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| **RA-CS** | **Risk Assessment**  **Catering Services** | | |
| **Unit Name and number** | |  | |
| **Risk Assessment Completed** | | Date: | Signed: |
| **1st review** | | Date: | Signed: |
| **2nd review** | | Date: | Signed: |
| **3rd review** | | Date: | Signed: |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Step 1 – What are you already doing to control the risk?** | | | | | | | | | |
| Identify all of the **Essential Risk Assessments** you have completed for your unit or business operation  by ticking the boxes below.  (Those which are absolute mandatory completion have already been ticked for you). | | | | | | | | | |
| **R** ES00 Workplace Risk Assessment  **R** ES01 Fire Risk Assessment  **R** ES02 First Aid Needs Assessment  **R** ES03 Floor Safety Risk Assessment  **R** ES04 Manual Handling Activity Filter  **£** ES04a Lifting and Carrying Risk Assessment  **£** ES04b Pushing and Pulling Risk Assessment  **R** ES05 COSHH Product Inventory  **R** ES06 PPE Assessment  **£** ES06a PPE Issue Form  **R** ES07 PAT Testing | | | | **R** ES08 Work Equipment Inspection  **£** ES08a Work Equipment Inspection Register  **R** ES09 DSE Workstation Assessment  **£** ES10 New and Expectant Mothers Risk Assessment  **£** ES11a Young Person’s Risk Assessment (16-17 years)  **£** ES11b Young Person’s Risk Assessment (<16 years)  **£** ES12 Lone Workers Risk Assessment  **£** ES12a Lone Workers Workplace Checklist  **£** ES13 Workplace Stress Risk Assessment  **£** ES13a Stress Talking Toolkit  **£** ES14 Gas Safety Risk Assessment | | | | | |
| **Step 2 – Workplace Hazards, Risks and Control Measures** | | | | | | | | | |
| Review this section of the risk assessment and ensure everything detailed below is aligned to your unit.  Document any additional hazards and control measures you have identified in the blank section provided. | | | | | | | | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be harmed?** | | | | | **What additional actions must be taken to control the risk?** | |
| Use of knives/slicing equipment/sharp edges present on equipment or surfaces/handling broken glass/crockery | | Compass employees  Agency staff | Cuts or lacerations from knives/blades/broken glass/crockery/machinery | | | | | * Equipment is well maintained/stored correctly * Faulty/damaged items are removed from use * Procedure in place for handling/disposal of broken glass/crockery * Suitable PPE provided where required * Individuals trained in use of equipment * Appropriate safety signage displayed where required | |
| Hot water/oil/food/ beverages  Hot surfaces/  cooking/service equipment | | Compass employees  Agency staff | Burns from hot surfaces/oil  Scalds from hot water/steam | | | | | * Suitable equipment provided for storage/transport of hot food/liquids * Cooking/service equipment well maintained/serviced/inspected * Relevant PPE provided where required * Appropriate safety signage displayed where required | |
| Uneven surfaces/ poorly lit areas/obstructions/ wet/icy conditions  contaminated surfaces/spillages/ fallen food debris | | Compass employees  Agency staff  Customers, visitors  Maintenance operatives  Delivery operatives | Broken or fractured bones/cuts/bruises/ strains/sprains from slips/trips:   * Over objects * On uneven surfaces * In poorly lit areas * On wet/icy surfaces * On spillages/fallen food debris | | | | | * Good housekeeping regimes in place * Lighting systems well maintained * Procedure in place to deal with spillages/spill kits provided where required * External areas gritted during inclement weather conditions * Freezers well maintained to prevent ice build-up on floors * Safety (non-slip) footwear provided where required * Appropriate safety signage displayed where required | |
| Electrical installations/use of electrical appliances | | Compass employees  Agency staff  Maintenance operatives | Risk of fire/electrocution/burn injuries from contact with live/faulty electrical contacts | | | | | * PAT testing of equipment carried out at regular intervals * Fixed wire testing schedule in place * Items regularly visually inspected * Damaged/faulty equipment removed from use * Appropriate safety signage displayed where required | |
