

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:	Kitchen and behind shop counter		

DESCRIPTION OF WORK ACTIVITY / TASK
Taking customer orders Preparing food and drinks Baking/cooking food using raw ingredients Operating dishwasher Manually washing up Bagging up loose ingredients - flour and oats - for resale Using an electronic till and weighing scales to charge customers for goods bought on the premises Handling notes and loose change

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 e.g. new kitchen equipment purchased		

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 and trips - 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 pan of boiling water)	A B C D E F G H	<ul style="list-style-type: none"> • Work areas kept tidy & clear • Staff clean up spillages immediately leaving floor dry • Suitable cleaning materials available • Good lighting in all areas • No trailing cables • Suitable non slip flooring • Staff wear footwear with suitable grip 	2	4	8	<ul style="list-style-type: none"> • Place adhesive hazard warning tape on steps • Train staff to keep kitchen waste bin turned so that the protruding step (used to open it) faces into the kitchen instead of sticking out into the doorway • Consider replacing bin with different opening mechanism 	1	4	4
Manual handling Staff could sustain a physical injury from lifting something incorrectly, which could also lead to them spilling hot liquids down themselves or other staff	A B C D E F G H	<ul style="list-style-type: none"> • Staff trained how to lift safely • Staff trained how to lift safely in pairs • Sink at good height to avoid stooping 	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 water, hot oil, steam and hot surfaces - People could get a burns injury from splash back, removing the lid of a pan of boiling liquids, touching hot surfaces with unprotected skin, aiming the steam wand on the coffee machine in the wrong direction Emptying the dishwasher water	A B C D E F G H	<ul style="list-style-type: none"> • Staff trained in risks of released steam • Staff trained in risks of hot oils • Splash guard used when blending hot liquids in pans with stick blender • Mixer taps at both kitchen sinks • Oven gloves used to remove hot pans from ovens • Staff trained to use the coffee machine safely • Staff trained to use the dishwasher safely 	2	3	6	<ul style="list-style-type: none"> • Replace broken oil guard for use on frying pan • Train staff to communicate to other people in the vicinity when moving hot items from one area to another e.g. putting a hot pan down near the sink to be washed 	1	3	3
Knives - Staff could sustain a knife injury from incorrect or unexpected handling	A D E F G	<ul style="list-style-type: none"> • Staff trained to handle knives • Knives placed in designated area (just for knives) before washing • After washing knives are immediately dried and stored • Knives suitably stored when not in use • Warning sign placed in knife storage area letting staff know when knives have recently been sharpened 	2	3	6	<ul style="list-style-type: none"> • Train staff to use scissors instead of knives to open boxes etc 	1	3	3

Food handling - Staff could have an allergic reaction to foods that they handle	A D E F G	<ul style="list-style-type: none"> • Where possible and sensible, staff 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 maintained and visible • Where handling cannot be avoided hands are rinsed and thoroughly dried promptly after finishing the task • Both paper towels and cotton hand towels provided • 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
Contact with cleaning and washing chemicals - Staff could have an allergic reaction, or a physical response to cleaning products that they come into contact with	A D E F G	<ul style="list-style-type: none"> • All cleaning fluid containers clearly labeled • Only environment friendly, non irritant cleaning products used • Long handled mops/brushes and rubber gloves provided and used • Staff wash rubber gloves after use and store them in a clean place • Dish washer used as much as possible instead of washing by hand • 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
Electrical - Staff/visitors risk suffering serious/ fatal injuries from electric shock	A B C D E F G H	<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 • No trailing cables on surfaces near hob (e.g. stick blender) 	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
Fire - Everyone could suffer serious / fatal injuries from burns/ smoke inhalation	A B C D E F G H I	<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
Injury from sharp corners - Staff/visitors risk injury from hitting their heads on the sharp corners of shelves as they straighten up after leaning over below the shelf	A B C D E F G H	<ul style="list-style-type: none"> • All sharp corners of protruding shelves fitted with silicone protection guard cushions • Staff warned about potential hazards 	1	3	3	<ul style="list-style-type: none"> • No further action necessary 	1	3	3

<p>Injury from broken crockery or glass -</p> <p>Any one working or visiting could cut themselves whilst handling broken crockery or glass or when putting something in the bin on top of broken crockery or glass</p>	<p>ABC DEF G</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 • Staff trained never to use their hand to manually push the contents of a bin down to make space for more rubbish 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Train staff to label bin bag which contains broken crockery or glass 	<p>1</p>	<p>4</p>	<p>4</p>
<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 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 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Buy bins with lids for flour/oat sacks 	<p>1</p>	<p>5</p>	<p>5</p>
<p>Cross contamination -</p> <p>Everybody risks illness by ingesting harmful bacteria or food which they are allergic to which have been introduced to the food they are eating or handling through cross contamination</p>	<p>A D E F G H I</p>	<ul style="list-style-type: none"> • All staff read the 'Safer food better business' folder and comply with the rules and good practice they learn from it. • Staff get training in food hygiene/ safe practices by a trained staff member • Separate hand wash only sink provided • Detailed and visible ingredients list written up (including highlighted known allergens) for all foods prepared on the premises, or brought in 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Send more staff on food hygiene course 	<p>1</p>	<p>5</p>	<p>5</p>
<p>Machinery -</p> <p>Staff risk serious injury from contact with dangerous moving parts on machinery, hot liquids and steam</p>	<p>A D E F G</p>	<ul style="list-style-type: none"> • Staff trained to use all machinery safely • Staff trained to spot and report any defective machinery and to stop using it • Operating instructions easy to locate • Maintenance and repairs carried out by competent person • Larger machines serviced regularly by qualified technician • Blades and other parts for stick blender and magi mix kept together in their own container when not in use 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Manager to check machines regularly • Train staff to switch plugs off at sockets before cleaning machinery 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Pressure systems -</p> <p>Everybody risks serious/fatal injury from explosion</p>	<p>A B C D E F G H I</p>	<ul style="list-style-type: none"> • Coffee machine serviced regularly by qualified engineer 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Train staff to check pressure gauges for warning signs and what to do if they suspect a faulty machine 	<p>1</p>	<p>5</p>	<p>5</p>

Work place temperature - Staff could suffer ill health or faint from over heating in hot working conditions	A D E F G	<ul style="list-style-type: none"> • Fan provided in hot weather • Back door and window can be opened fully • Staff encouraged to drink plenty of cold water 	2	3	6	<ul style="list-style-type: none"> • Encourage staff to come to work in suitable clothing for the weather • Encourage staff to take regular breaks in a cooler place as necessary 	1	3	3
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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.			