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**Risk Assessment**

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| **Activity:** | **Tithe Barn Kitchen** | | |
| **Description:** | *This is the risk assessment covering the main activities located in the kitchen.* | | |
| **Completed By:** |  | **Position:** | Centre Manager |
| **Completion Date:** | 19/11/2022 | **Review Date:** | ***19/11/2023*** |

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| **Severity of Outcome (S)** | **Likelihood (L)** | **Risk Factor (R = S X L)** | |
| 1 - Delay only | 1 - Very Unlikely | 1 - 2 | Negligible Risk. Monitor |
| 2 - Minor Injury/ Minor Damage | 2 - Unlikely | 3 - 6 | Low Risk. Action may be required. Monitor |
| 3 - Lost time injury/ Illness/ Damage | 3 - May happen | 7 - 9 | Medium Risk. Further action to be planned and systems introduced. Monitor |
| 4 - Major injury/ Illness/Major damage | 4 - Very Likely | 10 - 20 | High risk. High priority. Action to be taken immediately to reduce the risk from the activity. |
| 5 - Fatality | 5 - Certain or Imminent | 21 - 25 | Unacceptable risk. Activity to Stop |

**Hierarchy of Control**

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| Most Effective | Eliminate | Ask yourself if the activity needs to be carried out. |
|  | Reduce | Ask yourself if you can use less of something, or limit the time etc. |
| Isolate | Make sure that the risk is contained to the smallest possible area. |
| Control | Safe systems of work, method statements and permits are ways of controlling the hazards. |
| PPE (Personal Protective Equipment) | PPE should be the final resort for controlling hazards if no other means are suitable. |
| Least Effective | Discipline | Installation of training and supervision and where necessary appropriate means of discipline. |