| Use of ladders/stepladders/ step stools | | Compass employees  Agency staff  Maintenance operatives  Contractors | Broken or fractured bones/cuts/bruises/ strains/sprains from:   * Individual falling * Ladders/stepladders toppling | | | | | * Equipment inspected at frequent intervals * Suitable type of stepladder/step stool provided for task * Equipment used for short duration only * Areas cordoned off where required when stepladders/step stools are in use * Individuals are not permitted to work above a height of 0.8 metres * Individuals must have completed CP1 Training in the use of stepladders and step stools (STCGE 10) * Individuals are not permitted to use ladders * Working at Height policy and procedure in place | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be harmed?** | | | | | **What additional actions must be taken to control the risk?** | |
| Use of gas appliances/  flammable/  combustible materials | | Compass employees  Agency staff  Maintenance operatives | Risk of fire/explosion/severe burn injuries from naked flame/gas leak/ignition of flammable materials | | | | | * Gas shut of safety system in place where required * Gas appliances maintained/serviced/   inspected at regular intervals   * Flammable materials stored correctly in suitable locations * Relevant fire-fighting equipment/emergency procedures in place * Fire wardens and first aiders appointed and trained * Fire evacuation procedure in place and individuals trained on procedure * Good housekeeping/waste management in place * Appropriate safety signage displayed where required | |
| Use of mechanical equipment/  machinery/  appliances/roll cages/pallet trucks/trolleys | | Compass employees  Agency staff  Maintenance operatives | Bruising/cuts/crush injuries to limbs/fingers/toes from:   * Body parts/hair/clothing becoming trapped in machinery/moving surfaces * Use of roll cages/other transportation equipment | | | | | * Individuals trained in the use of equipment * Guarding/safety interlock systems in place on machinery/equipment where required * Suitable clothing worn to prevent entanglement/drawing in of hair/clothing * Machinery/equipment maintained/serviced/inspected periodically where required * Damaged/faulty equipment removed from use * Relevant PPE provided if required * Appropriate safety signage displayed where required | |
| Storage of goods/equipment | | Compass employees  Agency staff  Maintenance operatives | Injuries sustained from   * Objects falling from higher surfaces such as shelving * Collapse of storage structures due to overloading/faulty storage equipment | | | | | * Storage of items at high level eliminated where possible * Heavy items stored at lower levels * Storage facilities well maintained/inspected where required | |
| Delivery/  transportation of goods/food/  equipment | | Compass employees  Agency staff  Delivery personnel | Bruising/sprain/strain injuries from manual handling of heavy/awkward/large items/loads when:   * Lifting, carrying, pushing, pulling * Using mechanical transportation equipment | | | | | * Individual manual handling tasks assessed * Manual handling training provided to individuals carrying out high risk activities * Lifting/transportation equipment well maintained/serviced/   inspected periodically where required   * Damaged/faulty transportation equipment removed from use * Appropriate safety signage displayed where required | |
| Use of display screen equipment (DSE) | | Compass employees  Agency staff | Poor/incorrect workstation set up can lead to:   * Repetitive strain injuries (RSI) * Work related upper limb disorders (WRULD) * Back pain/lower limb disorders * Visual fatigue/discomfort/   headaches | | | | | * Training of correct workstation set up and use of equipment provided * Suitable standard office/IT equipment provided to individuals * Occupational Health support available to all employees * Additional ergonomic equipment and individual workstation assessments provided where individuals required | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be harmed?** | | | | | **What additional actions must be taken to control the risk?** | |
| Use of chemical products (COSHH) | | Compass employees  Agency staff | Chemical burns/adverse skin/eye/occupation health conditions resulting from:   * Splashes/contact with corrosive chemicals * Inhalation of toxic fumes from concentrated/incorrectly mixed chemicals * Ingestion/absorption of harmful chemicals sue to spillages/residue/incorrect PPE | | | | | * COSHH training provided to individuals * Suppliers/manufacturers appointed to advise and supply suitable chemicals * Product Safety Data Sheets/Product Assessments/Safety Task Cards made available * Chemicals stored/labelled correctly in suitable containers and locations * Dosing stations/pelican pumps in place * Chemicals/items containing chemicals disposed of safely * Suitable PPE provided where required * COSHH Policy in place * Appropriate safety signage displayed where required | |
