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 | | | | | | | | | 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 | 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. | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | 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 | 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 | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | 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**   * 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 | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | 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 | 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 | | | | | | | | | 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** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | | | | | | |
| **Information and Training**   * Induction pack * Fire drill training * Fire awareness training | | | | | | | | **HSE and other Guidance**   * East Sussex Fire and Rescue website | | | | | | | | | | | | | | | | | |