

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
TROLLEYS (to include tall stacking/ clearing trolleys, two tier trolleys, cage trolleys, and spring loaded trolleys)	Risk: Unbalanced loads, overloading, pushing incorrectly, obstructions Detail additional risks: HARM Musculo-skeletal, foot injury, person being hit by trolley or falling stock. Detail additional harm:	Employees, Customers, Contractors	Trolleys are maintained in a safe condition	Yes							
			Trolleys are of a suitable size and can pass through doorways/ passageways, etc. safely	Yes							
			Trolleys are checked prior to use with particular attention paid to ensuring wheels are in good working order	Yes							
			Trolleys are checked on a quarterly basis as part of unit safety assessment to ensure that they remain in correct working order.	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using trolleys, is in place	Yes							
			Trolleys are used in accordance with safe system of work which details safe use of trolleys	Yes							
			L	Yes							
			Trolleys are stored safely when not in use	Yes							
			In the case of spring loaded trolleys, they are not loaded beyond their safe working load (safe working load is indicated on equipment)			n/a					
			Loads are safely secured so as to prevent unsafe movement of loads during transport	Yes							
			Manual handling training is adhered to when transporting trolleys	Yes							
			Doors are secured open while transporting trolleys through doors	Yes							
			Trolleys are suitable for outdoor use			no				Manager	Jun-11

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
MANUAL HANDLING	<p>Risk: Lifting heavy loads / overstretching</p> <p>Detail additional risks:</p> <p>HARM Musculoskeletal injury Foot injuries from falling loads Cuts</p> <p>Detail additional harm:</p>	Employees	<p>All new employees receive manual handling training prior to commencing in their role and records of training are maintained</p> <p>Refresher manual handling training is conducted with all new employees at defined frequencies and/or on a needs basis. Records of refresher training are also maintained</p> <p>A safe system of work, i.e. safety instructions outlining correct procedures to follow when manual handling, is in place</p> <p>Mechanical aids, e.g. trolleys, are provided to maintain manual handling to a minimum</p> <p>Mobile storage containers fitted with castors/ wheels are provided for storage and transport of bulk items, e.g. flour</p> <p>Storage areas are arranged so that there is unrestricted access to stock and other items</p> <p>Heavier items are stored at within easy reach, i.e. between knuckle and elbow height</p> <p>Safety step/ ladder is provided for accessing items stored at a height</p> <p>Lifting of heavy items is kept to a minimum. A two person lifting procedure is in place for lifting heavy objects</p> <p>Job rotation is utilised to reduce manual handling</p> <p><i>Detail additional site-specific controls in place:</i></p>	Yes							
				Yes							
				Yes							
				Yes							
				Yes							
				Yes							
				Yes							
				Yes							
				Yes							
				Yes							

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
Bain Marie Hot service Counters (3 counters in total)	Risk: Faulty wiring, contact with hot surfaces, steam Detail additional risks: HARM Burns, Scalds, Electric Shock Detail additional harm:	Employees Customers	Only trained staff are permitted to use and clean the hot service counter (Equipment Safety Guidelines)	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using hot service counter, is in place	Yes							
			Equipment is used in accordance with manufacturer's instructions and safe system of work	Yes							
			Floor at hot service counter is managed in line with safe system of work for floors	Yes							
			Adequate ventilation rate provided in service area		No		Medium	HSO &M	Jun-11		
			Mechanical aids, e.g. trolleys, are provided to transport containers of food to and from service area			n/a					
			Manual handling training and guidelines are adhered to when placing food containers in service counter/ removing containers from counter	Yes							
			Only one tray is lifted at a time when placing food containers in bain marie	Yes							
			PPE provided for working with hot equipment is available worn and ample	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when handling and transporting hot items, is in place	Yes							
			Equipment is serviced on a regular basis by a qualified technician and service records are maintained (when equipment is broken)		No		Medium	Client			
			Enough Room to work safely	yes							

