Risk Assessment Form

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | | **Kitchen activities** | | | | | | **Site/Location** | | | Wakefiled SC | | | **Risk Assessment No.** | | | | KA-LSC-01 | |
| **Person Completing Form** | | **Mark Fletcher** | | | | | | **Job Title** | | | Health and Safety Manager | | | | | | **Date** | Feb 2018 | |
| **Review Date** | 2020 | | | | | **Reviewed By** | Mark Isherwood | | | | | | **Next Review Date** | | | Feb 2021 | | | |
| **Persons at Risk** | Employee | | | Learner | | | | |  | | | | | |  | | | | |
| **Initial Risk Level (of the hazard, before implementing all of the Control Measures and Actions)** | | | | | | | | | | | | | | | | | | | |
| **Potential Severity of Harm (A)** | | | **3** | | **Likelihood of Harm Occurring (B)** | | | | | **3** | | **Initial Risk Level (A x B)** | | | | | | | **9** |

| **Hazard** | **Control Measures** | | | **Additional Control Measures** | | | **Action By** | **Action Target Date** | | **Action Complete (Initial)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slips, Trips and Falls | Any spillages to be cleaned up immediately nd warning signs used to highlight any hazards | | | Any access and egress routes to be kept clear at all times. | | | Centre Manager  All Staff | Ongoing | |  |
| Burns/Scalds | Hot water to be dispensed only into suitable containers and on a stable surface | | | First aid kits and first aiders to be available on site at all times | | | Centre Manager  All Staff | Ongoing | |  |
| Cuts | Any sharp utensils (knives etc) to be kept secure and not left in sinks/water to be washed later.  Sharp utensils to be stored correctly where they don’t pose a hazard to staff. | | | First aid kits and first aiders to be available on site at all times | | | Centre Manager  All Staff | Ongoing | |  |
| Electrical shock | All electrical equipment to be PA tested prior to use, any faulty items to be taken out of service immediately. | | | Users to perform pre use visual checks | | | Centre Manager  All Staff | Ongoing | |  |
| Fire | Good housekeeping regime to be installed and followed in all areas | | | Fire wardens to be installed o all sites and all staff and learners to be aware of the local emergency procedures | | | Centre Manager  All Staff | Ongoing | |  |
| COSHH products | COSHH assessments and MSDS are to be available for all products that require dthem and briefed out to all staff who may use the products. | | | All products to be stored correctly as per the COSHH assessment and be used as directed by the manufacturer. | | | Centre Manager  All staff | Ongoing | |  |
| **Residual Risk Level (after implementing all of the Control Measures and Actions)** | | | | | | | | | | |
| **Potential Severity of Harm (C)** | | **2** | **Likelihood of Harm Occurring (D)** | | **1** | **Residual Risk Level (C x D)** | | | **2** | |

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|  | | **Potential Severity of Harm** | | | **Residual Risk Level Actions** | | |
| **Slightly Harmful 1** | **Harmful 2** | **Extremely Harmful 3** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Likelihood of Harm Occurring** | **Highly Unlikely**  **1** | **Low Risk**  **1** | **Low Risk**  **2** | **Medium Risk**  **3** | **Proceed with Activity**  **under controlled**  **measures above** | **Reduce Risks Further ALARP** | **Do Not Proceed Without Referring to Your Manager First** |
| **Unlikely**  **2** | **Low Risk**  **2** | **Medium Risk**  **4** | **High Risk**  **6** |
| **Likely**  **3** | **Medium Risk**  **3** | **High Risk**  **6** | **High Risk**  **9** |

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| **This Risk Assessment must be communicated to those who are carrying out the task and should be recorded in the boxes below** | | | |
| **The above Risk assessment has been briefed to those individuals detailed below and they understand the requirements of the risk assessment.** | | | |
| **Name** | **Signature** | **Company** | **Date** |
| Terry Yates (Tutor) | T Yates | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Paul Shiliato (Tutor) | ;P Shilliato | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Emma Johnson (Admin) | Emma Johnson | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Martin Greening (ESO) | Martin Greening | Yorkshrie academy Wakefiled | 9th Mar 2020 |
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