

GENERAL INFORMATION			
Assessors Name:	Rachel Sheppard	Date of Assessment:	13.9.2016
Company:	Proper Job Ltd	Reference No.	
Location:	The Courtyard, 76 The Square, Chagford TQ13 8AE		
Applicable Areas:	The Courtyard shop and seating area including the courtyard seating area outside, and the toilet and baby changing facilities		

DESCRIPTION OF WORK ACTIVITY / TASK
<ul style="list-style-type: none"> • Customer seating area where people eat and drink items bought from the cafe and where staff deliver hot and cold food and drinks to customers and clear and clean tables • Shop area where customers help themselves to items from the shelves and where staff accept and unpack deliveries and restock shelves • Outside seating area where people eat and drink items bought from the cafe and where staff deliver hot and cold food and drinks to customers and clear and clean tables. Dogs are usually tied up here rather than enter the shop • Toilet for use by visitors, customers and staff, which includes a baby changing facility

SAFE SYSTEMS OF WORK REQUIRED	
Yes / No Safe Working Procedure(s) required?	Yes / No Permit(s) to Work required?
<i>If Yes, specify: See below</i>	<i>If Yes, specify: Yes - for young persons under school leaving age</i>

RESIDUAL RISK LEVEL (after further controls implemented)	HIGH	MEDIUM	LOW

DECLARATION			
Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).			
Signature: Assessor	Rachel Sheppard	Position:	Admin Manager
Signature: Manager / Supervisor		Name & Position:	
Due date of next assessment:	September 2017 And whenever changes occur that need assessment prior to that date.		

Hazard / Risk Description - identify hazards & associated risks	Persons at Risk <i>refer to table</i>	Existing Controls in Place e.g. training, information, physical controls	Existing Risk Level			Additional Controls Required	Existing Risk Level		
			L	S	R		L	S	R
Slips, trips and falls - Somebody could: Slip or trip and sustain an impact injury or get burnt from coming into contact with boiling liquids (e.g. if carrying a tray of hot drinks) Fall while restocking shelves or changing blackboards	A B C D E F G H I	<ul style="list-style-type: none"> • Areas kept tidy & clear • Staff clean up spillages immediately leaving floor dry • Place 'warning' sign out when floor is wet and there is no way of drying it immediately • Suitable cleaning materials available • Good lighting in all areas • No trailing cables • Staff wear footwear with suitable grip • Staff trained to spot hazards and to take action to minimise danger e.g to pick up toys from the floor • Suitable door mat provided for wiping wet footwear • Step ladder provided (with safe use instructions on stickers attached to ladder) for use when restocking shelves or changing blackboards etc • Dog hooks provided in outside courtyard to tie dogs up securely to, so as to keep them out the way • There is a designated first aider on every shift 	2	4	8	<ul style="list-style-type: none"> • Place adhesive hazard warning tape on steps • Provide an additional larger absorbent, non trip/slip mat during wet weather • Train staff to push empty chairs under tables if they spot them sticking out 	1	4	4
Manual handling Staff could sustain a physical injury from lifting something incorrectly	A D F G	<ul style="list-style-type: none"> • Staff trained how to lift safely • Staff trained how to lift safely in pairs 	2	3	6	<ul style="list-style-type: none"> • Make sure there's always two capable members of staff working who can lift safely in a pair, when heavy items are delivered or need moving 	1	3	3
Contact with hot liquids and hot surfaces - Staff/customers could get a burns injury from hot drinks/soups, or from touching hot coffee/tea pots	A B C D E F G H I	<ul style="list-style-type: none"> • Staff trained to warn customers that tea pots/soups etc are hot • Insulated coffee pots are used which are much cooler on the outside than single walled pots • Double walled t'away soup and coffee cups are used for the same reason as above • Staff are trained to use sellotape to secure lids on t'away hot soups/drinks 	2	3	6	<ul style="list-style-type: none"> • Train staff to communicate to other at risk people in the vicinity when carrying hot food/drinks e.g when walking past a parent whose child is toddling around 	1	3	3
Food handling - Staff/customers could have an allergic reaction to foods that they handle/eat	A B C D E F G H I	<ul style="list-style-type: none"> • Where possible and sensible, staff/customers use cutlery/tongs etc to handle food rather than hands • Ingredients list written up (including highlighted known allergens) for all foods prepared on the premises, or brought in. This list to be maintained and visible and available to customers • All staff are asked to let us know if they have an allergy to any food or drinks 	2	3	6	<ul style="list-style-type: none"> • Provide single use, food grade, non latex gloves for tasks that can cause skin problems • Provide nut free hand cream to moisturise dry skin • Remind staff to check for irritated skin on hands and to tell the manager if this occurs 	1	3	3

