

Department	GENERAL (SCHOOL VISITS) FOH / PUBLIC AREAS / CATERING		Risk Assessment No.		2033						
Task/Activity	Slips and Trips		Date reviewed:		09.01.2026						
Assessed By	Alexander Holland		Next Review Date:		09.01.2027						
HAZARDS			Likelihood		Severity						
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					Managerial Controls						
- 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.					Provision of adequate mopping equipment and warning signage.						
Information and Training					HSE and other Guidance						
- 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					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:		09.01.2026	
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 - 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					

Department	CATERING				Risk Assessment No.	1007							
Task/Activity	Food preparation				Date reviewed:	09.01.2026							
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													
- 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.														- 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													
- 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 Safe handling of knives Powerpoint - HSE sharpening knives with a steel													

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						

Department		All site				Risk Assessment No.			3004			
Task/Activity		Fire – all areas				Date reviewed:			09.01.2026			
Assessed By		A. HOLLAND				Next Review Date:			09.01.2027			
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	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			