

## RISK ASSESSMENT

Risk Assessment for:	School Kitchen – Use of, Food Preparation, Cooking and Service	Prepared by:	M&H TRAINERS – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment:	May 2023
		Review Date:	May 2025

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Opening daily checks	Employees & learners	Unfit staff being unsafe for workload. Contamination and compromising standards of food.	Med - 15	Staff are fit for work, wash hands on arrival and after using the toilet, wear clean clothes, trousers to cover legs and long sleeves to cover arms, suitable footwear, no jewellery, hair tied back, cover cuts with blue coloured waterproof adhesive dressing, clean apron on.	All kitchen staff up to date with food hygiene and health and safety training.	Low - 5
Entering the kitchen	Employees, learners & third parties	Unnecessary entry to the kitchen may cause cross contamination, compromising food standards and slips, trips and falls.	Med - 15	Designated safe area in the kitchen. During a school kitchen working day non kitchen staff to not pass the designated safe area. Lunchtime trolleys to be left in this safe area. No learners in maintenance corridor. No learners in the kitchen.		Low - 5
Manual handling	Employees & third parties	Musculoskeletal damage, strains or bruising.	Med - 15	Kitchen staff trained in moving & handling induction & refreshers yearly. Handling aids and trolleys provided for use. Ingredients & goods bought in package sizes that are light enough for easy handling. Commonly used items and heavy stock stored on shelves at waist height.		Low - 5

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Slips, trips & falls	Employees & third parties	Musculoskeletal damage, impact injury.	Med - 15	<p>Good housekeeping of work area, storage and equipment.</p> <p>No trailing cables or obstructions in walkways.</p> <p>Both wet and dry spillages to be cleaned up immediately using a suitable method and leave the floor dry.</p> <p>Suitable cleaning materials and cleaning signs made available.</p> <p>Kitchen equipment maintained to prevent leaks onto floor.</p> <p>Equipment faults reported and put out of action.</p>	<p>Kitchen staff to wear suitable nonslip footwear.</p> <p>Up to date with moving and handling training.</p>	Low - 5
Contact with steam, hot water, hot oil, hot surface	Employees & third parties	Contact causing scalding or burns injuries.	High - 24	<p>No use of hot oil for cooking on site.</p> <p>Staff aware of risks of releasing steam.</p> <p>Kitchen staff to wear long sleeves.</p> <p>Heat resistant gloves and aprons provided.</p> <p>Discarded gloves or aprons when perished and replaced on request.</p> <p>Pots and pans handles maintained and discarded if damaged.</p> <p>Avoid carrying hot liquids or equipment.</p> <p>Safe placement of pan/pot handles so not to overhang over the edge of the cooker.</p>	<p>Hot surface and hot water signage in place.</p>	Med - 8
Knives & scissors	Employees	Use of or storage of knives & scissors causing cuts or stab wounds.	Med - 15	<p>Knives and scissors suitably and safely stored in locked draw when not in use.</p> <p>When knives are in use staff aware of where the knife is, use in a safe manor, clean and stow away when finished with.</p> <p>No soaking of knives in the sink.</p>	<p>First aid box in kitchen.</p> <p>First aider on site.</p>	Low - 5

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Stock control	Employees & learners	Out of date stock causing sickness/illness.	High - 24	Knowledge of products to menu plan and preparation. Rotation of product system in place. Planning and preparation of menu and food purchase and use. Use by and best before dates should be checked adhered to.	All kitchen staff up to date with food hygiene training.	Med - 8
Food handling	Employees	Frequent hand washing can cause skin damage. Some foods can cause staff to develop skin allergies.	Med - 15	Dry hands after washing. Contact GP with any concerns with skin damage. Where possible and sensible staff to use tools (cutlery, tongs etc) to handle food rather than hands. Where handling food cannot be avoided, hands to be rinsed promptly after finishing the task. Use of gloves – food grade, single use, non-latex gloves can be used for cold task (salad washing, peeling veg) if tasks are causing skin problems.		Low - 5
Allergen /allergic reaction	Employees & learners	Allergic reaction causing minor allergic reaction, anaphylactic shock, death.	High - 20	Kitchen staff informed of learners food intolerances and act accordingly to keep each learner safe. Kitchen staff have supportive training delivered by 'Food Standards'.	First aider on site and learners protocols in place.	Med - 10
Product withdrawal and recall	Employees & learners	Products unsafe for consumption with the possibility of causing a range of ailments.	Med - 16	If a product is withdraw or recalled the kitchen staff will be notified by food companies and the product will be removed and disposed of safely.		Med - 8