| Working in areas with extreme high/low temperatures | | Compass employees  Agency staff | Prolonged/frequent periods of exposure can cause:   * Lack of concentration/increased stress levels * Heat rash/heat stress/heat stroke * Hypothermia/frostbite   Risk of entrapment in walk-in freezers  Slipping on icy surfaces | | | | | * Working tasks kept to minimum duration * Frequent breaks/task rotation in place where required * Suitable welfare/break facilities available * Suitable PPE provided where required (thermal clothing, non-slip safety shoes) * Safety procedure in place for working in freezers and communicated to individuals * Documented daily checks completed of freezer door mechanisms and emergency release buttons * Appropriate safety signage displayed where required | |
| Excessive work demands and pressures | | Compass employees  Agency staff | High levels of physical/mental demands can lead to individuals experiencing:   * Work related stress disorders * Physical/mental health conditions * Increased absence periods | | | | | * Working tasks/individual capabilities assessed for suitability * Staffing levels appropriate for operational requirements * Mental Health First Aiders (MHFA) appointed * Health and Wellbeing support available to all employees * Compass Stress Policy/associated documents in place | |
| Lone working | | Compass employees  Agency staff  Third party contractors | Lack of assistance/individual unable to summon assistance in the event of:   * An emergency situation * An accident/incident resulting in injury   Becoming unwell | | | | | * Adequate safety arrangements in place where lone working cannot be eliminated * Consideration given to any medical conditions which may place individual at higher risk if lone working * Training in site emergency procedures (including any out of hours emergency procedures) provided to individuals * Fire wardens and first aiders appointed and trained * Third party contractors managed using an Authority/Permit to Work system | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be harmed?** | | | | | **What additional actions must be taken to control the risk?** | |
| Violence in the workplace | | Compass employees  Agency staff  Delivery personnel  Maintenance operatives  Members of the public | Bruising/fractured, broken bones/sprain/strain injuries from being   * struck physically by another individual either using bodily force or object   Mental trauma due to being   * Verbally abused/threatened by another individual * struck physically by another individual either using bodily force or object | | | | | * All persons are made aware that physical/mental abuse will not be tolerated in the workplace. * Individuals receive training in relation to diffusing situations/placing themselves in a safe place, e.g. standing in a location which places a barrier between them and the individual. * Mangers/Security personnel to be summoned immediately if hostile situation develops. | |
| Additional hazard: | |  |  | | | | |  | |
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| Additional hazard: | |  |  | | | | |  | |
| **Step 3 – Task Specific Control Measures** | | | | | | | | | |
| Select all the **Safety Task Cards** which are applicable to the working tasks carried  out in your unit or business operation by ticking the relevant boxes | | | | | | | | | |
| **STC**  **GE 13** | Goods receipt and storage | | | | o | **STC**  **CS 22** | Waiting activities | | o |
| **STC**  **CS 02** | Walk-in chillers and freezers | | | | o | **STC**  **CS 23** | Waiting activities - children and infants | | o |
| **STC**  **CS 03** | Use of ovens (including convection, combination and steam ovens) | | | | o | **STC**  **CS 24** | Use of urns and hot water boilers | | o |
| **STC**  **CS 04** | Use of cooking ranges | | | | o | **STC**  **CS 25** | Hot beverage service | | o |
| **STC**  **CS 05** | Use of oven and contact grills (salamanders, gridles, panini/toastie/waffle/crepe makers etc.) | | | | o | **STC**  **CS 26** | Use of hot and cold beverage dispensing machines | | o |
