**Appendix 1: HAZARD IDENTIFICATION TEMPLATE for a Kitchen**

The Hazard Identification Template is to help to ensure that a systematic and broad review of hazards is undertaken. The Template should be completed prior to funding being approved.

If the person about to undertake the work or activity is not trained to carry out risk assessment they should not proceed until advised to do so by a suitably competent person.

Once all hazards have been identified, you should assess the risk and introducing controls as may be required to reduce the risk of the hazard being realised.

The Risk Assessments should be updated annually, unless otherwise specified, or in the light of changes or incidents.

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| **Hazard Identification** | | |
| **Activity:** |  |  |
| Date of Assessment: | Kitchen activities | Person Completing the Assessment: |
| What activities will be completed here? | Who carries out this activity? | How often is this activity carried out? |

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| **HAZARD / SOURCE OF HAZARD**  **Grouped by Outcomes** | **PRESENT/ABSENT**  **yes OR no** | **Examples of Hazards for this activity** | **Activity Specific Control measures / notes / group management** |
| **Slips** |  | Slippery surfaces e.g. Pathways  Sloping surfaces  Rain, Sleet, Frost, Snow | Site checked prior to activity  Good footwear advised  Adequate supervision ratio |
| **Trips** |  | Uneven surfaces  Changes in levels  Holes, cracks  Obstacles across walking area | Site checked prior to activity  Adequate supervision ratio |
| **Broken Glass** |  | Risk of cuts, lacerations | Broken glass is to be dealt with immediately,  Glass is cleaned up using a dust pan and brush,  Handling glass is to be avoided, |
| **Manual Handling** |  | Lifting/moving stock, furniture, serving/clearing tables etc | Employees undergo manual handling training for lifting/moving stock, waste tables, chairs, changing optics etc  Additional training will include techniques given if required |
| **Disorderly or Aggressive Behaviour** |  | Risk of assault and injury/harm | Staff will receive training to deal with customers unsatisfactory behaviour,  Door staff are employed at busy times,  If a situation is recognised as beyond our control the police must be notified,  Any member of staff experiencing unsatisfactory behaviour must inform the duty manager, records will be kept |

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| **HAZARD / SOURCE OF HAZARD**  **Grouped by Outcomes** | **PRESENT/ABSENT**  **yes OR no** | **Examples of Hazards for this activity** | **Activity Specific Control measures / notes / group management** |
| **Burns** |  | Burns from contact with hot surfaces, cooker hob/ oven, pots pans etc | Staff are familiarised with precautions to be taken to avoid burns,  Oven gloves or similar PPE is to be used for handling hot kitchen equipment, |
| **Electrical Hazards** |  | Potential for electrical associated injuries/loss, including: Shock, electrocution, burns, possible death | Users of any electrically operated equipment must conduct a pre-use visual safety check of equipment before use.  Access to mains intake is secured.  Fixed electrical installations are inspected and tested at least every 5 years by a competent person.  Portable Appliance Testing is arranged at reasonable intervals adhering to current guidance and best practice.  No personal electrical items are allowed in the workplace (eg phone chargers).  Equipment is switched off at night/when the building is unattended. |
| **Work Equipment** |  | Risk of injury from contact with moving parts, sharp blades etc | Work equipment is selected for use and suitable for its intended task.  All staff receives training prior to use for any of our work equipment.  Work equipment is used, inspected, serviced and maintained following the manufacturer’s recommendations. |
| **HAZARD / SOURCE OF HAZARD**  **Grouped by Outcomes** | **PRESENT/ABSENT**  **yes OR no** | **Examples of Hazards for this activity** | **Activity Specific Control measures / notes / group management** |
| **Washing up** |  | Exposure to hazardous substances, hot water scalds, cuts from broken glass etc | Training will be provided for safe use of the glass wash machine and dish washer  See our COSHH assessment for handling and use of detergents |
| **Knives** |  | Likelihood of cuts or puncture wounds | Only trained kitchen workers are allowed to handle and use knives.  Knives are stored sensibly and wall mounted.  Child friendly knives used  Adequate supervision ratio |
| **Cleaning Tasks** |  | Exposure to hazardous substances, slips trips or falls | Suitable equipment will be provided for cleaning tasks, this will include where necessary PPE,  PPE must be worn,  See our COSHH assessments for floor control measures for cleaning solutions,  Yellow signs indicting “slip hazard” must be displayed near wet floors |
| **Fire** |  | Risk of harm to employees, others, damage to property, equipment, stock etc | See separate fire risk assessment |
| **Young Persons** |  | Risk of accidents, harm or loss due to insufficient experience in the workplace or lack of supervision | Adequate staff ratio  Supervised at all times in the food preparation area |
| Insert any other hazards that may be present |  |  |  |
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