

HEALTH AND SAFETY RISK ASSESSMENT

FOR

A B Catering

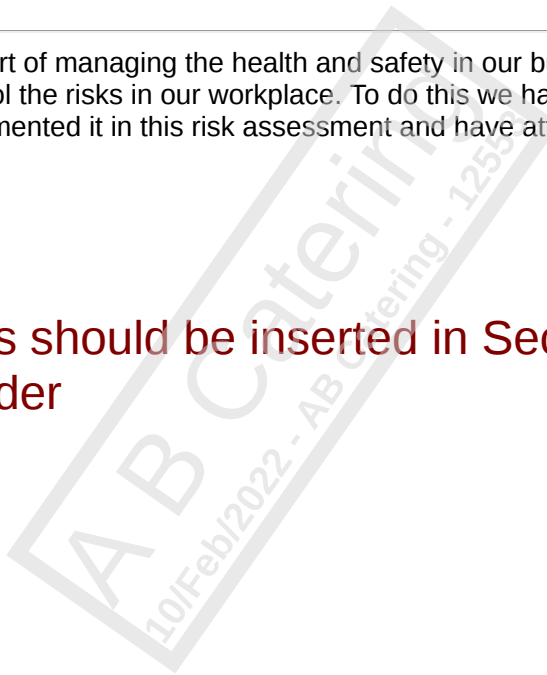
Membership Number **10115**

Responsible Person - **Alan Bultitude**

Unit Name	Creation Date	Next Renewal Date
AB Catering	23/Apr/2021	10/Feb/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.

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?
Staff.	Incorrect posture.	Provide training in correct lifting.
	Heavy items.	Correct sizing and weighting of loads. Consider substituting with a lighter option. Train staff in team working for moving heavy items. Provide handling aids such as sack trucks.
	Oversized items.	Provide appropriate lifting equipment for heavy items. Consider substituting with a smaller option. Train staff in team working for moving awkward items. Provide handling aids such as sack trucks.
	Cramped conditions.	Ensure adequate space is available to safely access stock.



Slips, Trips and Falls

Hazard - Slips, Trips and Falls		
Who would be at risk?	Cause of risk	How do we control the risk?
Staff.	Stairs.	Ensure clear marking for steps.
Public.		Make sure steps are maintained in a good condition.
Contractors.	Poor or insufficient cleaning of floors.	Cleaning up spillages immediately. Consider using slip-resistant flooring. Regularly review your cleaning schedule. Use footwear with good grip.
	Trailing cables.	Cover and secure trailing cables. 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. 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.



Burns and Scalds

Hazard - Burns and Scalds

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

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Cuts

Hazard – Cuts

Who would be at risk?	Cause of risk	How do we control the risk?
Staff.	Poorly or incorrectly guarded equipment.	Provide training on how to safely use equipment. Ensure guards are in correct position and not damaged or removed. Remove and isolate dangerous equipment.
	Knives.	Ensure staff are trained on how to safely handle knives. Make sure knives are suitably stored when not in use. Ensure no open toe shoes are worn by staff.

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Electrocution

Hazard – Electrocution		
Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Customers.	Poor plug wiring.	Visual checks of plug condition by nominated staff. 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. Install residual current devices (RCDs). 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. Provide warning notices to remind staff.
	Faulty equipment.	Regular visual checks of equipment by nominated staff. Regular PAT test on appliances at intervals dependent on equipment (this must be determined and stated by business). Train staff to check equipment before use and to report any defects immediately. Remove and isolate faulty appliances from area immediately. Diarise review dates based on an electrician's advice on how often equipment should be inspected and tested.



Fire

Hazard – Fire

Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Public. Contractors.	Electrical installation.	Have all electrical equipment PAT tested. Have your installation certified by a competent person. Diarise your electrical testing programme.
Property.	Equipment being too close to flammable materials.	Install wind / splash guards. Keep appliances 300mm from flammable vertical surfaces. Complete visual checks.
	Fryers being over filled.	Check that fryers are not over-filled every time they are used. Provide the correct firefighting equipment and training in its use. Complete and annual check on firefighting equipment and staff training.
	Equipment not being cleaned or serviced adequately.	Ensure filters and ducts are cleaned regularly. 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. 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. Ensure firefighting equipment is serviced regularly. 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. Keep training records up to date and assess needs.
	Use of non-fire retardant materials.	Ensure all materials including linings are fire retardant. 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?
Staff.	Cleaning fluids.	<p>Provide correct personal protective clothing & equipment (PPE).</p> <p>Rinse gloves after use and store in a clean, dry place.</p> <p>Wear masks when using caustic cleaning fluids.</p> <p>Train staff in safe use and storage of cleaning chemicals and protective equipment.</p> <p>Source safer alternative cleaning chemicals.</p>