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Food standards	Employees & learners	Food contamination causing allergic reaction, anaphylactic shock, death, sickness, moral obligations compromised – dietary requirements, food consistencies compromised.	High - 20	<p>Kitchen staff to follow good personal hygiene practices, food hygiene and food standard allergen training and implement throughout working day.</p> <p>Kitchen staff daily cleaning checks system in place.</p> <p>H&amp;S Co-ordinators 4 weekly audit system in place.</p> <p>Follow school policy with diarrhoea and/or vomiting.</p> <p>Suitable specific cloth for particular task in hand. Dispose as needed.</p> <p>Separating foods as per training, considerations food allergies made.</p> <p>Throw away any cracked or chipped dishes, pots or crockery.</p> <p>No glass used in the kitchen.</p> <p>Food stored in suitable containers – covered and protected from contamination.</p>	No smoking, drinking, eating or chewing gum whilst handling food.	Med - 10
Cleaning	Employees, learners & third parties	Poor cleaning and hygiene in the kitchen causing poor health, cross contamination, sickness, death.	High - 24	<p>Effective handwashing plan in place.</p> <p>Daily, weekly, monthly &amp; other cleaning program / schedule and daily signing in place. Review in place.</p> <p>Remove any packaging from the kitchen.</p> <p>Food disposal SSoW in place. External brown refuse bin collected/emptied then cleaned once a week.</p> <p>Food waste collected away from food preparation area.</p> <p>Keep sinks clear and cleaned regularly.</p>	Any signs of pest reported immediately.	Med - 8

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Storage of chemicals	Employees	Physical and Chemical contamination. Spillage causing slips & falls. Chemical misuse.	High - 24	COSHH assessment, data sheet and review is complete for chemicals and made available in the event of an incident. Ensure COSHH assessment findings are adhered to. Competent staff member trained and cascade information. All staff trained in basic COSHH. COSHH cupboard used for storage of chemicals.	Information sharing ongoing.	Med - 8
Chemical use	Employees	Prolonged contact with water combined with detergents can cause skin damage. Vapour may cause breathing problems. Chemical burns. Risk of skin irritation or eye damage from direct contact with bleach and other cleaning products. Chemical misuse.	High - 24	All staff trained in basic COSHH. Ensure COSHH assessment findings are adhered to. Where possible use of dishwasher instead of washing up by hand. All chemical containers clearly labelled and stored in COSHH cupboard. COSHH cupboard locked when not in use. PPE used for cleaning or chemical use. Once chemical use has finished rubber gloves cleaned and stored in a clean place. Long handled mops and brushes provided and used. Clean and clear as you go. Suitable, safe, efficient cleaning products provided. No other chemical used in the kitchen other than what is in the COSHH cupboard. Keep food covered if cleaning is necessary. Prioritise cleaning for closing checks.	Communication with H&S Co-ordinators.  Eye cleaning station onsite.  Information sharing ongoing.	Med - 8

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Machinery / appliances / handheld appliance	Employees	Risk of serious injury from contact with dangerous or moving parts of machinery.	Med - 16	Follow safe systems of work for machinery in the kitchen for cleaning, assembly and operating procedures. Operation instructions easy to locate. Any dangerous parts of machinery suitably guarded. Visual safety check on machinery on each use. Staff to discontinue and report any defective machinery. Any repairs carried out by competent person. Competent person to repair or replace equipment or utensils that are damaged or have loose parts.	Any unused machinery to be switched off when not in use and when cleaning.	Med - 8
Gas appliance use	Employees, learners & third parties	Serious / fatal injuries as a result of explosion or release of gas.	High – 20	Inspection, service and test carried out by Gas Safety registered engineer every 12 months – Estate manager to organise. Staff aware of where gas supply emergency stop button is and how and when to use it. Visual check on use of gas appliances.	Contact Gas Safe registered engineer to maintain any oven failures	Med - 10
Electrical installation	Employees, learners & third parties	Fire risk.	High – 20	Competent person to initially install and visually inspect the electrical system and hard wired electrical appliances regularly. Electrical system inspected and tested by an electrician every 5 years.		Med - 10
PPE	Employees	Lack of PPE or inadequate PPE causing burns, scolds, skin irritation, cross contamination, slips, trips or fall.	Med - 15	Oven gloves provided and to be used. Cleaning gloves provided and to be used. Suitable aprons provided and to be used. Footwear to be a closed in shoe with grip.	Discard PPE after use if disposable, if damaged or not fit for purpose.	Low - 5

