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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Catholic Society** | | **Date** | **Sunday Evenings** |
| **Unit/Faculty/Directorate** | **SUSU** | **Assessor** | **Jonathan Reid** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips and trips | Injury to self, Injury to another, damage to equipment or facilities. | Kitchen/food  service staff and  customers may be  injured if they trip  over objects or slip  on spillages. | **4** | **3** | **12** |  Good housekeeping – work areas  kept tidy, goods stored suitably etc.   Kitchen equipment maintained to  prevent leaks onto floor.   Equipment faults leading to leaks  quickly reported to chaplain/SUSU/committee member.   Members clean up spillages (including  dry spills) immediately using  suitable methods and leave the  floor dry.   Suitable cleaning materials  available.   Good lighting in all areas   No trailing cables or obstruction in  walkways. | **2** | **2** | **4** | Reminders to maintain a safe working environment, clear and dry floors, clear and clean surfaces, appropriate clothing and footwear.  Phone access to emergency contact/campus security team in case of incident.  Report incidents to SUSU as and when they occur to continue the process of improvement to member safety. |
| Contact with steam, hot water, hot oil and hot surfaces | Burns, scalds, damage to equipment and facilities | User and nearby persons | **3** | **3** | **9** | **Members are reminded and trained for equipment where appropriate, limits to the number of persons in cooking space (6).**  **Clear and clean floors to prevent slips.** | **1** | **3** | **3** | Reiterate the need for communicating within the hazardous space of the kitchen.  Report to SUSU any incidents or near incidents.  First aid or emergency services to be administered/called in the event of an accident. |
| Knives and other hazardous utensils | Cuts, scrapes, serious wounds | User, those nearby | **2** | **4** | **8** | **Members undergo the food safety and hygiene training prior to use of equipment. Equipment is well maintained and stowed safely. First aiders within the society are nearby.** | **1** | **4** | **4** | All (near) incidents to be reported to SUSU.  Major injuries to be dealt with by emergency services, at all times should be contactable. |
| Food handling | Cross contamination, poor temperature control, ethical and hygienic breaches, food unsafe for consumption due to pathogens | User, those partaking in the meal | **2** | **3** | **6** | **Food safety hygiene training to members. Food prepared on the day. Low risk ingredients, well within date to be used.** | **1** | **3** | **3** | Use of different utensils and equipment for different risk-type ingredients.  Refrigeration/freezing of unused ingredients to maintain an adequate cold-chain of 30mins. |
| Harmful cleaning chemicals | Burns, irritation, contamination | User, those nearby | **2** | **3** | **6** | **Any cleaning products are kept well away from food and only used by those with the food safety training, when applicable. No substances of significant risk to be kept in the food preparation area.** | **1** | **2** | **2** | First aiders in the society to be made aware of any potential hazards.  Emergency services to be contacted in major incident.  All issues/near issues to be reported to SUSU. |
| Fire | Burns, smoke inhalation, damage to facilities. | All within the local area | **2** | **4** | **8** | **Fire prevention and containment equipment (extinguishers and fire blankets) to be kept in the kitchen in immediately accessible areas. No complex equipment to be used, and all equipment is PAT tested.** | **1** | **3** | **3** | Emergency services to be contacted straight away.  Campus security to be alerted immediately also.  Fire exits to be kept clear and accessible.  SUSU firefighting protocols to be followed (for any person trained) |
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| Allergies to the communal meals | Anaphylaxis in the worst instance, mild irritation in a mild case | The individual | **3** | **4** | **12** | **Ensure all allergy information is clearly displayed well before and during the meal.**  **Any high risk allergens are avoided in all cooking (i.e. peanuts, shellfish).**  **First aiders within the society are up to date with training.**  **Anyone with a severe allergy declares this, if comfortable, to a welfare officer on committee.** | **1** | **4** | **4** | All incidents to be reported.  Emergency services to be contacted immediately. |

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| ***PART B – Action Plan*** | | | | | | |
| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 1 | Food safety and hygiene training for as many members as possible | Through SUSU – by the individual | 01.03.22 | 08.03.22 |  | |
| 2 | Provision of appropriate cleaning and food preparation tools / equipment | Facilities/Chaplaincy | immediate | n/a |  | |
| 3 |  |  |  |  |  | |
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| Responsible manager’s signature: Jonathan Reid | | | | Responsible manager’s signature:BenSadler | | |
| Print name: Jonathan Reid | | | Date:22/02/22 | Print name: Banjamin Sadler | | Date: 22/02/22 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |