

RISK ASSESSMENT FOR **BARTON CAMP**

KITCHEN ACTIVITIES

What is the environment, activity or task being assessed?	What hazards are present or maybe generated?	Who is exposed or affected to the hazards?	What degree of injury can reasonably be expected	What precautions are already in place to either eliminate or reduce the risk of an accident happening? (Existing Controls)	Probability of an accident occurring	Risk Rating
Deliveries	Slips, trips, back injuries, lifting and manual handling	Kitchen staff, caretakers visitors and delivery men	Minor injury	<ul style="list-style-type: none"> Staff wear the appropriate footwear Staff to receive Manual Handling training Floors are kept clear of rubbish and debris Designated areas are used to store goods 	Possible	Low Risk
Urns	Burns and scalds from splashes to the body. Electric shock	Kitchen staff, caretakers, teaching staff and visitors	Serious injury	<ul style="list-style-type: none"> Equipment regularly tested Uniforms, oven-proof mittens and goggles are provided Staff exercise care when using urn Only authorized staff to use the urn 	Possible	Medium Risk
Deep Fat Fryer	Fire from hot cooking oil. Splashes of hot fat and slipping on oil spillage's	As above	Serious injury	<ul style="list-style-type: none"> Fire blanket provided Uniforms and rubber gloves are provided Regular maintenance is carried out Training No unauthorized staff to use deep fat fryer 	Possible	Medium Risk
Deep Fat Fryer (cleaning whilst hot)	Splashes of hot fat to the body – face, legs, arms and hands	Kitchen staff	Serious injury	<ul style="list-style-type: none"> Cleaning only carried out by experienced members of the kitchen team Staff wear clothing appropriate to ensure personal safety 	Possible	Medium Risk
Deep Fat Fryer (filling and emptying)	Oil spills, injuries to arms and shoulders	Kitchen staff	Minor injury	<ul style="list-style-type: none"> Staff receive training in Manual Handling Oil to be cooled down prior to emptying Staff do not lift any unwieldy/heavy items above shoulder height when filling deep fat fryer 	Possible	Low Risk
Boiling Pans (Bulk)	Scalds Burns from liquid splashes and From contact with hot pans	Kitchen staff	Serious injury	<ul style="list-style-type: none"> Ovenproof gloves/mittens and uniforms are provided Pans are not overfilled to make them spill hot liquids Splash guards are provided for protection from splashes Authorized staff only to have access to boiling pans 	Possible	Medium Risk
Windows	Cuts from broken glass, injury to arms and back	Kitchen staff and caretaker	Serious injury	<ul style="list-style-type: none"> Staff do not reach to open/close windows Staff do not climb on any unauthorized equipment to reach window latches to open/close Any defects are reported immediately 	Possible	Medium Risk

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Continuation sheet 1

Stainless steel tables	Injuries to body when moving tables	Kitchen staff and caretaker	Minor injury	<ul style="list-style-type: none"> • Staff receive training in Manual Handling • Staff request help if workload too great 	Possible	Low Risk
Re-arranging dining tables	Trapped fingers, injuries to feet and legs, back injuries	Kitchen staff, teaching staff, pupils and caretakers	Minor injury	<ul style="list-style-type: none"> • Training in Manual Handling • Safety footwear is worn • Staff re-arrange tables in teams of two if necessary • Floors are swept clean to avoid slippery surfaces 	Possible	Low Risk
B&S tins	Burns/ scalds from spillage's, strains from lifting	Kitchen staff, caretakers, teaching staff, and pupils	Serious injury	<ul style="list-style-type: none"> • Safe practices are followed • Personal protective equipment is supplied (Rubber gloves, oven gloves or cloths, uniforms and footwear) • Staff training • No unauthorized use of B&S bins allowed 	Possible	Medium Risk
Double Boiler	Burns and scalds	As above	Serious injury	<ul style="list-style-type: none"> • As above 	Possible	Medium Risk
Tin Opener	Cuts to hand and fingers	Kitchen staff	Minor Injury	<ul style="list-style-type: none"> • Tin opener operation to be done on a dry surface with lids correctly disposed of • Blunt tin openers to be disposed of or sharpened 	Possible	Low Risk
Freezer	Cold burns, items falling off of inner shelves and electric shock	Kitchen staff, caretakers, visitors and delivery men	Minor injury	<ul style="list-style-type: none"> • Regular testing of electrical equipment • Manufacturers guidelines are followed for storage • Shelves are not overloaded with food products • Regular maintenance of equipment 	Possible	Low Risk
Fridge	Electric shock and falling items	Kitchen staff and visitors	Minor injury	<ul style="list-style-type: none"> • Regular electrical testing and maintenance • Manufacturers guidelines are followed • Shelves are not overloaded with food products 	Possible	Low Risk
Storage areas	Slips, trips and Manual handling	Kitchen staff, caretakers and delivery drivers	Minor injury	<ul style="list-style-type: none"> • Training in Manual Handling • Items are not stored on floor areas adjacent to walkways • Correct use of available shelving is used at all times • Floor area to remain free of obstructions or barriers put in place to warn other members of staff of hazard 	Possible	Low Risk
Waste disposal	Cuts to limbs. Electric shock and insects	As above	Serious injury	<ul style="list-style-type: none"> • Waste food is bagged, tied up and disposed of in exterior waste receptacle • Equipment is regularly maintained • PPE and disposable sacks are supplied 	Possible	Medium Risk
Heated Trolley	Burns to parts of the body and foot injury	Kitchen staff, caretakers and delivery men	Minor injury	<ul style="list-style-type: none"> • Regular maintenance and electrical testing for all machinery • Manufacturers guidelines are followed • Safe working practices are adhered too at all times 	Possible	Low Risk
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Continuation sheet 2						
Chairs	Body injuries from stacking	Kitchen staff, caretakers,	Serious injury	<ul style="list-style-type: none"> • Chairs are not stacked above recommended height • Where possible, mechanical means of transportation must 	Possible	Medium Risk

