|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **RA009** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **FOOD PREPARATION, COOKING & SERVICE** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Gravity*** Slips, Trips and Falls
 | * Sprains & strains
* Broken limbs
* Serious injuries
 | * Good housekeeping – work areas kept tidy, goods stored suitably etc.
* Kitchen equipment maintained to prevent leaks onto floor
* Equipment faults leading to leaks are quickly reported to manager / supervisors / WHS Coordinator / Maintenance
* Drainage channels and drip trays provided where spills are more likely.
* Workers clean up spillages (including dry spills e.g. flour) immediately using suitable methods and lead the dry floor
* Suitable cleaning materials are available. Ensure mop, bucket, broom, dust pan are readily accessible
* Good lighting in all areas including cold storage areas
* No trailing cables or obstruction in walkways
* Steps and changes in levels are highlighted.
* Non-slip floor material is in use. If have deep fryers, ensure appropriate mats are available to minimise the floor becoming slippery from the oil splatters
* Workers must ensure wear closed in footwear with good grip on the souls of the shoes.
 |
| **Hazardous Manual Tasks** * Handling heavy items such as flour sacks, ingredients, boxes of meat, trays of crockery etc.
 | * Sprains & strains
* Bruising from handling heavy/bulky objects that falls onto feet, hands
 | * Ingredients bought in package sizes that are light enough for easy handling. To minimise carrying groceries from vehicle to the workplace, worksites are encourage to arrange for ordering groceries online and have them delivered. Where not possible, provide plenty of bags that groceries can be packed in (avoid over-packing)
* Commonly used items and heavy stock stored on shelves at waist height
* Suitable mobile steps or 2 / 3 step ladder provided and staff trained to use them safely
* Mechanical aids provided for movement of large/heavy items (trolleys, sack trucks)
* Sink is at an approved height to avoid stooping.
* Workers trained in correct manual handling techniques.
 |
| **Extreme Temperatures*** Contact with Steam, Hot water, Hot oil and Hot surfaces
 | * Burns / scalds
 | * Workers trained in risks of hot oils and on procedures for emptying / cleaning fryers (where applicable)
* Workers trained in risks of releasing steam
* Water mixer taps provided
* All workers to wear long sleeves when working with ovens / steam etc.
* Heat resistant gloves / cloths / aprons provided.
* Cooking utensils have rubber ends
* Pots / pans have rubber / heat resistant handles where possible
* Appropriate signage to be displayed advising of ‘Hot Water’, ‘Hot Surface’ etc.
 |
| **Machinery & Equipment*** Working with Knives and other Sharp Objects
* Entanglement
 | * Cuts
* Lacerations
* De-gloving
* De-scalping
 | * Knives are suitably stored when not in use
* Knives never placed in dirty water in sink where workers may not know it is in there.
* First aid kit available.
* Knives are not to be used for cutting packages. Suitable cutters provided.
* Equipment / machinery with rotating parts must be appropriately guarded (e.g. Hobart cake mixers). Guards to be regularly checked.
* Hair / loose clothing must be secured.
* Keep tea towels, dish cloths away from equipment when in use (e.g. stab mixers)
* PPE is available if required to be worn.
 |
| **Hazardous Chemicals*** Contact with Bleach and other Cleaning Chemicals
 | * Dermatitis
* Skin irritation
* Eye damage
* Breathing problems
 | * Dishwasher used instead of washing up by hand wherever possible
* All chemical containers are appropriately labelled (even where they have been decanted into spray bottles).
* Long-handled mops and brusher, and strong rubber gloves provided and used.
* Workers to source cleaning chemicals that aren’t an ‘irritant’ and are safer products to use.
* Ensure labels are read prior to using the products.
* SDS available
* Chemicals are securely stored.
* Workers to use tools (e.g. cutlery, tongs, scoops) to handle food
* Food grade, single – use, non- latex gloves are used for tasks that can cause skin problems (e.g. salad washing, vegetable peeling)
* Separate hand basin with soap provided for washing hands
 |
| **Electricity*** Faulty Equipment
 | * Electric Shock
* Electrocution / Death
* Burns
 | * Visual Check of equipment
* Test & Tagging Schedule
* RCD Protection
* Lock out tag out system
* Refer to Electrical Appliance Domestic Risk Assessment (049RA)
 |
| **Machinery & Equipment*** Working with Gas Appliances
 | * Serious injuries for gas inhalation
* Death
* Fire
* Explosion
 | * Daily check of gas appliance controls
* Inspection, service and test carried out by a licensed gas plumber as per manufacturers recommendations (minimum annually)
* Workers know the location of the gas isolation / emergency shut off valve is.
* All gas operated plant / equipment is placed on the Preventative Maintenance Plan.
* Fire extinguishers / fire blankets are available.
* Emergency procedures implemented.
* Venue is a Smoke Free site.
* Cigarette disposal bins are available outside at designated areas.
 |
| **Extreme Temperatures*** Working in cool rooms / freezers
* Working in hot environment
 | * Hypothermia
* Death
* Heat exhaustion
* Dehydration
 | * Cool rooms/ walk in freezers are fitted with alarms and / or self- release locks
* Workers have access to cool drinking water
* Area is air-conditioned where possible
* Fans are available to encourage air movement.
* Only using cooking appliances that are essential.
* Workers to have regular breaks in extreme temperatures
 |
| **Biological*** Handling dirty money
* Incorrect handling of food
* Area not cleaned
* Worker is ill and comes to work
* Waste
 | * Illness
* Nausea
* Gastro
* Bacterial infections
* Rodents
 | * Any worker not well must not work in the food preparation area.
* Any cuts / sores etc. must be covered with band-aid / gloves whilst handling food.
* Food that has gone off must be disposed of appropriately. Workers must thoroughly wash their hands afterwards.
* Cleaning Schedule
* Food Safety Plan
* Hand washing after handling money
* Grease traps are available and serviced regularly.
* Bins are available and cleared daily.
* All surfaces are cleaned / sanitised thoroughly
* Pest control contract implemented.
 |
| **Psychological*** Handling Money
 | * Anxiety
 | * Minimal cash kept on premises.
* Cash is cleared daily and kept in a safe.
* When counting money, done out of view of people, in a secure area.
* External doors are locked
 |
| **Other** | *
 | *
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

|  |
| --- |
| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |