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| **ES00** | **Workplace Risk Assessment** |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |
| **2nd review** | Date | Signed |
| **3rd review** | Date | Signed |

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

This workplace risk assessment must be completed, and any identified actions implemented so as to ensure a safe place of work and to comply with the requirements of applicable health and safety legislation. Answer each question either Yes, No or Not Applicable. Where a No answer is given, consider the possible management actions suggested and record what action is taken in the Action/Comments column. Review the assessment every 3 years or sooner if there are significant changes to the workplace or in working arrangements. A review is also necessary following a workplace related incident.

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| ***CONTENTS*** |
| **Section****Number** | ***Workplace Risk Assessment Section*** | **Page****Number** |
| 1 | Arrangements for the maintenance of the workplace and equipment | 2 |
| 2 | Ventilation and workplace temperature | 2 |
| 3 | Lighting | 3 |
| 4 | Noise at work | 3 |
| 5 | Dust including flour dust | 4 |
| 6 | Falls and falling objects | 5 |
| 7 | Doors and windows | 5 |
| 8 | Lifts and escalators or moving walkways | 6 |
| 9 | Toilet and washing facilities | 6 |
| 10 | Accommodation for clothing and changing facilities | 7 |
| 11 | Facilities to rest and eat meals | 7 |
| 12 | Access for people with disabilities | 7 |
| 13 | Other hazards | 8 |

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| --- | --- | --- | --- |
| Document Name | **Workplace Risk Assessment** | Document No | **WS.RA.ES.00.01** |
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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/ Comments** |
| **1. Arrangements for the maintenance of the workplace and equipment** |  |  |  |
| Is an effective system in place to report defects to premises and equipment? (e.g. Client documented system or Company Record of Repairs and Maintenance form). | Set up suitable arrangements with client if they are responsible or, if not, arrange directly via Compass Group. |
| Where required, is equipment subject to planned preventative maintenance and inspections by competent persons?(e.g. ventilation systems, pressure boilers, electrical installations, gas appliances, hoists and lifts). | Ensure suitable arrangements are in place for maintenance and inspection with client if they are responsible or, if not, arrange directly via Compass Group. |
| Are repairs and maintenance carried out in a reasonable time? |  |
| Where defects or breakdowns to equipment result in danger, are people prevented from using it? | Isolate equipment from power source and place a clear notice on it instructing employees not to use it until repaired and in safe condition. |
| **2. Ventilation and workplace temperature** |  |  |  |
| Is there sufficient ventilation of the workplace, by natural or mechanical means? | Ensure that extract ventilation systems and ductwork are maintained and cleaned regularly. |
| Is the temperature at least 16°C during working hours? | Ensure heating systems are working and are timed to be on during working hours. |
| Where the temperature is lower than 16°C for food safety reasons, are employees provided with warm clothing and given breaks where hot drinks can be taken? | Employees working in cold conditions to take regular breaks with hot drinks. |
| In summer months is the temperature reasonably comfortable, taking account of seasonal weather conditions? | During extreme hot weather consider reducing the use of non-essential heat producing equipment.Ensure employees take frequent cold drinks. |

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| --- | --- | --- | --- |
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|  |  |  |  |
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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/ Comments** |
| **3. Lighting**\*Is there sufficient natural and/or artificial light in the workplace?*\*The level of lighting required will depend on the activity e.g. food preparation areas should be well lit whereas dining areas may have lower levels of lighting, offices using computer screens need less general lighting than reception areas.*Are fluorescent tubes and bulbs replaced when required to maintain a good level of light?Where required, are lights protected to prevent accidental breakage? |  | Review all lighting, natural and artificial, within all areas where Compass Group operate. Consider different times of day/season where the amount of natural light may differ. Ensure all areas are sufficiently lit for the task being carried out.Conduct regular lighting inspections, report defect bulbs and ensure repairs are carried out.Any lighting which could potentially be damaged should be guarded or made of non-shatter material. |  |
| **4. Noise at Work** |  |  |  |
| **Noise hazard checklist**Where employees use noisy powered tools or machinery is this for less than half an hour each day in total?Is the workplace free from impact noises or explosive noise sources?*Impact noises could include hammering, pneumatic impact tools etc. Explosive noise sources could include cartridge operated tools, detonators or guns etc.* | If any of the questions in this section are answered ‘No’ contact your HSE Manager for further advice and guidance.Refer to the HSE Department Guidance on the Control of Noise at Work in the Health and Safety Manual. |
| Is the workplace free from noise that could prevent anyone hearing warning or danger signals? |  |
| *Examples of warning and danger signals could include a fire alarm, vehicle reversing alarm, machine malfunction alarm, intruder alarm etc.* |  |

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| --- | --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/ Comments** |
| **4. Noise at Work – continued** |  |  |  |
| **Listening checks**The following listening checks may need to be considered separately in different parts of the workplace, e.g. kitchen, laundry, plate wash, maintenance room etc. | If any of the questions in this section are answered ‘No’ contact your HSE Manager for further advice and guidance |
| Can employees talk to someone in the workplace without the need to shout? |  |
| *If no:** If there is a need to shout to be heard by someone **one metre** away, is the duration of this level of noise exposure less than half an hour per day in total?
 | *If the answer is ‘No’ the noise level here is probably 90 dB or more.* |
| Is conversation at two metres possible without noise intrusion (comparable to a busy street, a typical vacuum cleaner or a crowded restaurant) for less than six hours per day in total? | *If the answer is ‘No’ the noise level here is probably 85 dB or more.* |
| **5. Dust including flour dust**Is the workplace reasonably free from dust in the atmosphere?*Where employees are regularly at risk of inhaling dust, they may be at risk of developing occupational asthma.*Where applicable, is dust reduced by local exhaust ventilation close to where the dust is generated? |  | Steps must be taken to reduce the risk.Machines that generate dust, e.g. sanding machines etc, should be fitted with local exhaust ventilation (LEV) equipment to prevent dust being emitted and to collect it in a dust container. |  |
| Are employees working in bakery or pizza operations, who are exposed to flour dust as significant part of their daily tasks and at risk of ill health from breathing discomfort, provided with suitable respiratory facemasks?Have all employees who are exposed to flour dust for a significant part of their working day completed a health surveillance questionnaire within the last 12 months? |  | Respiratory facemasks must be CE marked to the standard FFP2 and checks must be made to ensure they fit the face properly.Complete an annual health surveillance questionnaire for each individual (sooner if any associated health symptoms are present).Completed surveillance forms and any issues identified must be referred to an Occupational Health advisor via HR Dept. |  |

