# HEALTH AND SAFETY RISK ASSESSMENT

FOR

Just Catering

Membership Number **13850**

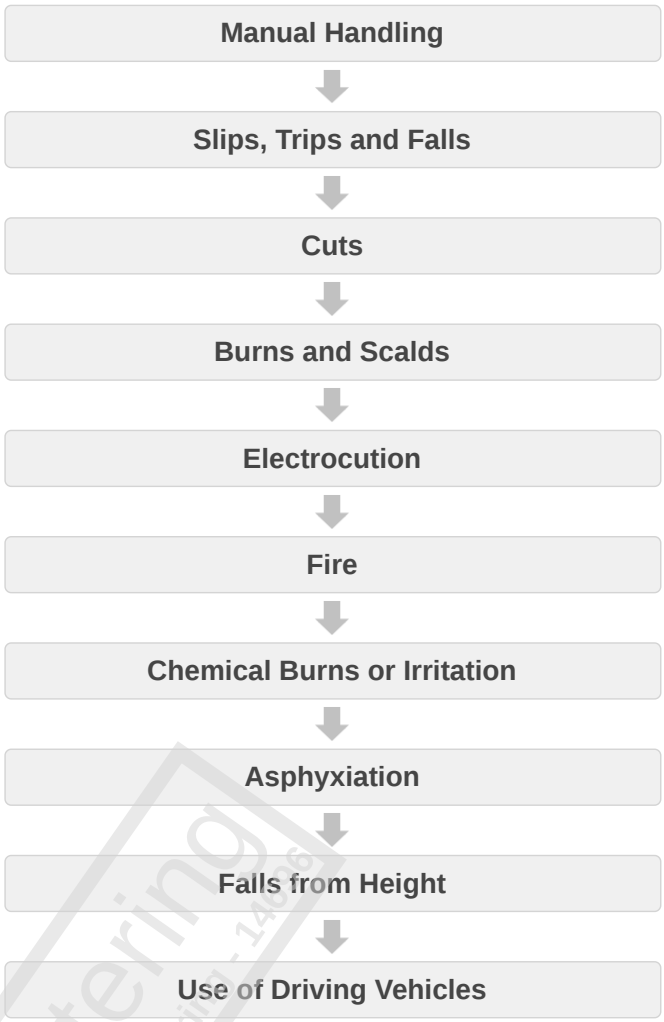
Responsible Person - **Carl Gauntlett**

| Unit Name | Creation Date | Next Renewal Date |
|---|---|---|
| Just Catering | 26/Nov/2021 | 04/Nov/2022 |

As part of managing the health and safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

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This should be inserted in Section 8 of your Due Diligence Folder




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# Manual Handling

| Hazard - Manual Handling | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff. | Incorrect posture. | Provide training in correct lifting. | |
| | Heavy items. | Correct sizing and weighting of loads.<br>Consider substituting with a lighter option.<br>Train staff in team working for moving heavy items.<br>Provide handling aids such as sack trucks. | |
| | Oversized items. | Provide appropriate lifting equipment for heavy items.<br>Consider substituting with a smaller option.<br>Train staff in team working for moving awkward items.<br>Provide handling aids such as sack trucks. | |
| | Cramped conditions. | Ensure adequate space is available to safely access stock. | |
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# Slips, Trips and Falls

| Hazard - Slips, Trips and Falls | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff.<br><br>Public.<br><br>Contractors. | Stairs. | Ensure clear marking for steps.<br><br>Make sure steps are maintained in a good condition. | |
| | Poor or insufficient cleaning of floors. | Cleaning up spillages immediately.<br><br>Consider using slip-resistant flooring.<br><br>Regularly review your cleaning schedule.<br><br>Use footwear with good grip. | |
| | Trailing cables. | Cover and secure trailing cables.<br><br>Do not site cables across walkways. | |
| | Items left on floors. | Make sure used packaging is broken down and stored in the bin area. | |
| | Equipment or supplies not stored properly. | Ensure equipment and supplies are not left on floor. | |
| | Marquee guy ropes. | Ensure that guy ropes are clearly identified using fluorescent rope.<br><br>Check ropes and their condition every day, prior to operation. | |
| | Poor lighting. | Provide good lighting everywhere including storage areas. | |
| | Equipment faults. | Ensure equipment faults leading to leaks are reported promptly. | |
| | Change of level. | Provide signs to highlight all changes of level. | |

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# Cuts

| Hazard – Cuts | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff. | Poorly or incorrectly guarded equipment. | Provide training on how to safely use equipment.<br><br>Ensure guards are in correct position and not damaged or removed.<br><br>Remove and isolate dangerous equipment. | |
| | Knives. | Ensure staff are trained on how to safely handle knives.<br><br>Make sure knives are suitably stored when not in use.<br><br>Ensure no open toe shoes are worn by staff. | |

