

# **RISK ASSESSMENT TEMPLATE FOR KITCHENS / FOOD PROCESSING**

Below you can find an example of a task based risk assessment with some of the most common risks found in a kitchen.

Please ensure that you conduct your own survey to identify hazards for your specific site and analyse the risk ratings accordingly. You will also need to use the appropriate template needed for your institution, and get your risk assessment approved by your health and safety lead.

# RISK ASSESSMENT (EXAMPLE)

Title: Food preserving

Name of assessor:

Date:

Description of activity:

Students taking part in a food preserving cooking session

## Identify the Hazards

HAZARDS  List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	PERSONS AT RISK  List who might be harmed and how	RISK RATING  Decide level of risk without your controls in place	CONTROL MEASURES  For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	RESIDUAL RISK RATING  Decide level of risk once all your controls are in place	ANY ACTIONS TO FURTHER REDUCE RISK
Slips and trips			<ul style="list-style-type: none"> <li>• Good housekeeping - work areas kept tidy, goods stored suitably etc.</li> <li>• Kitchen equipment maintained to prevent leaks onto floor.</li> <li>• Equipment faults leading to leaks quickly reported to manager.</li> </ul>		



# RISK ASSESSMENT (EXAMPLE)

<b>Slips and trips (continued)</b>			<ul style="list-style-type: none"><li>• Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.</li><li>• Suitable cleaning materials available.</li><li>• Good lighting in all areas.</li><li>• No trailing cables or obstructions in walkways.</li></ul>		
<b>Contact with steam, hot water, hot oil and hot surfaces:</b>  Burns/scalds			<ul style="list-style-type: none"><li>• Lifting lids off pans &amp; kettles, moving hot pans/ jars, pouring hot liquid to be restricted to suitably-trained staff/students only using appropriate safety wear.</li><li>• Adequate supervision and safe working procedures in place for use of hot water urn, hot water tap, hobs, dehydrator, microwave, pasteuriser - students aware of possible dangers.</li></ul>		Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.  Ensure handles on pans are maintained.
<b>Equipment such as those with blades, e.g. knives, graters, peelers:</b>  Cuts			<ul style="list-style-type: none"><li>• Controlled storage and use of knives - locked cabinet.</li><li>• Relevant staff/students taught correct techniques for use of knives.</li><li>• Knives are kept sharp as blunt knives can cause serious injuries.</li><li>• Wash separately do not leave in sink.</li><li>• First aid box provided and nominated first aider always on site.</li></ul>		Knives must not be used to remove packaging - suitable cutters will be provided.

# RISK ASSESSMENT (EXAMPLE)

<p><b>Food handling:</b></p> <p>Frequent hand washing can cause skin damage. Some foods can cause some people to develop skin allergies.</p>			<ul style="list-style-type: none"> <li>• Where possible and if sensible, use tools (cutlery, tongs, scoops etc) to handle food rather than hands.</li> <li>• Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting.</li> <li>• Where food handling cannot be avoided, hands are rinsed promptly after finishing the task.</li> </ul>		
<p><b>Using conventional ovens</b></p>			<ul style="list-style-type: none"> <li>• Electrical equipment is subject to regular safety inspections and tests ('PAT testing')</li> <li>• Hob for food preparation not to be used for other purposes e.g. heating plastics.</li> <li>• Hobs monitored by trained staff/students at all times.</li> <li>• Fire Extinguishers in designated spot - staff aware.</li> </ul>		<p>If using a microwave for sterilising jars/bottles this must be labelled as such and cannot be used for food processing.</p>
<p><b>Food Allergies</b></p>			<ul style="list-style-type: none"> <li>• Participants should inform staff of any allergies. Staff/lead students may deem the participant not fit to participate for their own safety.</li> <li>• Staff/lead students to avoid known allergens in the cooking class, or send out a list of ingredients to participants before the session.</li> </ul>		

# RISK ASSESSMENT (EXAMPLE)

## Food poisoning

## Personal hygiene

- Staff/students learn the need for personal hygiene in this space.
- Staff/students to wash hands immediately on entering food prep space, before handling food and after visits to the toilet.
- Ensure that warm water, soap and towels (disposable) are available.
- Cuts etc. are covered with waterproof blue adhesive plasters and gloves worn if cut is on hand(s).
- Tie back long hair.
- Aprons hygienically maintained.
- Nitrile gloves worn while handling food when appropriate, and for jarring preserves.

## Storage

- Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained.
- Only small quantities of food should be stored, and correct stock rotation should be ensured.
- "Use by" and "best before" dates should be checked.
- Food stored in suitable containers (covered and protected from contamination).

These cooking classes will be cooking low-risk food only (vegan, plant-based).

# RISK ASSESSMENT (EXAMPLE)

## Food poisoning (continues)

### Food handling

- Separate chopping boards and utensils used for raw and cooked foods.
- Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.

### Cleaning

- Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation.
- Where a classroom table has to be used for food preparation it should be covered with a clean plastic sheet
- Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.
- Adequate rubbish bins for waste food and they must be emptied daily.



# RISK ASSESSMENT (EXAMPLE)

SEVERITY		LIKELIHOOD				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Catastrophic	5	5	10	15	20	25

RISK	ACTION
1-6 low risk	No injury, minimal impact
8-10 moderate	Implement control measures or further control measures, where possible, to reduce risk rating to as low as is reasonably practicable. Minor injury or illness, requiring minor intervention.
12-15 high risk	Consider stopping activity, or implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately. Moderate injury requiring professional intervention
16-25 very high risk	Major injury leading to long-term incapacity/disability. Activity should not be commenced until the risks can be lowered through further control measures and if they can't then activity must not take place at all.