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
2 double fryers and 1 single fryer EMPTYING AND CLEANING FRYERS	Risk: Fire, burns from hot oil, contact with hot surfaces, fumes from boiling cleaning chemicals, eye injuries from splashes, slips from oil spillage and strains and sprains from lifting and moving containers of oil Detail additional risks: HARM Smoke inhalation, serious burns, contact with hot surfaces, eye injury, musculo-skeletal injury Detail additional harm:	Employees	A safe system of work, i.e. safety instructions outlining correct procedures to follow when emptying and cleaning fryers, is in place	Yes							
			Employees are trained in safe procedures for emptying and cleaning of fryers	Yes							
			Only trained and authorised staff are permitted to empty and clean fryers (Hd Chef Completes this task)	Yes							
			Equipment is emptied and cleaned in accordance with manufacturer's instructions and safe system of work	Yes							
			Equipment is isolated prior to commencing manual emptying of fryer	Yes							
			Manual emptying and filtering of fryers is only carried out when the oil has been cooled to 40°C or less	Yes							
			Manual oil filtering and cleaning is carried out on one fryer at a time	yes							
			Where a 24-hour service is in place & a fryer is required continuously, more than one fryer is in place and they are cleaned in rotation			N/A					
			PPE (gauntlet gloves, heat resistant apron) is provided for use when cleaning and emptying fryer – details of approved PPE is provided on PPE Order Sheet	Yes							
			Oil is drained into a suitable heat-resistant container with carrying handles and a lid	Yes							
			Prior to transporting oil to the waste oil area, the container lid is secured	yes							
			Manual handling guidelines are adhered to when draining oil, transporting oil, transferring to waste oil area and refilling fryer as detailed in safe system of work	Yes							
			Oil spillages are cleaned up immediately in line with floor safe system of work	Yes							
			Cleaning is carried out as detailed in cleaning schedule	Yes							
			Where cleaning chemicals are added to fryer well and heated, fryer is not left unattended during use	Yes							
Fryer drain valve is closed and attachments put back in place prior to refilling fryer	Yes										
Equipment defects are immediately reported to maintenance and equipment is removed from use until repaired/ replaced	Yes										
As waste oil has to be transported across a busy road on a trolley this is carried out by 2 people	yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
FLOOR SURFACES Old Floor tiles when wet or greasy can be very slippey	Risk: Slips, Trips & Falls Detail additional risks: HARM Various injuries including fractures, bruising, sprains, cuts, concussion Detail additional harm:	Employees Customers Contractors	Floor surfaces in all areas are non-slip	yes							
			Floor surfaces are maintained in a safe condition	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of floors, is in place	Yes							
			Defects in floor surfaces are immediately reported to maintenance and the unsafe area cordoned off to prevent access	Yes							
			Leaking equipment is immediately reported to maintenance	Yes							
			Floor surfaces in all areas are kept clear with items stored off floor areas	Yes							
			Spillages on floor surfaces are cleaned up immediately and guarded until attended to	Yes							
			A 'clean as you go' policy is in place for floor areas	Yes							
			While floor cleaning is taking place, access to the floor area being cleaned is prevented								
			A sufficient number of wet floor signs are available for use								
			Wet floor signs are used to alert persons to unsafe floor areas	Yes							
			Wet floor signs are removed once floor area has completely dried	Yes							
			Signage is in place advising customers to report spillages								
			Access to back of house areas is restricted to authorised persons only	Yes							
			Front-of-house areas are monitored for spillages during busy periods	Yes							
Safety shoes are worn by all employees	Yes										
Employees have completed training in floor safety safe system of work Induction Process	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
BEVERAGE EQUIPMENT - HOT WATER BOILER Frank Coffee Machine, Boiler & Marco Boiler	Risk: Splashing of hot liquid, spillages, contact with hot surfaces Detail additional risks: HARM Burns, scalds Detail additional harm:	Employees Customers	The area around hot water boiler is laid out in a safe manner, free from obstructions and with sufficient space for customers to set down their tray safely	Yes							
			Water boilers are located at a safe height and at a safe distance from tray set down area to prevent excessive stretching by customers	Yes							
			Equipment is used in accordance with manufacturer's guidelines and safe system of work (i.e. for making hot beverages only)	Yes							
			Items are not placed/stored on top of boiler	Yes							
			Hot water boilers are maintained in a safe condition	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of hot water boiler, is in place	Yes							
			Equipment defects are immediately reported to maintenance	Yes							
			Where draw-off tap is fitted, a drip tray is provided underneath draw-off tap and drip tray is plumbed to drainage system	Yes							
			Hot water boilers (and draw-off tap, where draw-off tap is fitted) are cleaned/ descaled on a regular basis in line with manufacturers guidelines and safe system of work	yes							
			In the case of equipment fitted with a draw-off tap, the tap is fitted with a heat resistant handle	Yes							
			In the case of equipment fitted with a draw-off tap, the tap is protected by a splash guard	Yes							
			Signage is in place requesting customers to use a tray to transport hot beverages	Yes							
			Caution signage in place alerting customers to hot surfaces/ liquids and requirement to use lids on disposable/ take away cups.	Yes							
			Where take-away cups are provided for customer use, cups are heat resistant with sleeves and lids provided for use	Yes							
			Water boilers are managed in line with portable electrical equipment safe system of work	Yes							
Equipment cables are secured and do not trail floor areas	Yes										
Spillages are managed in line with floor safe system of work	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
CUSTOMER SEATING (Tables & Chairs)	Risk: Collapse of furniture, falls to ground Detail additional risks: HARM Various injuries including fractures, bruising, sprains, cuts, concussion Detail additional harm:	Employees Customers	Tables and chairs are maintained in a safe condition	Yes							
			Defective tables and chairs are immediately removed from use until repaired/ replaced	Yes							
			Where tables and chairs are the property of the client company, they are checked on a regular basis by client company and defective furniture is immediately removed from use	Yes							
			Tables and chairs are checked on at least a quarterly basis as part of unit safety assessment – defective furniture is immediately removed from use and highlighted to the client company, where furniture is the property of the client company	Yes							
			Children are not permitted to use high tables and chairs and signage to this effect is in place			N/A					
			Suitable chairs are provided for use for by young children			N/A					

