Template only MUST modify to site conditions

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| Site / Area: |       | Date of Assessment |       | Risk Assessment # | 094RA |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | Catering Services (Food Preparation, Cooking & Service) |
| Authorised by: |       | Signature: |       | Date: |       |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| **Hazardous Manual Tasks*** Sustained or awkward postures
* Repetitive movement
* Unsuitable furniture & equipment
* Stacking / storage
* Fatigue
* Pushing Pulling of equipment
 | * Musculoskeletal injuries
* Sprains
* Strains
* Repetitive Strain Injury (RSI)
* Slips, trips, falls
 | * Effective breaks and task rotation.
* Ingredients bought in package sizes that are light enough for easy handling. To minimise carrying groceries from vehicle to the workplace, worksites are encourage to arrange for ordering groceries online and have them delivered. Where not possible, provide plenty of bags that groceries can be packed in (avoid over-packing)
* Commonly used items and heavy stock stored on shelves at waist height
* Suitable mobile steps or 2 / 3 step ladder provided
* Mechanical aids provided for movement of large/heavy items (trolleys, sack trucks)
* Sink is at an approved height to avoid stooping.
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| **Psychological*** Violence
* Security
* Excessive time pressure
 | * Aggression from clients / visitors
* Incorrect money handling
* Fatigue
 | * Employee assistance programs (EAP)
* Mental Health First Aiders
* Administrative controls – procedures
* Rest Breaks
* Concealed duress alarm
* Placement of items that can be used as weapons out of reach of third parties
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| **Gravity*** Wet floors
* Inappropriate footwear
* Extension cord chains
 | * Slip, trip, fall
* Concussion
* Fracture
 | * Wet floor signs
* Appropriate footwear (enclosed with good grip)
* Good housekeeping – work areas kept tidy, goods stored suitably etc.
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| **Electricity*** Frayed / loose cords
* Faulty appliances
* Extension cord chains
 | * Electric shock
* Electrocution
* Slip, Trip, Falls
 | * Hazard reporting
* Residual current devices (RCD’s)
* Testing & tagging
* Appropriate electrical powerboards are used
* Appropriate electrical leads, equipment and connection points are protected from heat sources and wet weather
* Minimal use of extension cords
* Equipment Maintenance Schedule
* AED available
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| **Biological*** Pandemics
* Bacteria
* Disease Outbreak
* Food not being kept at correct temperatures
* Vermin / Insects
 | * Allergies
* Death
* Illness
* Infection
 | * Food Safety Program
* Immunisations
* Hand sanitisers
* Personal Protective Equipment (PPE)
* Hand Hygiene Training
* Staying home if not feeling well
* Cleaning schedules
* Food Temperature checks
* Vermin traps / baits
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| **Machinery & Equipment*** Cutting chopping food
* Heating food
* Pouring hot water
* Use of hot oil
* Transporting food
 | * Sprain / strains
* Lacerations
* Burns
* Fire
 | * Mechanical aids for chopping / cutting food
* Personal Protective Equipment (PPE)
* Mechanical aids for transporting food
* Water mixer taps provided
* All workers to wear long sleeves when working with ovens / steam etc.
* Heat resistant gloves / cloths / aprons provided.
* Cooking utensils have rubber ends
* Pots / pans have rubber / heat resistant handles where possible
* Where specific items of plant / equipment are used (e.g. Thermomix, coffee machines), workers must receive appropriate training to ensure they understand the specific risks. SOP’s to be developed and displayed.
* Appropriate signage to be displayed advising of ‘Hot Water’, ‘Hot Surface’ etc.
* Knives are suitably stored when not in use
* Knives never placed in dirty water in sink where workers may not know it is in there.
* Knives are not to be used for cutting packages. Suitable cutters are provided.
* Appropriate guarding is in place (e.g. dough roller, slicers and mixers)
* Emergency stops are working, if applicable
* Emergency Plans in place
* Maintain clearances between all ignition sources and combustible materials
* First aid kits available
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| **Hazardous Chemicals*** Exposure to chemicals through cleaning / spillage
 | * Irritation
* Dermatitis
* Chemical Spill
* Eye damage
* Breathing problems
 | * Chemicals are securely stored
* Safety Data Sheets
* Personal Protective Equipment (PPE)
* Spill Kits &/or mop and bucket available.
* Decanted chemicals are correctly labelled.
* Source cleaning chemicals that are not an irritant if possible
* Use of dishwasher instead of hand washing.
* First aid kits availalbe
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| **Extreme Temperatures*** Exposure to cold in cold / freezer rooms
* Trapped in cold / freezer rooms
 | * Hypothermia
* Death
 | * Alarms checked on regular basis
* Emergency release mechanism for door is working correctly
* Provide PPE for long stays in the cold room (gloves, thermal coats)
* Limit time in cold room
* Emergency Process in place (e.g. emergency alarm in cold / freezer room)
* Adequate ventilation available
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| **Other*** Wrong food given to person
 | * Asphyxiation
* Anaphylaxis
 | * Ensure allergenic food is separated or not used onsite.
* Check names of clients against food allergies and type of food consistencies.
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| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |
| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
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