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Electrical use	Employees, learners & third parties	Serious / fatal injuries as a result of an electric shock. Fire risk.	High – 20	Staff to discontinue and report any defective plugs, discoloured sockets or damaged cable or equipment. Visual check for safety before using any equipment. Avoid use of extension leads. Plugs, sockets etc are suitable for kitchen use. Access to the fuse box kept clear. Staff know where fuse box is and how to safely switch off electricity in an emergency. Refer to school fire procedures and training. Recommended Portable Appliance Test completed annually. Follow manufactures instructions and SSoW for use & cleaning. Electrical equipment located away from water sources. Only competent person to attempt any electrical repairs. Fire blanket kept in kitchen and staff understand how to use it.	Any unused electrical equipment to be unplugged and stored appropriately	Med - 10
Maintenance	Employees, learners & third parties	Trips & falls, impact injury from tool use, contamination of products. Equipment not being efficient for use.	High – 20	Extractor fans and filters checked annually and cleaned monthly. Temperature probes checked monthly and recorded. Competent person to install, maintain and perform any maintenance in the kitchen. Advisable that maintenance performed when kitchen is not in use.	Report any concerns immediately. Building audit in place.	Med - 10

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Fire	Employees, learners & third parties	Serious / fatal injuries from burns or smoke inhalation	High – 20	Refer to school fire procedures and training. Fire blanket and suitable fire extinguisher kept in kitchen and staff are trained and understand how to use them.		Med - 10
Food temperatures safety	Employees, learners & third parties	Unsafe food temperatures causing food spoilt causing food poisoning, sickness or upset stomach when consumed.	High - 24	Using clean food probe ensure food is cooked or reheated to the correct temperature – cooked over 76°C, reheated over 82°C – refer to temperature record sheet and record food temperatures.	Dispose of overcooked or burnt food.	Low - 8
Fridge chilling	Employees, learners & third parties	Poor fridge chilling causing food spoilt causing food poisoning, sickness or upset stomach when consumed.	High - 24	Fridge temperature check system in place. Fridge must be below 8°C. Refer to fridge/freezer risk assessment. Food hygiene training implement throughout working day. Refer and manage use by dates of products.		Low - 8
Freezer	Employees, learners & third parties	Defrosting of or spoiling of food causing food poisoning, sickness or upset stomach when consumed. Slips & falls on water when defrosting the freezer.	High - 24	Freezer temperature check system in place. Freezer must be below -18°C. Refer to fridge/freezer risk assessment. Refer to training for safe methods of defrosting foods and freezing foods. Put frozen deliveries in the freezer as soon as it is delivered. Defrost freezer at least every 6 months.	Wet floor signs available.	Low - 8
Ventilation and temperature	Employees	Poor ventilation and high room temperature causing accidents due to dizziness and fainting.	Med - 10	Extraction fan in situ and maintained by competent person. Extraction canopy in situ and maintained by competent person. Air conditioning unit is situ and used.		Med - 5



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				Drink provisions provided on site. External windows closed.		
Lunch trolley	Employees & third parties	Transporting causing musculoskeletal damage & strains.	Med - 15	Trolleys stowed in a safe manor in the kitchen and corridors with breaks on. Cables for heating the trolley to be stowed using the trolley hooks or cable storage when not in use and used in a safe manor when being heated. Bending knees when retrieving goods out of the trolley.		Low - 5
		Unsafe food temperatures causing food spoilt causing food poisoning, sickness or upset stomach when consumed.	High - 24	Refer to safe system of work. For the trolleys with a heat dial they need to be heated to 70°C or dial to point 3.5. Food has a 2 hour hot holding time – dispose of food after this time period.		Med - 8
		Heat contact causing scalding or burn injuries.	High - 24	Use of oven gloves or tea towel when removing produce from the lunch trolley.		Med - 8
Closing daily checks	Employees	Closing job not complete causing varying unsafe situation for that evening or the following day.	Med - 16	Closing checks to be completed when catering has finished. All foods covered, labelled and stored in fridge/freezer. Any use by date food thrown away, dirty cleaning equipment has been cleaned or thrown away. Waste has been thrown away, surfaces cleaned down and disinfected, washing up finished, dishwasher emptied and drained, extractor fans and air-conditioning turned off, unplug electric's and floors swept and clean.		Med - 8



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**High** likelihood of risk – Likely to occur immediately or in the near future  
**Medium** likelihood of risk – will occur in time if no preventative action is taken  
**Low** likelihood of risk – Remote or unlikely to occur

Date Reviewed	Comments
Initial assessment	May 2022
May 2023	Annual update