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
COMBI OVEN/ STEAMER	Risk: Contact with hot surfaces, contact with steam, manual handling Detail additional risks: HARM Burns, scalds, musculoskeletal injury Detail additional harm:	Employees Customers	Equipment is suitable for use in a commercial environment	Yes							
			Equipment is maintained in a safe condition	Yes							
			Only trained staff are permitted to use and clean combi-ovens	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using ovens, is in place	Yes							
			Equipment is used in accordance with manufacturer's instructions and safe system of work	Yes							
			Equipment is located at a safe height so as to prevent excessive bending and stretching and lifting hot containers from an unsafe level	Yes							
			Food containers and trays are not placed at an excessive height in oven	Yes							
			Items, e.g. food containers, PPE, temperature probe are not left lying on top of oven	Yes							
			Equipment is cleaned on a regular basis in accordance with unit cleaning schedule	Yes							
			Appropriate uniform, i.e. long-sleeved chef's jacket provided to staff required to use oven	Yes							
			Chef's jacket sleeves rolled down fully when working at oven	Yes							
			Oven gloves approved by Quality & Safety Dept are provided for use when working at oven – details of approved oven/ gloves are provided on PPE Order Sheet	Yes							
			Cling film is not used to cover containers prior to placing in oven	Yes							
			Steam is allowed to release from oven prior to fully opening oven door	Yes							
			Goggles and gauntlet gloves used when cleaning oven	Yes							
			Clearly labelled shut-off point provided for oven	Yes							
			Manual handling guidelines are adhered to when placing containers into and removing containers from oven	Yes							
			Equipment is serviced on a regular basis by a qualified technician and service records are maintained				No		LOW	HSO	Jun-11
Caution signage is posted alerting employees to hot surfaces				No		LOW	HSO				
Equipment defects are immediately reported to maintenance	Yes										
Spillages are managed in line with floors safe systems of work	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
KNIVES	Risk: Contact with knife blade Detail additional risks: HARM Cuts Detail additional harm:	Employees Customers	Only fully trained and authorised persons are permitted to use and clean knives	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using and cleaning knives, is in place	Yes							
			Knives are maintained in a safe condition	Yes							
			An adequate number of suitable knives are provided	Yes							
			Only knives actually required for use in the unit (having regard to nature & extent of food preparation carried out) are provided	Yes							
			An adequate number of magnetic strips are provided to facilitate safe storage of knives	Yes							
			Where possible, items are bought-in pre-cut so as to minimise use of knives	Yes							
			Knife tasks are carried out on a chopping board firmly secured to the work surface	Yes							
			Knives are sharpened on a regular basis by an external service provider	Yes							
			A designated container for storing dirty knives prior to cleaning is provided in the potwash / wash up area	Yes							
			Cut resistant gloves are provided for use with knives	Yes							
			Caution signage is posted following knife sharpening to alert staff that knives have been sharpened	Yes							
			Staff are alerted prior to new knives being put into use	Yes							
			Defective equipment, e.g. damaged knives, warped chopping boards are immediately removed from use and replaced	Yes							
Kitchen scissors are provided for opening packaging	Yes										
Knives are stored so that they cannot be accessed by unauthorised personnel outside operating hours	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
CHEMICALS	Risk: Ingestion, skin/eye contact, inhalation, mixing chemicals, splashing the eye, incorrect storage Detail additional risks: HARM Various injuries, illnesses including eye injury, burns, dermatitis Detail additional harm:	Employees	Chemicals are purchased from approved supplier only (as per approved supplier listing)	Yes							
			Approved chemical products only are in use	Yes							
			Only trained and authorised persons are permitted to use chemicals	Yes							
			Chemical handling training is provided to all employees by chemical supply company	Yes							
			Employees have completed chemical handling training and records of training are maintained	Yes							
			Refresher chemical handling training is conducted at defined frequencies and/or on a needs basis. Records of refresher training are also maintained	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when handling chemicals, is in place	Yes							
			PPE is provided for use with chemicals	Yes							
			Chemical dispensers and spray bottles are labelled to indicate their contents	Yes							
			Skin reconditioning cream is provided for use at hand wash sinks	Yes							
			Supplier's guidelines for use of chemical products are on display	Yes							
			Cleaning schedule details use of chemicals and incorporates safety guidelines for handling chemicals	Yes							
			Chemicals are used in accordance with supplier's guidelines and chemical training	Yes							
			Chemicals are stored in a designated storage area	Yes							
Chemical product information sheets and safety data sheets are provided in chemical storage area for employee reference	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
MILK CHILLING MACHINE	Risk: Manual handling, heavy loads, awkward loads, unwielding loads, cutting draw-off end Detail additional risks: HARM Musculoskeletal injuries, cuts Detail additional harm:	Employees Customers	Area around milk chilling machine is laid out in a safe manner, free from obstructions and with sufficient space for customers to set down their tray safely	Yes							
			Milk chilling machine is positioned on an even, stable surface	Yes							
			Milk chilling machine is located at a safe height and at a safe distance from tray set down area to prevent excessive stretching by customers & employees while loading milk polygals into chiller	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using milk chilling machine, is in place	Yes							
			A drip tray is provided underneath draw-off tap	Yes							
			Kitchen scissors are provided adjacent to milk chiller for removing draw-off end	Yes							
			Equipment is maintained in a safe condition	Yes							
			Equipment is used in accordance with manufacturer's instructions and safe system of work	Yes							
			Equipment is cleaned on a regular basis as per cleaning schedule to prevent ice build up on interior of equipment	Yes							
			Manual handling training and guidelines are adhered to while loading polygal into milk chiller	Yes							
			A trolley is used to transport polygal to milk chiller	Yes							
			Equipment defects are immediately reported to maintenance	Yes							
			Milk chilling machines are managed in line with portable electrical equipment safe system of work	Yes							
Spillages are managed in line with floor safe system of work	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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						
PORTABLE ELECTRICAL EQUIPMENT	Risk: Electric Shock, Fire Detail additional risks: HARM Electric shock, electric burns, death or serious injury Detail additional harm:	Employees	Equipment is suitable for use in a commercial environment	Yes								
			Equipment is maintained in good condition	Yes								
			Only trained and authorised staff are permitted to use and clean portable electrical equipment	Yes								
			A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of portable electrical equipment, is in place	Yes								
			Equipment is used and cleaned in accordance with safe system of work and manufacturer's instructions	Yes								
			Staff training covers the importance of reporting portable electrical equipment defects	Yes								
			A sufficient number of socket outlets are provided for portable electrical equipment	Yes								
			Equipment is visually inspected on a regular basis for visible signs of damage or faults as part of unit safety assessment	Yes								
			Equipment defects are immediately reported to maintenance	Yes								
			Defective equipment is labelled as 'faulty' and removed from use until repaired or replaced	Yes								
			Equipment is switched off and unplugged while not in use and prior to commencing any cleaning tasks, visual inspection of equipment	Yes								
			Equipment is not left unattended while in use	Yes								
			Portable electrical equipment is stored safely when not in use	Yes								
			Equipment is inspected and tested on a regular basis in line with portable electrical equipment safe system of work and records are maintained (see portable electrical equipment safe system of work for inspection and testing frequencies)	Yes								

