Health Safety & Quality Control International



Unit 6 Turnham Green Terrace Mews Chiswick

London W4 1QU

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Registered Company: 01284824

***Risk Assessment***

***Risk Assessment Details***

Risk Assessment Number 0011100003

Risk Assessment Date 29-May-2014 Risk Assessment Author

Project/Contract Start Date

Expected job duration Client contact

**Description** External Catering (Example)

Site Address

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Signatures*** | | | | |
|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  | 15/07/14 |
| **Authorised by** |  |  |  |  |
| **Data protection statement**  The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Health Safety  & Quality Control International.  It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.  **Important Note:**  It is the duty of all employees under regulation 14 of the "Management of Health and Safety at Work (Amendment) Regulations 2006" to inform the employer of any circumstances that may indicate any shortcomings in this assessment. | | | | |

**Main Contractor**

***Hazards and Control Procedures :***

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Reversing Vehicles: Cuts, Bruises, Broken Limbs, Death, Material Damage. | | **1** | **5** | **5 -Low Priority** |
|  | Ensure other operators are clear of area and audible warning device is in operation |  | | |
|  | Ensure only competent person guides / instructs driver in reversing if visibility is impaired. |
|  | Drivers must ensure the area is clear before reversing vehicles and use a banksman |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Driving Company Vehicles: RTA, injury, injury to others | | **1** | **5** | **5 -Low Priority** |
|  | The Company will hold a copy of each drivers license on file renewed annually |  | | |
|  | Drivers are not allowed to work whilst under the influence of alcohol or drugs and face severe disciplinary measures for breeches |
|  | Staff will adhere to speed limits at all times |
|  | All vehicles used for company business are maintained and serviced on a regular basis |
|  | Drivers will carry out vehicle checks prior to starting work including tyres pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Manual Handling: | | **1** | **4** | **4 -Low Priority** |
|  | Do not carry more than you can comfortably handle |  | | |
|  | When bending and crouching bend from your knees not your back |
|  | When handling hot items ensure correct gloves are worn |
|  | When handling liquids do not overfill containers, bowls and tubs |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Slips, Trips and Falls: | | **2** | **3** | **6 -Low Priority** |
|  | All spillages are to be cleaned up immediately, there will be no exceptions to this rule, slips and falls in the kitchen are extremely dangerous. |  | | |
|  | Manage all cables and equipment so the do not cause trip hazards in the working areas |
|  | Always wear suitable non slip footwear when working in the kitchen, these are not to be lace up shoes. |
|  | All trousers are to be properly fitting so they do not drag on the floor when worn |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Burns, Scalds and Cuts: | | **2** | **2** | **4 -Low Priority** |
|  | Minor burns, scalds and cuts regularly occur in kitchens. Less serious injury should be first aid treated on site, using blue plasters if required. For more serious burns, scalds and cuts further hospital treatment may be required. |  | | |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Delivering off Site: | | **1** | **4** | **4 -Low Priority** |
|  | Company will only take contracts from reputable organisations, where any doubt as to the safety of our staff on other premises exists, checks will be carried out by management prior to allowing staff on site. |  | | |
|  | Copies of safety policy will be requested from client organisations which will be checked for suitability |
|  | Staff are given permission to stop work in premises where they are not satisfied with safety procedures |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Handling Hot Liquids: | | **2** | **3** | **6 -Low Priority** |
|  | When moving hot liquids ensure the vessel or container is not over filled |  | | |
|  | Ensure the route you are taking is clear before you attempt to pick up the liquid in its container |
|  | Containers can get hot when filled with hot liquids, wear the appropriate gloves for the task, or use containers with handles. |

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| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Handling Hot Food: | | **2** | **3** | **6 -Low Priority** |
|  | Use tongs or other implements or remove hot food from equipment. Do not use your bare hands |  | | |
|  | Plates and items which have been on hot plates or in warmers will be hot, use a towel as a minimum to protect your hands whilst handling equipment |

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| **Probability** | **Severity** | **Risk Ranking (P \* S)** |
| 1 Highly Unlikely | 1 Trivial | < 1 - No Action Required |
| 2 Unlikely | 2 Minor injury | > 2 - Low Priority |
| 3 Possible | 3 Over 3 Day injury | > 8 - Medium Priority |
| 4 Probable | 4 Major injury or condition | >10 - High Priority |
| 5 Certain | 5 Incapacity or Death | >15 - Urgent Action Required |

***Required PPE***

***Sign Off Sheet***

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**