

Kitchen Risk Assessment

Hazard	Risk	Existing Control Measures	Additional Action Required
<p>Slips and Trips Spillages, dropped objects etc</p>	<p>Staff may be injured if they trip over objects, wires or slip on spillages, e.g. food or drink, water spilled/dropped on the floor.</p>	<p>Kitchen equipment is well maintained and any leaks are promptly reported.</p> <p>Staff clean up spillages immediately and leave the floor dry.</p> <p>Textured flooring is installed.</p> <p>Trailing wires from laptop etc, are kept out of the way.</p> <p>Staff bags, personal items kept in individual lockers.</p>	<p>Suggest to staff that they wear suitable footwear with a good grip.</p> <p>Staff to highlight to all staff when entering the kitchen that the laptop is in use and there is a trailing wire.</p> <p>Staff advised to keep bags off the floor and preferably in lockers.</p>
<p>Manual Handling Lifting and moving heavy objects or objects that are difficult to grasp.</p>	<p>Staff risk injuries or back pain when handling and accessing ingredients etc or putting away the shopping.</p>	<p>Appropriate equipment is available and easily accessible using good posture and bending knees.</p> <p>Ingredients are bought in package sizes that are light enough for easy handling wherever possible.</p> <p>The sink, hob, oven, and fridges are at an appropriate height to prevent stooping.</p> <p>Freezer is low, therefore Staff are informed bending down by the knees will be required to gain access.</p>	<p>Remind staff about good posture when lifting and putting away the shopping.</p> <p>Remind staff about good posture when accessing low cupboards, freezer etc.</p> <p>Remind staff about over stretching when accessing high cupboards.</p>
<p>Contact with heat Steam, hot water, hot oil and hot surfaces.</p>	<p>Staff may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces.</p>	<p>Heat-resistant gloves are provided</p> <p>Staff are fully trained in the preparation of food and how to deal with heat.</p>	<p>Display 'Hot Surface' beside the hob.</p> <p>Display 'Hot water' beside the sink/s.</p>

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		<p>Staff are fully informed of how to use the equipment provided, including being aware of hot steam when opening the dishwasher.</p> <p>Staff are fully informed of the hot heat that will blow out of the oven on opening (fan), and therefore care should be taken.</p> <p>All equipment is regularly checked for wear and tear – ensuring all pan handles are safe.</p>	<p>Display ‘Hot Steam’ above dishwasher.</p> <p>Advise staff to turn oven off (fan off) before opening the oven to prevent hot heat blowing out at them.</p>
Knives	Staff preparing food risk injuries from contact with blades.	<p>Staff use the right knives for the job.</p> <p>Staff are informed about the safe use, maintenance and storage of knives.</p>	Staff to use knives for their intended purpose only.
Food Handling	Staff risk skin irritation or dermatitis from frequent hand washing and some can develop skin allergies from handling certain foods.	<p>Wherever possible and sensible, staff use tools (cutlery, tongs, scoops etc) to handle food rather than their hands.</p> <p>Where handling cannot be avoided hands are rinsed promptly after finishing the task.</p>	<p>Remind staff to thoroughly dry their hands after washing them.</p> <p>Remind staff to check for dry, red or itchy skin on their hands.</p>
Electrical Equipment and installation Kitchen equipment, fans, sockets.	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<p>PAT carried out annually.</p> <p>All plugs and sockets are suitable for a kitchen environment.</p> <p>Safety checks of the electrical equipment and installation are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent, qualified electrician.</p> <p>Staff notify management of faults when anything occurs. Any faulty equipment is promptly taken out of use.</p>	Staff to be informed where the fuse box is and how to safely turn off the electricity in an emergency.

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Machines	<i>Staff risk serious injury from contact with dangerous/moving parts on machines.</i>	<p>All staff are trained in the operating/use of these machines:</p> <ul style="list-style-type: none"> <i>Microwave</i> <i>Hob</i> <i>Oven</i> <i>Grill</i> <i>Kettle</i> <i>Toaster</i> <i>Smoothy maker</i> <i>Blender</i> <i>Fly catcher</i> <i>Dishwasher</i> <i>Photocopier</i> 	<i>All staff are inducted into their role and part of that role is to prepare tea and use the kitchen machines. Full instruction is provided and advice given on keeping hands away from moving parts and exposed electrical elements.</i>
Working Temperature	<i>Staff working in the kitchen may suffer ill health in hot working conditions.</i>	<p>Fans and extractors are provided to control air temperature.</p> <p>Staff have access to windows to open and allow air flow when required.</p>	

All staff **MUST** consider their training through their 'Food Hygiene' qualification at all times and therefore take responsibility for their actions when in the kitchen preparing/cooking food.