

Risk Assessment

Title	Work Kitchen	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	Shared kitchen other businesses	People At Risk	Visitors, Employees
Review Date	Mon 11 July 2023	Reviewer	Lorna Clayton

Hazards

Hazard

General environment

Risk Of Harm

Staff unfamiliar with the kitchen environment could be harmed by localised hazards eg hot liquids, knives, slip hazards etc.

Existing Control Measures

Limit the numbers of people in the kitchen to prevent overcrowding.
Kitchen equipment is visually inspected regularly for signs of damage.
Kitchen equipment is serviced and maintained by competent contractors at regular intervals.

Hazard

Fire

Risk Of Harm

Explosion from the overheating of materials or poor practices.

Existing Control Measures

The kitchen complies with required fire and safety standards.
Appropriate fire extinguishers are available and tested regularly.
Visual inspection of the kitchen environment is undertaken regularly to identify any unsafe conditions which could contribute to a fire starting or escalating.

Hazard

Electrical

Risk Of Harm

Electrocution, burns and fire.

Existing Control Measures

Electrical items are regularly PAT tested by a competent contractor.
Small equipment is purchased from reputable suppliers and is fit for purpose.
Equipment is visually inspected prior to use.

Guards, covers and attachments required for safe operation are in place and used as required.
 Any faulty equipment is quarantined for repair or replacement.
 Heat proof handling equipment, such as oven gloves or appropriate cloths are available when lifting or moving hot dishes

Hazard

Use of knives

Risk Of Harm

Cuts from incorrect handling of knives.

Existing Control Measures

Safe storage areas are provided for knives, where they can be laid flat, with blades pointing away from the body.
 Knives are to be washed individually and not left in the washing up sink.
 Knives are not to be left loose on worktop surfaces where they can be accidentally pushed off.
 Cutting activities to be carried out on a stable surface.
 Knife sharpening will be undertaken by serviced office company.

Hazard

Food contamination

Risk Of Harm

Contamination from working with and handling food.

Existing Control Measures

Staff instructed to wash hands thoroughly with soap and warm water before and after touching the bin, going to the toilet or handling sponges.
 Clean dish cloths and towels are supplied regularly.
 Work surfaces, chopping boards and other utensils are cleaned regularly with suitable disinfectant or hot, soapy water.
 Waste items are separated and removed to refuse bins at regular intervals to reduce contamination.

Past Reviews

Review Date

Reviewer

Comments

Thu 15 Oct 2020

Lorna Clayton

Initial assessment

Mon 12 July 2021

Lorna Clayton

No change since initial assessment