

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**Company name:** SUTTON IN CRAVEN PARISH COUNCIL / JUBILEE PARK PAVILION

**Date of risk assessment:** 01/07/2022 REVIEWED

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks to reported promptly to manager and then manager to clerk. Drainage channels and drips trays provided where spills are more likely. Staff clean spillages including (dry spills) immediately using suitable methods and leave the floor dry. Suitable cleaning material available. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Remind staff to maintain good standard of housekeeping.  Remind staff to wear suitable footwear.	All staff, Daily Manager to oversee.	From now on	01/07/2022  01/07/2022
Manual Handling	Kitchen Staff may suffer injuries such as strains or bruising from handling heavy bulky objects	Ingredients bought in package sizes that are light enough for easy handling. Commonly used heavy stock stored below waist height. Sink at good height to avoid stooping. Staff trained how to lift. Information provided.	Ensure team work to move heavier items.  Engage the services of the Park Keeper if necessary.	Pavilion Daily Manager	Continuous	01/07/2022
Contact with steam, hot water and hot surfaces	Kitchen Staff, may suffer scalding burns injuries	Water mixer taps provided. All staff trained in awareness of steam Heat-resistant gloves/cloths/aprons provided	Ensure staff trained in use of equipment. Ensure handles on pans maintained.	All Staff		01/07/2022

Knives	Staff involved in food preparation and service could suffer cuts from contact with blade.	Staff trained to handle knives. Knives suitably store when not in use. First Aid box provided and nominated first aider on site.	Not to use knives to remove packaging	All Staff		01/07/2022
Food Handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.	All staff trained in basic food hygiene. Where possible and sensible, staff use tools (cutlery, tongs, scoops etc) to handle food rather than hands. Food grade, single-use, non-latex gloves used for tasks that can cause skin problems. Where handling cannot be avoided hands are rinsed promptly after finishing the task. Hand cream provided to replace moisture 'stripped' from frequent washing.	Staff to thoroughly dry hands after washing.  Staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.	All Staff		01/07/2022
Contact with bleach and other cleaning and washing chemicals	Prolonged contact with water, particularly in combination with detergents, can cause skin damage.  Staff cleaning premises, risk skin irritation or eye damage from direct contact with bleach and other cleaning products.  Vapour may cause breathing problems.	All containers clearly labelled.  Long handled mops and brushes, and strong rubber gloves, provided and used.  Staff wash rubber gloves after using them and store them in clean place.  Hand cream provide to replace moisture 'stripped' from frequent washing.	Staff reminded to thoroughly dry hands after washing.  Remind staff to check for dry, red or itchy skin on their hands and to tell the manager if this occurs.  To be careful using bleach and other cleaning products.	All Staff		01/07/2022
Gas Appliances	Staff, Customers could suffer serious/fatal injuries as a result of explosion/release of gas.	Daily check of gas appliance controls. Inspection, service and test carried out by Gas Safe registered engineer every 12 months. Staff know where the main isolation tap is and how to turn supply off in an emergency.	None	All Staff		01/07/2022
Electrical	Staff could suffer serious/fatal injuries as a result of electric shock.	System inspected and tested by an electrician every 12 months. Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. Staff aware of fuse box and how to switch of electricity in an emergency. Plugs, sockets etc suitable for kitchen environment.	None	All Staff		01/07/2022
Fire	Staff, customers could suffer serious/fatal injuries from burns and smoke inhalation.	Fire Risk Assessment done. Fire Drill Yearly Inspection of Fire Equipment.	Fire Drill yearly	All Staff		01/07/2022

Machinery	Staff risk serious injury from contact with dangerous/moving parts on machinery.	Staff trained in cleaning and operating procedures. Staff trained to spot and report defective machinery. Safety-critical repairs carried out by competent person	Staff to isolate (switch of power supply) machinery before carrying out maintenance or cleaning work.	All Staff		01/07/2022
Falls from height	Staff risk serious injury (e.g. fractures) from fall from any height.	Suitable stepladder provide for changing light bulbs and retrieving items from shelves.	Two people required for changing light bulbs.	All Staff		01/07/2022
Pressure Systems Steam pipes	Staff may suffer serious/fatal injury from explosion. Electrical shocks Gas fumes	Qualified engineer to check. Staff to report any problems immediately	None	Clerk Daily Manager		
Tearoom	Food Service Staff, Customers	Risk from slips/trips and manual handling covered above.	None	All		01/07/2022