| **STC**  **CS 06** | Multi-functional volume cooking (brat pans, boiling pans, tilting kettles, pasta boilers etc.) | | | | o | **STC**  **CS 27** | Babies and infants - heating bottles and food | | o |
| **STC**  **CS 07** | Using deep fat fryers | | | | o | **STC**  **CS 28** | Babies and infants - use of highchairs | | o |
| **STC**  **CS 08** | Cleaning deep fat fryers | | | | o | **STC**  **CS 29** | Polishing glassware | | o |
| **STC**  **GE 01** | Use of microwave ovens | | | | o | **STC**  **CS 30** | Handling, use and cleaning of glass, china and crockery | | o |
| **STC**  **CS 09** | Use of Merry Chef ovens | | | | o | **STC**  **CS 31** | Manual dishwashing | | o |
| **STC**  **GE 02** | Use of toasters (pop-up, tunnel and rotary) | | | | o | **STC**  **CS 32** | Machine dishwashing | | o |
| **STC**  **CS 10** | Hot food service equipment (including jacket potato oven and soup kettle) | | | | o | **STC**  **GE 03** | Damp mopping | | o |
| **STC**  **CS 11a** | Safety with sharp knives | | | | o | **STC**  **GE 04** | Disposal of general waste | | o |
| **STC**  **CS 11b** | Sharpening knives with a steel | | | | o | **STC**  **GE 05** | Use of waste compactors | | o |
| **STC**  **CS 12** | Use of manual slicers (bagel slicers, tomato slicers and mandolins) | | | | o | **STC**  **CS 33** | Cleaning extraction canopy (including removal/replacement of extraction canopy filters) | | o |
| **STC**  **CS 13** | Use of slicing machines | | | | o | **STC**  **CS 34** | Use of gas appliances | | o |
| **STC**  **CS 14** | Use of potato peeling machines (rumblers) | | | | o | **STC**  **CS 35** | Vending machines (fulfilment, cleaning and use) | | o |
| **STC**  **CS 15** | Use of hand-held blenders | | | | o | **STC**  **GE 06** | Dealing with spillage of body fluids (blood, vomit, faeces and urine) | | o |
| **STC**  **CS 16** | Use of food processors and blenders | | | | o | **STC**  **GE 07** | Use of roll cages | | o |
| **STC**  **CS 17** | Use of bonzer can openers | | | | o | **STC**  **GE 08** | Use of trolleys and sack trucks | | o |
| **STC**  **CS 18** | Food service counters | | | | o | **STC**  **GE 09** | Use of hand-pallet trucks | | o |
| **STC**  **CS 19** | Use of bag & sandwich sealers | | | | o | **STC**  **GE 10** | Use of step stools and step ladders (less than 0.8m height) | | o |
| **STC**  **CS 20** | Dough rolling | | | | o | **STC**  **GE 12** | Roller shutter opening and closing | | o |
| **STC**  **CS 21** | Handling and use of flour | | | | o |  | | | |

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| **Step 4 – Additional Task Specific Control Measures** | | | | | |
| Select any additional Saf**ety Task Cards** you require by ticking the relevant boxes\*  \*These additional Safety Task Cards are not included in the ‘Safety Task Card Catering Services’ pack which you have been provided with but can be downloaded from the HSE website and inserted. | | | | | |
| **STC**  **CS 36** | Storage and use of LPG cylinders | o | **STC**  **CS 47** | Beer line cleaning | o |
| **STC**  **CS 37** | Use of pizza ovens, including gas/electric stone, log-fired and conveyor pizza ovens | o | **STC**  **CS 48** | Use of cash registers | o |
| **STC**  **CS 38** | Use of rotisseries | o | **STC**  **CS 49** | Tray conveyors and carrousels | o |
| **STC**  **CS 39** | Chef’s Theatre (fixed and portable cooking and service equipment) | o | **STC**  **CS 50** | Handling and filling Vivreau bottles | o |
| **STC**  **CS 40** | Use of chafing fuel and chafing dishes | o | **STC**  **CS 51** | Use of barbeques | o |
| **STC**  **CS 41** | Use of LPG fuelled flambé lamps & other similar portable cooking/hot holding equipment | o | **STC**  **CS 52** | Use of bread slicing machines | o |
| **STC**  **CS 42** | Use of barista espresso coffee machine | o | **STC**  **CS 53** | Use of waste disposal machines | o |
| **STC**  **CS 43** | Use of blowtorches | o | **STC**  **CS 54** | CO2 cylinders - storage, handling and use | o |
| **STC**  **CS 44** | Use and cleaning of whipped cream dispenser | o | **STC**  **CS 55** | Sterilising sinks | o |
| **STC**  **CS 45** | Use and cleaning of drink blender | o | **STC**  **GE 14** | Balloon gas cylinders – storage, handling and use | o |
| **STC**  **CS 46** | Cellar operations | o | **STC**  **CS 56** | Use and cleaning of toddy cold brew system | o |
| **STC** |  | o | **STC** |  | o |
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