

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Java City		Assessor: Sarah McMyler Aramark Ireland			Date of Assessment: April /11			Review Date: monthly if change in staff in area or 4 times a year thereafter			
Hazard	Risk & Harm	Persons at Risk	Control Measures	Indicate if control measure is in place			Risk Rating (H, M or L)	Person Responsible	Completion Date	Revised Risk Rating (H, M or L)	
				Yes	No	N/A					
Hot Work	<u>Risk:</u> Personal Injury or Illness <u>Harm:</u> Injury due to, Burns & scalds	Employees	All staff have been trained on Burn Scald Prevention Toolbox talk	Yes							
		Customers	A safe system of work is in place when handling hot items?	Yes							
		Contractors	There are adequate trolleys available to transport hot containers	Yes							
		Visitors	There are adequate lids available for paper cups	Yes							
			Areas are laid out so as to allow safe movement of hot liquids	Yes							
			There is adequate safety signage for all hot equipment?	Yes							
			There is an adequate amount of sleeves for paper cups	Yes Yes							

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Manual Handling	Risk Lifting heavy loads or over stretching Harm Musculoskeletal Injury. Foot Injuries from falling Objects	Employeess	All new Employees to Java City receive Mh Training bfore strating Work	yes							
			Refresher MH training is carried out regularly with all staff	yes							
			Records of training are maintained	yes							
			A safe System of work is in place for any Manual Handling duties	yes							
			Trollies are available for use	yes							
			Storage areas are arranged so that items are stored stored too high	yes							
			Storage areas are mantained so that heavy items are not stored on the ground	yes							
			Job Rotation is otilised to reduce Manual Handling	yes							
			Lifting of heavy items is kept to a minium	yes							
			Over stretching is not required in this area	yes							
Items are not stored on top of coffee machines or boilers	yes										

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Trolleys (used for carrying items from kitchen to Java City)	Risk: Unbalanced Load, overloading, pushinh incorrectly, Obstructions /People Harm: Musculo-skeletal , Foot Injury, Person being hit by trolley, or falling stock	Employes & Customers	Trolleys are maintained in a safe condition	Yes							
			Out or order troelleys are removed from use and a out of order sign placed on same	Yes							
			Trolleys are of suitable size being used	Yes							
			Trolleys are checked as part of a quarter yearly safety check	Yes							
			A safe system of work is in place for the use of trolleys	Yes							
			Trolleys are cleaned using the correct chemicals	Yes							
			All staff have attended Manual Handling training who work in this area	Yes							
			Trolleys are stored safely when not in use	Yes							
			Loads are safely secured on trolley	Yes							
			Trollies are used to bring stock from kitchen area to java city as apposed to	Yes							
			Manual Handling Training is adhered to	Yes							
Doors are secured open when trollies are being pushed through	Yes										

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Knives	Risk : Contact with Knife Blade Harm; Cut	Employees	Only Trained Staff use knives	Yes							
			A safe System of work is in place for the use of Knives	Yes							
			Knives are maintained in a safe Condition	Yes							
			Knives are only used in conjunction with a chopping board	Yes							
			Items are never cut in towards the hand but on the chopping board	Yes							
			Chopping board is secured with a damp cloth underneath								
			Knives are never used to remove items off the panini machine	Yes							
			Knives are never used to cut grease proof paper	Yes							
			Scissors are available for cutting grease proof paper	Yes							
			Only a Bread Knife is to be used by the person working in this area	Yes							
			Carving Knives and other chef knives are not used in this area	Yes							
			P.P.E is readily available and ample stock when required	Yes							
			Damaged or defective knives are removed from use and Manager is informed.	yes							
			Defective knives are disposed of safely	Yes							

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Chemicals	Risk: Ingestion: Skin/eye contact, Inhalation, mixing chemicals, splashing the eye, Incorrect Storage/dilution Harm Various Injuries, illnesses including eye injury, burns, dermatitis	Employees	Chemicals are purchased from approved supplier	yes								
			All chemicals in use are approved	yes								
			Staff are trained on chemical use by supplier of chemical and signed off on cards and maintained	yes								
			Retraining occurs regularly	yes								
			Monthly safety assessment takes place for Chemicals	yes								
			Chemicals are not stored in Java City	yes								
			All Bottles are labelled with chemical in use	yes								
			Hand sink is available for washing hands are using chemical	yes								
			Skin Conditioner is available	yes								
			MSDS are available for all chemicals used	yes								
PPE is readily available and used	yes											
A safe system of work is in place for chemical useage	yes											

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Milk Machine	Risk : Manual Handling Injury, heavy loads, awkward loads, unwielding loads, cutting draw off end Harm : Musculoskeletal Injuries, cuts	Employees & Customers	Area around Milk Machine is laid out in a safe manner free from obstructions.	yes						
			Milk Machine is positioned on a even surface	yes						
			Milk Machine is located at a safe height and a safe distance from edge of counter to prevent employees from over stretching when loading the polygal	yes						
			Polyglas used are all securely secured inside the box	yes						
			All staff have been trained on Manual Handling	yes						
			Kitchen scissors are available for cutting the polygal tube	yes						
			Equipment is maintained in a safe condition	yes						
			Trolleys are available for carrying the polygal from the kitchen to Java City	yes						
			Equipment defects are communicated to Manager	yes						
			Out or order signage is place on damaged equipment	yes						
			A safe system of work is in place for the use and cleaning of polygal Fridges	yes						
			Polygal fridge is cleaned on a regular basis and is highlighted on the cleaning schedule	yes						
			Equipment is used in a accordance to the manufacturers guidelines	yes						
A drip tray is available underneath the draw tap	yes									
Spillages are managed in line with floor safe system of work	yes									