	/unstacking and moving chairs	teaching staff pupils and visitors		<ul style="list-style-type: none"> be used to move large volumes of chairs Staff are not allowed to lift any chairs above shoulder 		
Knives	Puncture wounds, and cuts to hands	Kitchen staff, caretakers, teaching staff, pupils, visitors	Serious injury	<ul style="list-style-type: none"> Safe working practices are followed Knives are sharpened regularly to avoid any unnecessary pressure needing to be put on when using First aid kit is readily available Knives not being used are placed in knife rack 	Possible	Medium Risk
Floors	Slips, trips and falls to back/limb and head.	As above	Serious injury	<ul style="list-style-type: none"> Hazard cones are used if accidents happen to floor Floors are always kept clear of rubbish and food debris Non-slip floor cleaning materials are used Regular visual inspections are made to floor area 	Possible	Medium Risk
Dishwasher	Burns/Scalds, chemical splashes and electric shock	Kitchen staff	Serious injury	<ul style="list-style-type: none"> Manufacturers guidelines are followed Training on correct use Uniforms and gloves are supplied Only recommended detergent is used as directed on label 	Possible	Medium Risk
Hot Cupboard	Burns and trapped fingers	Kitchen staff and caretakers	Serious injury	<ul style="list-style-type: none"> Regular maintenance is carried out Manufactures guidelines are followed Staff training 	Possible	Medium Risk
Sterilizer	Burns and scalds from contact with very hot water	Kitchen staff and caretakers.	Serious injury	<ul style="list-style-type: none"> Manufacturers guidelines are followed Safe working practices are adhered to Uniforms and gloves etc are supplied Staff training No unauthorized staff to use the sterilizer 	Possible	Medium Risk
Grill	Burns to face, hands and arms	Kitchen staff	Serious injury	<ul style="list-style-type: none"> Regular maintenance and checks on all equipment Oven cloths/gloves are supplied PPE is supplied No unauthorized use of the grill is allowed 	Possible	Medium Risk
Bain-Marie	Burns and scalds to arms and hands	Kitchen staff, caretakers, teachers, visitors and delivery men	Serious injury	<ul style="list-style-type: none"> Regular maintenance of equipment Protective clothing is supplied Staff training Only to be moved over flat floor Two staff members to assist in re-siting 	Possible	Medium Risk
Oven Range	Burns	Kitchen staff, caretakers, teaching staff, visitors and delivery men	Serious injury	<ul style="list-style-type: none"> Regular maintenance of all equipment Protective equipment is supplied (oven gloves etc) Staff training in it's use Safe working practices are followed No unauthorized use of the oven range is allowed 	Possible	Medium Risk
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Continuation sheet 3						
Steamer	Burns and scalds to the body	Kitchen staff, caretakers, teaching	Serious injury	<ul style="list-style-type: none"> Regular maintenance of all equipment Protective clothing and equipment is supplied No unauthorized use of the steamer is allowed 	Possible	Medium Risk

		staff, visitors and delivery men				
Fire equipment	Dropping extinguisher and chemical burns, not knowing how to fight fire	Kitchen staff, caretakers, teaching staff, delivery men and visitors	Minor injury	<ul style="list-style-type: none"> • Fire fighting equipment regularly serviced • Staff receive training in fire fighting awareness and procedures 	Possible	Low Risk
Food mixing machine and attachments to mincer	Cuts from machinery, crush injuries and abrasions	Kitchen staff	Serious injury	<ul style="list-style-type: none"> • Only authorized staff to use food mixing machinery • Safe working practices are followed • Manufacturers guidelines are followed • Regular maintenance is carried out • Guards and collars are not removed or misused 	Possible	Medium Risk
Saucepans	Burns to face, legs arms and body	Kitchen staff, teaching staff, visitors and caretakers	Serious injury	<ul style="list-style-type: none"> • Saucepans are not overloaded to make them difficult to handle • Ovenproof hand protection is used • Safe working practices are followed at all times • 	Possible	Medium Risk
Kettles	As above	As above	Serious injury	<ul style="list-style-type: none"> • As above 	Possible	Medium Risk
Manual Handling operations: Whisking, Rolling and Stirring	Repetitive strain injury (RSI). Pulled muscles and back strain	Kitchen staff	Minor injury	<ul style="list-style-type: none"> • Training in the correct use of equipment supplied • System of work rotation so no member of staff has to do the same task repetitively for long periods • Where possible, mechanical methods must be employed to do labour intensive duties 	Possible	Low Risk
Gas supply	Fire, asphyxiation and explosion	All staff, pupils, visitors and delivery men	Fatal injury	<ul style="list-style-type: none"> • Maintenance is carried out on a regular basis on all gas powered utilities • Any concerns are dealt with immediately by contacting servicing company and placing equipment out of use 	Low	Medium Risk
Hand tools and equipment	Cuts, sprains and strains	Kitchen staff	Minor injury	<ul style="list-style-type: none"> • Any damaged or unsuitable equipment is replaced new for old at the discretion of the Camp manager • Staff are trained in the use of kitchen equipment • 	Possible	Low Risk
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Continuation sheet 4						
Temperature	Extremes of hot and cold	Kitchen staff	Minor injury	<ul style="list-style-type: none"> • An ambient temperature is maintained to ensure that no extremes of hot and cold cannot affect the working practices of the kitchen staff 	Possible	Low Risk

Ventilation	Damp, humid or hot conditions	Kitchen staff	Minor injury	<ul style="list-style-type: none"> Extractor fans are used to good effect when conditions warrant The ceiling mounted oven extractor fan is serviced at least every 14 months to ensure that it meets the required standards Windows can be opened to ensure a supply of fresh air 	Possible	Low Risk
Reaching targets	Rushing and working under stress	Kitchen staff	Minor injury	<ul style="list-style-type: none"> Kitchen staff should not be given unrealistic targets to meet at short notice or when the kitchens are being cleaned, or on cleaning days etc Staff shortages should be remedied as quickly as possible to ensure realistic workloads for the remaining staff on duty. This can be by using temporary staff or recruitment 	Possible	Low Risk
Reporting of defects	Damaged, broken or obsolete equipment	Kitchen staff and caretakers	Serious injury	<ul style="list-style-type: none"> Staff is encouraged to report any equipment that is, or appears to be faulty. This should be done without fear or prejudice. Reporting should firstly be taken to the Camp manager who will then follow up by seeing the finance manager. Any issues with health & safety will be forwarded to the safety officer who will advise on the course of action 	Possible	Medium Risk
Lighting	Shadow effect and insufficient lighting	Kitchen staff, caretakers, pupils visitors delivery men and pupils	Minor injury	<ul style="list-style-type: none"> Any defective lighting will be rectified as soon as possible or within two working days, whichever is the sooner Extra lighting will be installed if the risk assessment deems it necessary to be in place on the grounds of H&S 	Possible	Low Risk
Receipt of goods	Out of date, condition of packaging and temp`ture	Kitchen staff, teaching staff, visitors, pupils and customers	Minor injury	<ul style="list-style-type: none"> Temperature of delivery vehicles are within limits Packaging is in good condition and not damaged Use/sell by dates are within time limits of shelf life Goods are clean and are not spoiled, rotten or smelly 	Possible	Low Risk
Deep Clean	Not carried out, dirty, unhygienic kitchen.	Kitchen staff, all recipients of prepared food.	Serious injury due to food poisoning	<ul style="list-style-type: none"> A deep clean of the kitchen takes place annually. 	Possible	Medium Risk
Cleaning the kitchen	Dirty, unhygienic kitchen	As above	Serious injury	<ul style="list-style-type: none"> All work surfaces and equipment are cleaned after use using appropriate cleaning materials. All staff are responsible for cleaning the kitchen. 	Remote	Low Risk

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Continuation sheet 5

Hazard that needs more control.	Additional precautions to make the potential hazard as low a risk as possible.	Who is responsible for implementing these controls?	When are these controls to be implemented?	When were these extra controls implemented?
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<p>MAINTENANCE</p> <p>Electrical</p> <p>Gas</p> <p>Machinery</p> <p>TRAINING</p> <p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • A rigorous schedule of plant/machinery/equipment maintenance should be in operation to ensure that all equipment is tested on a regular basis to comply with latest legislation and good practice. • All electrical equipment is tested annually, more if used deemed necessary due to the amount of usage. • All gas fixtures and fittings are tested at least annually and all details of maintenance and repair are recorded. • Any item of machinery that needs to have an annual test or examination will do so on a rolling program of inspection. • If deemed appropriate, staff to be trained to use all machinery and equipment appropriate to their position. • Any refresher training is to be undertaken as and when required. • Any personal protective equipment will be supplied free of charge by the establishment. 	<p>Camp Manager</p>		
<p>Written by Geoff Dowle. Date assessment written: February 6th 2007. Date for review: February 2009</p>				
<p>Assessment agreed and signed for by: Position: Date:</p>				