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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Kitchen - preparing and serving food | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk**  **Level**  **(L x C)** | **Control measures** | **Residual Risk Level**  **(L x C)** | **Action by** | **Date to be completed** |
| Use of knives in food preparation. | Sharp knives. | Cuts. | Staff, church members, volunteers, visitors. | 4 x 3 = 12 | * Users to be trained to handle knives correctly. * Knives to be suitably stored when not in use. * First aid boxes to be provided. * Knives not to be used for opening packaging. * Nominated first aiders to be on site. | 2 x 3 = 6 | Church Elders | Immediately |
| Preparing and serving food. | Frequent hand washing, allergies from vegetables and fruit. | Skin damage, dermatitis. | Staff, church members, volunteers, visitors. | 5 x 2 = 10 | * Staff to use tools to handle food. * Provision of food-grade single use, non-latex gloves for tasks that may cause skin hazards – e.g. veg prep. * When handling cannot be avoided hands to be rinsed promptly after task and thoroughly dried. * Provide non-taint, nut-oil-free barrier cream. * Staff to inform manager if hands have red or itchy skin. | 2 x 2 = 4 | Church Elders | Immediately |
| Cleaning down surfaces and kitchen equipment. | Prolonged contact with water and combination of detergents, direct contact with bleach and other cleaning products. | Skin damage, skin and eye irritation, breathing problems. | Staff, church members, volunteers, visitors. | 5 x 3 = 15 | * Use dish washer instead of hand washing. * Follow COSHH regulations re-labelling of containers. * Long handled mops for floors and strong rubber gloves to be provided and used. * Staff to wash rubber gloves after use. | 2 x 3 = 6 | Church Elders | Induction |
| Preparing food using kitchen machinery. | Injury from machinery moving parts. | Entrapment, cutting,  crushing. | Staff, church members, volunteers, visitors. | 4 x 4 = 16 | * Only staff trained in cleaning, assembly and operating procedures to use equipment. * All dangerous parts to machinery to have suitably guards. * Daily checks on guards before use. * Staff trained to spot and report any defects. * Safety critical repairs carried out by a competent person. * All operating instructions must be easy to locate. * Remind staff to always remove appliance from the power supply before carrying out maintenance or cleaning work. | 2 x 4 = 8 | Church Elders | Induction |
| Working in a hot environment. | High temperature. | Fainting, collapse, breathing problems. | Staff, church members, volunteers, visitors. | 5 x 3 = 15 | * Fans and extractors to be provided to control the air temperature. * Suitable ventilation provided. * Staff encouraged to take regular rest breaks and drink water. | 3 x 3 = 9 | Church Elders | During hot weather- months  Induction |

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| Name and position |  | Signature |  | Date completed |  |