Use of Generators

Hazard - Generators		
Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Public.	Refuelling.	Never refuel a generator while it is running or hot. Do not keep excessive amounts of fuel on site. Store fuel away from public access and direct heat or sunlight. Do not store combustible materials near the generator. Only allow nominated, trained staff to undertake refuelling.
	Poor or inadequate maintenance.	Ensure regular maintenance and servicing according to the manufacturer's instructions. Isolate and do not use damaged or faulty generator(s). Keep equipment records and diarise service intervals.



Use of LPG

Hazard - LPG

Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Public.	Improper use or connection of gas cylinders.	Use correct equipment that is designed for use with LPG installations and equipment. Diarise a review date based on a qualified engineer's advice on how often equipment should be inspected and tested.
	Not having gas safety shut off valves.	Properly label the emergency shut off valve, providing signage to help staff locate it. Train staff in its use.
	An excessive amount of cylinders.	Bring only the required amount of cylinders to run the equipment and the same in reserve.
	Inappropriate storage of cylinders.	Store cylinders away from heat sources. Secure cylinders in an upright position. Store cylinders in such a way to minimise risk of tampering (you'll need to work out how to do this for your business needs).

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Asphyxiation

Hazard – Asphyxiation

Who would be at risk?	Cause of risk	How do we control the risk?
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. 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. Fit an appropriate monitoring device.

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Cash Handling

Hazard - Cash Handling

Who would be at risk?	Cause of risk	How do we control the risk?
Staff.	Theft.	Hold cash in a register (or similar), and away from public reach. Remove cash to a secure place on a regular basis.



Use of Marquees

Hazard – Marquees

Who would be at risk?	Cause of risk	How do we control the risk?
Staff.	Uneven site.	Survey site prior to arrival.
Public.	Untrained marquee erection team.	Ensure all staff are suitably trained.
	Bad weather.	Get a recent weather report and put appropriate measures in place to mitigate against poor weather. E.g. Provide extra ballast/pegs to account for strong winds. Ensure that the structure will stand when closed up in strong wind. Do not take part in the event if conditions are unsafe.
	Use of non-fire retardant materials.	Ensure all materials including linings are fire retardant.

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Use of Towing Trailers

Hazard - Towing Trailers		
Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Public.	Incorrect loading of trailers.	Distribute load properly. Do not exceed manufacturer's max gross laden weight (GLW). Take trailer to weigh bridge with typical load and check it doesn't exceed the max GLW. Ensure towing vehicle and trailer loading weight information is available to staff.
	Incorrect towing vehicle / trailer weight ratio.	Ensure staff are trained in correct loading. Check nose weight. If the unit is unstable, stop and redistribute the load.
	Travelling at too high a speed.	Do not exceed speed limit. Add speed limiting device to vehicles.
	Reversing on site.	Train drivers in reversing with a trailer. Regularly check all drivers' licences and retain copies. Provide banksman to assist with reversing the trailer.



Use of Driving Vehicles

Hazard - Driving Vehicles

Who would be at risk?	Cause of risk	How do we control the risk?
Staff. Public.	Driving under the influence of alcohol or drugs.	Enforce a zero alcohol or drugs policy. 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. Ensure drivers take regular breaks, and that they do not drive if drowsy. Permit staff to stay on site between shifts when possible. Review timesheets.
	Poorly maintained vehicles.	Regularly maintain vehicles. Ensure that staff report any damage immediately.
	Collision when reversing.	Take extra care whilst reversing with visual checks and mirrors. Use banksman to assist with reversing.

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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. 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. Provide staff training in use of ladders and steps.	
	Inappropriate equipment.	Only use steps and ladders that are suitable for the task. Ladders used for commercial purposes should conform to BS2037 class 1.	

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