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# Burns and Scalds

| Hazard - Burns and Scalds | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff.<br><br>Customers. | Contact with hot surfaces. | Provide adequate protective clothing and gloves. | |
| | Contact with steam and hot fluids. | Train staff in risk of oils and in the procedure for emptying and cleaning fryers.<br><br>Train staff in the operation of all equipment producing heat or steam. | |
| | Handing hot drinks to customers. | Provide drinks that are not boiling hot.<br><br>Use insulated cups with sip lids. | |
| | Spillage of hot liquids. | Make sure the workspace is sufficiently unobstructed.<br><br>Display signs wherever there are hot liquids. | |
| | Inappropriate equipment. | Ensure suitable utensils are available.<br><br>Make sure the site checklist with all required equipment is available prior to leaving for site. | |

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# Electrocution

| Hazard – Electrocution | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff.<br><br>Customers. | Poor plug wiring. | Visual checks of plug condition by nominated staff.<br><br>Keep equipment maintenance records. | |
| | Incorrect use of generators. | Suitably trained person only to handle generators. | |
| | Water. | Keep electrical sockets and equipment away from areas where they are at risk of coming into contact with water.<br><br>Install residual current devices (RCDs).<br><br>Train staff on the location of the fuse box and how to safely shut off electricity. | |
| | Handling plugs or cables with wet hands. | Staff training.<br><br>Provide warning notices to remind staff. | |
| | Faulty equipment. | Regular visual checks of equipment by nominated staff.<br><br>Regular PAT test on appliances at intervals dependent on equipment (this must be determined and stated by business).<br><br>Train staff to check equipment before use and to report any defects immediately.<br><br>Remove and isolate faulty appliances from area immediately.<br><br>Diarise review dates based on an electrician's advice on how often equipment should be inspected and tested. | |
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# Fire

| Hazard – Fire | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff.<br>Public.<br>Contractors.<br>Property. | Electrical installation. | Have all electrical equipment PAT tested.<br>Have your installation certified by a competent person.<br>Diarise your electrical testing programme. | |
| | Equipment being too close to flammable materials. | Install wind / splash guards.<br>Keep appliances 300mm from flammable vertical surfaces.<br>Complete visual checks. | |
| | Fryers being over filled. | Check that fryers are not over-filled every time they are used.<br>Provide the correct firefighting equipment and training in its use.<br>Complete and annual check on firefighting equipment and staff training. | |
| | Equipment not being cleaned or serviced adequately. | Ensure filters and ducts are cleaned regularly.<br>Keep an equipment cleaning and maintenance records and diarise regular maintenance. | |
| | Gas leaks. | Obtain a gas safety record and check by a suitably qualified Gas Safe engineer at least annually.<br>Provide staff training on what to do in case of a leak. | |
| | Incorrect, out of date firefighting equipment. | Ensure the correct equipment is available and clearly marked.<br>Ensure firefighting equipment is serviced regularly.<br>Diarise the annual inspection date and keep records. | |
| | Lack of sufficient firefighting equipment training. | Ensure at least one person with adequate training is always on site.<br>Keep training records up to date and assess needs. | |
| | Use of non-fire retardant materials. | Ensure all materials including linings are fire retardant.<br>If the item came with a certificate, keep a copy of it. | |

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# Chemical Burns or Irritation

| Hazard - Chemical burns/irritation | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff. | Cleaning fluids. | Provide correct personal protective clothing & equipment (PPE).<br><br>Rinse gloves after use and store in a clean, dry place.<br><br>Wear masks when using caustic cleaning fluids.<br><br>Train staff in safe use and storage of cleaning chemicals and protective equipment.<br><br>Source safer alternative cleaning chemicals. | |

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# Asphyxiation

| Hazard – Asphyxiation | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff. | Poor ventilation. | Ensure that equipment is not operated in confined spaces without sufficient ventilation. | |
| | Incorrect use of cleaning fluids. | Only use chemicals as directed by manufacturer.<br><br>Source safer alternative cleaning chemicals if needs be. | |
| | Poorly installed or maintained equipment. | Make sure all equipment is installed and maintained by a competent engineer.<br><br>Fit an appropriate monitoring device. | |
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# Falls from Height

| Hazard - Fall from Height | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff. | Poorly maintained steps or ladders. | Conduct equipment checks prior to use by staff.<br><br>Store stock at low levels whenever possible to avoid working at height. | |
| | Use of steps or ladders. | Ensure steps and/or ladders are properly secured.<br><br>Provide staff training in use of ladders and steps. | |
| | Inappropriate equipment. | Only use steps and ladders that are suitable for the task. | |

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# Use of Driving Vehicles

| Hazard - Driving Vehicles | | | |
|---|---|---|---|
| **Who would be at risk?** | **Cause of risk** | **How do we control the risk?** | **Date additional controls completed/implemented** |
| Staff.<br><br>Public. | Driving under the influence of alcohol or drugs. | Enforce a zero alcohol or drugs policy.<br><br>If staff are on prescribed medication whilst working, ensure the medication doesn't affect driving. | |
| | Falling asleep at the wheel. | Minimise the distance staff have to drive after a shift.<br><br>Ensure drivers take regular breaks, and that they do not drive if drowsy.<br><br>Permit staff to stay on site between shifts when possible.<br><br>Review timesheets. | |
| | Poorly maintained vehicles. | Regularly maintain vehicles.<br><br>Ensure that staff report any damage immediately. | |
| | Collision when reversing. | Take extra care whilst reversing with visual checks and mirrors.<br><br>Use banksman to assist with reversing. | |

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