<p>Contact with cleaning and washing chemicals -</p> <p>Staff/customers could have an allergic reaction, or a physical response to cleaning products that they come into contact with</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • All cleaning fluid containers clearly labeled • Only environment friendly, non irritant cleaning products used • Staff trained to spray cleaning fluid onto a damp cloth and not onto a surface directly • Staff are asked to let us know if they have ever had a physical reaction to any cleaning products before 	2	3	6	<ul style="list-style-type: none"> • Provide single use, food grade, non latex gloves for tasks that can cause skin problems • Provide nut free hand cream to moisturise dry skin • Remind staff to check for irritated skin on hands and to tell the manager if this occurs 	1	3	3
<p>Electrical -</p> <p>Staff risk suffering serious/ fatal injuries from electric shock</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • Fixed residual current device (RCD) on metre tested quarterly • All electrical items PAT tested every twelve months • Staff know where fuse box is and how to turn off electricity supply in an emergency • Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment • System inspected and tested by an electrician every 5 years 	1	5	5	<ul style="list-style-type: none"> • Make access to fuse box clearer • Manager to check plugs, cables and plug sockets regularly 	1	5	5
<p>Fire -</p> <p>Everybody could suffer serious / fatal injuries from burns/ smoke inhalation</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • Fire risk assessment printed off from www.communities.gov.uk/fire and necessary action taken 	1	5	5	<ul style="list-style-type: none"> • No further action required 	1	5	5
<p>Injury from broken crockery or glass -</p> <p>Any one working or visiting could cut themselves whilst handling broken crockery or glass</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • We use super vitrified crockery • Staff trained to spot damaged crockery & glass and to dispose of it safely by wrapping it up in layers of news papers, securing with sellotape and binning • Staff trained to sweep up broken crockery or glass and to dispose of it as described above 	1	4	4	<ul style="list-style-type: none"> • No further action required 	1	4	4
<p>Foreign objects -</p> <p>Everybody risks injury by ingesting foreign objects which fall from shelves into open sacks of flour/oats and food which is being prepared for consumption</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • Staff are trained never to place foreign objects on shelves above food prep areas or bagging up area • Staff are trained to spot foreign objects on shelves above food prep areas or bagging up area and to remove them immediately • Shelves are thoroughly cleaned every week • Sacks tops are rolled down shut when not in use 	1	5	5	<ul style="list-style-type: none"> • Buy bins with lids for flour/oat sacks 	1	5	5

PERSONS AT RISK – AFFECTED GROUPS					
A: Company Employees	B: Principal Contractor Employees	C: Contractor Employees	D: Self-Employed Persons	E: New / Expectant Mothers	F: Young Persons
G: Disabled Persons	H: Visitors	I: General Public	J: Other - specify:		

RISK LEVELS					
Likelihood	x	Severity	=	Risk Rating Action Scale	Risk Level
1 = Rare / Very Unlikely		1 = No injury / Trivial		1 – 5 No further action required – work may proceed	Low
2 = Unlikely		2 = Minor / first aid injury or illness		6 – 10 Further controls required but work may proceed	Medium
3 = Possible		3 = Over “3 day” injury or illness		11 – 20 Urgent, stronger control measures required	High
4 = Likely		4 = Major injury or illness		21 – 25 Withdrawal of process / activity – do not proceed!	Intolerable
5 = Routine / Certain		5 = Fatality, disabling injury, etc.			