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| **Hazard**  *Describe the activity and the ways in which it could pose a risk* | **How may they be harmed**  *e.g. personal injury, electric shock, people or objects falling from height, crushing* | **Persons at risk** | **Risk before control measures** | | | **Control Measures**  Describe controls used to reduce risk to a tolerable or preferably acceptable rating | **Residual Risk after control measures** | | | **Additional Controls**  *Describe controls used to reduce risk to a tolerable or preferably acceptable rating* | **Owner**  Person responsible for the controls |
| **S** | **L** | **R** | **S** | **L** | **R** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Slips and Trips –  Low level obstructions in walkways Eg waste bins, trolleys etc  Liquid and oil spills | People may slip or trip over items or wet floors resulting in cuts, dislocations, or fractured bones. | Staff, Kitchen Team, guests. | 3 | 3 | 9 | Make sure everything has a designed storage place and is returned there immediately after use so that the walkways are always kept clear.  Equipment to be maintained as per manufactures instructions and leakages reported immediately.  Correct non-slip footwear to be worn at all times by all persons entering the kitchen area.  Spills to be wiped up immediately as they happen, the area mopped, and warning signs/cones put out until the floor is dry.  Kitchen leaders should encourage as few people as possible to be in the kitchen ( use crowd barrier if required ) ensuring emergency exits are not blocked. | 3 | 1 | 3 | Centre Manager to review any accidents reported to see if improvements are needed. Following the Hierarchy of control above. | Centre Manager,  Group Leaders,    Kitchen Lead |
| Falls –  Caused by improper use of furniture to access high level storage | -  People may be injured causing then to have fractured bones, head injuries, loss of consciousness, cuts to body | Staff, Contractors , Guests | 5 | 3 | 15 | A suitable step-stool should be provided and kept in all areas where there is high level storage. | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,    Kitchen Lead |
| Falling Objects  Unstable storage at high levels ( Eg Tops of Fridges ) | Items falling onto people heads causing loss of consciousness, cuts etc | Staff, Contractors, Guests | 3 | 3 | 9 | Only store small, lightweight, stable and infrequently used articles at high levels and check regularly. | 3 | 1 | 3 |  | Centre Manager,  Group Leaders,    Kitchen Lead |
| Manual Handing  Lifting of heavy and/ or awkward loads Eg Boxes of groceries, crockery equipment etc  Lifting items from above head height  Bending over deep sinks for long periods of time  Repetitive movements: chopping stirring, scrubbing etc | All Staff, Contractors or Guests could suffer from back injury and long-term pain if lifting/ carrying heavy or awkward objects and also from lack of movement doing repetitive tasks | Staff, Contractors, Guests | 3 | 4 | 12 | Encourage cooks to pack articles in boxes that are easily lifted by all staff / team assisting in kitchen areas. Use a helper when needed.  Kitchen worked should be planned to ensure that suitable rest breaks are taken. If anyone is stuffing pains they should stop what they are doing. | 3 | 1 | 3 | Everyone to be instructed not to lift outside of HSE guides on weights.  Link at bottom of Risk Assessment | Centre Manager,  Group Leaders,    Kitchen Lead |
| Burns / Scalds | Injury may be caused by hot water, urns, food and hot drinks especially when transporting around the kitchen area. | Staff, Contractors and Volunteers | 3 | 4 | 12 | Wear suitable oven gloves or use an oven cloth when moving hot food from the kitchen. Be aware of potentiality hot plates and bowls.  Washing up only done in the kitchen sinks ( Not using extra bowls)  The poplars will ensure that urns, microwaves and toasters are maintained. Any issues should be reported to the centre manager. Details located around the site.  Ensure catering teams are of the dangers of boiling water/steam. Signage is on the equipment warning of hazards. Kitchen lead to remind all helpers of the risks of helping in the kitchen.  Instant ice packs stored in the first aid kits and in the main office. | 3 | 1 | 3 | Centre Manager to decide if the works require a specialist contractor. | Centre Manager,  Group Leaders,    Kitchen Lead |
| Hazardous Substances –  Misuse due to inadequate knowledge, splashing, accidental ingestion and improper storage. | - Poisoning, fire, trips, incorrect storage causing issues | Staff, Contractors, Volunteers and Visitors | 5 | 2 | 10 | The poplars have a COSHH assessment with more detail. Guests should only bring household cleaning products with them and should have the data sheets or have the information for domestic products in case of a first aid incident.  High risk or professional use items should not be used by guests without providing a risk assessment to the poplars in advance of arrival.  Store all hazardous substances and waste away from general walkways and well used areas.  The correct PPE should be used when using any hazardous substances. The poplars have rubber gloves on site. If anything, which requires extra PPE these should be provided in advance of use by visitors or contractors. | 5 | 1 | 5 | Centre manager to work with contractors and groups in advance of visitors/ contractors. | Centre Manager,  Group Leaders,    Kitchen Lead |
| Fire | Risk of Fire, | Staff, Contractors and Visitors | 5 | 3 | 15 | These are covered in more detail in the fire risk assessment.  Everyone has duty of care to ensure fire is not used in a uncontrolled way. The use of candles should only be done in agreement with centre manager.  Fire exits should be always kept clear.  Firefighting equipment must not be misused and if used for any reason should be reported to centre manager as soon as possible.  Manual Fire System is operation in the packhouse. | 5 | 1 | 5 | Group leaders should be aware of all activities involving fire and work with centre manager. | Centre Manager,  Group Leaders,    Kitchen Lead |
| Electrical Shock General | Electrical Equipment  -Risk of electric shock | Staff, Contractors and Visitors | 5 | 3 | 15 | Check all electrical cables regularly and make sure they are completely out of the way of work surfaces.  Any damaged cables to be reported to centre manager. Items to be switched off if safe to do so. Item must not be turned back on until it has been repaired.  Handle all electrical equipment/ sockets with clean, dry hands.  After use switch off appliances where possible where applicate at the socket.  Centre staff are trained in the emergency procedures for isolation of electricity in the event of electrocution.  All portable electrical equipment to be maintained and tested annually by a suitably qualified person. | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,    Kitchen Lead |
| Biological Hazards | Risk of illness from human blood, animal waste, human bodily matter, molds yeasts , organic matter |  |  |  |  | Animals should not come into the kitchen area,  Everybody should wash hands when they enter the kitchen.  Anyone with sickness issues should not cook inside the next 48 hours.  All worksurfaces should be cleaned up after use to prevent moulds or other organic matter growing . |  |  |  | Any issues should be reported to centre manager | Centre Manager,  Group Leaders,    Kitchen Lead |
| Gas Inhalation/ Explosion  Due to insufficient ventilation, gas supply left switched on at appliance but not ignited or gas leak | This can lead carbon monoxide poisoning which can cause asphyxiation and death.  Also risk of explosion and fire |  |  |  |  | Check ventilation in the kitchen before starting work  Ensure fans are working and all kitchen instructions have been followed.  Regularly check attachments to appliances are sound and in good repair  If gas leak is suspected Turn off the gas valve . leave the room. Do not switch anything on or off.  Inform the centre manager and contact emergency gas department.  Details are on display in the kitchen including telephone number for the gas company |  |  |  |  | Centre Manager,  Group Leaders,    Kitchen Lead |
| General Issues stress of new kitchen | Head chef or others feeling not suitably knowledgeable about the kitchen |  |  |  |  | The centre manager will show the head cook how to use the kitchen, instructions for the equipment, location of LPG Vessels, Bins , First Aid kits and anything else they need support in.  Planners ( Group Leaders ) should chefs with suitable experience |  |  |  |  | Centre Manager,  Group Leaders,    Kitchen Lead |
| Poor Quality food or cooks | Food Poisoning | Visitors |  |  |  | All Group Leaders should plan suitable trained cooks for provide meals the poplars have food record check sheets for recording serving temperatures. Food which has gone past its used by date should never be used. All cooks should have basic allergy awareness. |  |  |  |  | Centre Manager,  Group Leaders,    Kitchen Lead |

**Manual Handing Guide HSE** [**https://www.hse.gov.uk/pubns/indg143.pdf**](https://www.hse.gov.uk/pubns/indg143.pdf)

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