/activity** | Probable | Occasional | Remote | Catastrophic | Critical | Serious | Marginal | Negligible | Likelihood xSeverity |
|   | 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** |
| **Control Measures****Please see separate in depth fire risk assessment*** 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
 | **Managerial Controls*** Fire alarm test weekly
* PAT testing
* Staff training
* First Aid provisions
* Equipment inspections
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| **Information and Training*** Induction pack
* Fire drill training
* Fire awareness training
 | **HSE and other Guidance*** East Sussex Fire and Rescue website
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