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/ Comments** |
| **6. Falls and falling objects**Where there is a risk of persons falling a distance likely to cause injury is the edge clearly marked and where necessary protected with a fence or barrier and a suitable warning notice in place? *(e.g. loading bay, pit etc)*Are stepladders, step stools or access equipment available and used when required?Are goods and equipment securely stored so that they cannot fall and cause injury? |  | If people are at risk of falling into a hazardous substance a fence or barrier must be in place.The safe system of work detailed in the appropriate Safety Task Cards must be implemented, e.g. use of step stools, goods receipt and storage. Individuals working above 0.8 meters must complete level C2 training as per Compass Group Working at Height Policy and Guidance.Conduct regular site safety inspections to ensure items are stored safely. |  |
| **7. Doors and windows** |  |  |  |
| Are glass or transparent doors and wall partitions made from safety material and clearly marked to ensure that they can be seen? | Markings are required where people are at risk of walking into glass doors. |
| Are doors that swing in both directions fitted with a vision panel? | Vision panels must extend low enough for people in wheelchairs to see through. |
| Where two doors are used for an “in and out” system, is each door marked as such or have employees been instructed in their use? | The use of vision panels may also reduce the risk of accidents. |
| Do automatic opening and closing doors have effective sensors fitted to prevent accidental trapping within the doors? | Automatic doors must be subjected to routine inspection and maintenance. |
| Where applicable, can windows be opened by standing on the floor or by using a window opening device or other access equipment? | Do not allow people to climb on furniture to open/close windows. |
| Are windows designed and/or positioned so that people cannot collide with them when opened? | Keep windows closed if the risk cannot be avoided. |
| Are windows maintained in a clean condition? | Inside and outside surfaces should be cleaned regularly. |

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| **8. Lifts and escalators or moving walkways** |  |  |  |
| Are lifts and escalators subjected to maintenance and thorough examination and testing according to a specified schedule? | Request client or if necessary, arrange directly for routine examination and testing to be carried out, e.g. 6 monthly. |
| Do lifts and escalators operate safely? | Report any defects to client in writing and follow any guidance given. If Compass Groups are responsible for maintenance, request an engineer call-out. |
| Are escalators fitted with emergency stop controls at suitable intervals? | Report any concerns to client and Compass HSE Manager. |
| *The minimum requirement is for a stop**control at the top and bottom of each run.* |  |
| **9. Toilet and washing facilities** |  |  |  |
| Are sufficient numbers of toilets and washbasins provided for employee use within a reasonable distance of their workplace? | The numbers required depend on the number of employees. Check with your HSE Manager if clarification is needed. |
| Are toilets maintained in good working order and kept clean? | Arrange for cleaning and maintenance with client or line manager. |
| Is a supply of hot and cold water, hand soap and a suitable means for drying hands, and where necessary, are waste bins provided? | Ensure this is provided as necessary. |
| Are suitable facilities provided for the hygienic disposal of female sanitary wear? | Suitable disposal bags and/or designated bins must be provided, and arrangements made for their collection. |

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| **10. Accommodation for clothing and changing facilities** |  |  |  |
| Is accommodation provided for employees’ outdoor clothing? | Ensure accommodation to hang coats etc is provided as a minimum requirement. |
| Where employees need to change into work clothing are secure lockers provided for their personal over- clothing? | Consider whether additional accommodation is required to store clean work clothes. |
| Are suitable and readily accessible changing facilities available to Company employees where required? | Changing rooms must be within a reasonable distance from work areas. |
| Are changing facilities of sufficient capacity to accommodate employees who need to change at any one time? | Consider staggering start/finish times if possible where space is limited. |
| Where male and female employees use the same changing room, can the door be locked from the inside? | Ensure locks work correctly and any windows are non- transparent. |
| Is seating provided in changing rooms? | Ensure seating is available to allow people to sit to change footwear etc. |
| **11. Facilities to rest and eat meals** |  |  |  |
| Is free drinking water available for all employees? | Ensure wholesome tap water or bottled/dispensed water is provided. |
| Are suitable facilities provided to enable employees to take breaks and to eat meals? | Ensure suitable facilities are provided for employees to take breaks. |
| *In offices, breaks can be taken at desks provided employees are not**subjected to excessive disturbance.* |  |
| **12. Access for people with disabilities**Are arrangements in place to ensure the safety of people with disabilities in the event of fire?Can people with disabilities get into and out of the premises safely?Can people with disabilities move around the premises safely? |  | Ensure arrangements for people with disabilities are included in the Fire Emergency Action Plan and a PEEP is completed.Request client/make the necessary adjustments to ensure that people with disabilities can access the premises safely. |  |

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/ Comments** |
| List any additional factors not covered in points 1 - 12 below: |
| **13. Other Factors** |  |  |  |
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