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Electricity	Risk: Electric Shock Harm Electrical Shock, Electric Burns, Death or serious injury	Employees & Customers	A current Electrical Certificate is available for the premises (Available from the client company in the case of client sites)	yes							
			A safe system of work outlining correct procedures to follow with regard to electricity is in place	yes							
			Electrical Equipment is suitable for use in a commercial environment	yes							
			Electrical Equipment is used in Accordance with Manufacturers Guidelines	yes							
			Only trained and authorised staff are permitted to clean and use electrical equipment	yes							
			Electrical equipment is shut off at mains when cleaning is carried out	yes							
			Any damaged Equipment is removed from use and manager is informed. Out of order sign is placed on damaged equipment	yes							
			Any work carried out on electrical equipment is carried out by a qualified Electrician	yes							
			Electrical equipment is switched off when not in use	yes							
			Staff training covers the importance of reporting any defects with equipment or electrical supply	yes							
			All staff have been trained on safety awareness	yes							
			Electrical equipment is serviced on a regular basis	yes							

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Display Fridge by 2	Risk : incorrect storage of food stuffs, food contamination, incorrect temperature of fridge Harm Food Borne illness, Food Injury due to products fallin out	Employees 7 Cutosmers	Sufficient shelving available in fridge for products	yes							
			Shelves are not over stocked	yes							
			Stock is rotated	yes							
			Heavy items are stored within reach between knuckle and elbow	yes							
			Manual Handling Training is adhered to	yes							
			All staff have been trained on Manual Handling	yes							
			Trolleys are available for carrying stock to the fridge	yes							
			Equipment defects are communicated to Manager	yes							
			Out of order sign is placed on Fridge is there is a defect	yes							
			Spillages are managed in line with floor safe system of work	yes							
			Secure and safe locking procedure is in place when uint is closed	yes							
			Equipment temperatures are recorded in the Equipment temp book	yes							
			A safe system for use and clenaing is in place	yes							
The correct chemicals are used for cleaning fridges	yes										

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Panini Machine	Risk : Incorrect use of paninin machine, Burnt Food, Injury due to heat or incorrect use, fire Harm: Burn, Scald, Fire		Only Trained staff are permitted to use the panini Machine	yes							
			Training cards are signed off on training carried out	yes							
			A safe system of work is in place for the use and cleaning of the panini Machine	yes							
			Panini Machine is only used for the purpose on the manufacturers guildines	yes							
			Panini Machines is cleaned regularly and is part of the units cleaning schedule	yes							
			PPE is readily available and used	yes							
			Defective equipment is reported to the manager , a sign placed on equipment and taken out of use, Out of order equipment is stored safely	yes							
			The lid of the panini machine is secure so as not to fall automatically down when placing a item on heated plate	yes							
			Knives are not used to remove hot items from panini machine	yes							
			Care is always taken when handing the customer a hot product	yes							
			As the paninin Machine omitts heat ventilation in the area is adequate		no			Medium	Manager & Client		
			Equipment is serviced regularly	yes							
			Panini Machine is allowed to cool prior to cleaning	yes							

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Till	Risk: Incorrect Posture, Caught Figures in draw, Contaminated food due to poor food hygiene Harm : Injured Figures Back injury	Employees	Trained Staff are only authorised to use the till	yes							
			Tills draws are always closed after each transaction	yes							
			Tills are positioned on a stable surface	yes							
			Tills are kept close to the edge but not too close so they fall off counter	yes							
			Gloves are always removed if one has to work on both food and tills	yes							
			Employees always wash their hands after working at the till	yes							
			Awareness when opening and clsoing the draw is highlighted in case of injured fingers	yes							
			Overstretching is not required when handing money back to or receiving money from customer	yes							
			All staff have been trained on safety awareness	yes							
			Manual Handling Training is adhered to	Yes							
Any defective Equipment is reported to the manager and removed from use	yes										
A safe system of work is in place for the use of the till, handling of money and	Yes										

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Boiler/ Coffee Machine	Risk : Splashes of hot Liquid, Spillages, Contact with Hot surfaces Harm : Burns & Scalds	Employees & Customers	The area around the fetco Machine and Espresso Machine is laid out in a safe manner	Yes						
			Water boilers are located at a safe height and distance from the counter edge	yes						
			Equipment is used in a accordance to the manufacturers guidlelines	Yes						
			Hot water Boilers are maintained in a safe condition	Yes						
			Only Trained personnel are authorised to use the boiler and the espresso machine	Yes						
			Equipment defects are immediatly reported to the manager	Yes						
			Where the draw off taps is fitted lime is not allowed to build up on the tap itself.	Yes						
			Descaling of equipment is carried out regularly in line with the cleaning procedure and only caried out by trained personnel	Yes						
			A safe system of work is on place for the use and cleaning of both the fetco boiler and the espresso machine	Yes						
			The taps on the Fetco Boiler and the espresso handles should all be heat resistant	Yes						
			Signage is in place warning staff/customers to use extra caution when caring hot liquids	Yes						
			Cups are heat resistant and sleeves and lids are used	Yes						
			Equipment Cables are secured and do not trail on the floor	Yes						
			Water Boilers are managed in line with portable electrical equipment	Yes						
			All Water boilers and Espresso Machines are used in line with the manufacturers Guidelines	Yes						

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