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
ELECTRICITY	Risk: Electric Shock, Fire Detail additional risks: HARM Electric shock, death or serious injury Detail additional harm:	Employees Customers	A current electrical certificate is available for the premises (available from client company in the case of client sites)	Yes							
			A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of electricity, is in place	Yes							
			Electrical equipment in place is suitable for use in a commercial environment	Yes							
			Electrical equipment is used in accordance with manufacturer's instructions and safe system of work	Yes							
			Easily accessible central electricity shut-off point is provided	Yes							
			Easily accessible individual shut-off points are provided for electrical equipment	Yes							
			All electricity shut-off points are labelled to indicate their purpose	Yes							
			Only trained and authorised staff are permitted to use and clean electrical equipment	Yes							
			Staff training covers the importance of reporting defects with the electrical supply, e.g. intermittent stopping, etc.	Yes							
			Any work carried out on the electrical system or on electrical equipment is undertaken by an authorised and competent person	Yes							
			New electrical equipment is sourced from an approved supplier	Yes							
			A sufficient number of socket outlets are provided with no overloading of sockets	Yes							
			All sockets are protected by a residual current device (RCD)	Yes							
			RCD's are tested at least twice per annum as per ETCI recommendations	Yes							
			Defects with the electrical supply/ electrical equipment are immediately reported to maintenance	Yes							
			Defective equipment is removed from use until repaired or replaced	Yes							
Electrical equipment is switched off while not in use and prior to commencing any cleaning tasks	Yes										
Electrical control panel is kept locked and is accessible only by competent personnel, e.g. site electrician	Yes										
Electrical equipment is serviced on a regular basis by a competent service technician and records are maintained	Yes										

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street Linen Hall		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					
UPRIGHT FRIDGE Chilled Display Units	Risk: Incorrect storage of foodstuffs, food contamination, foodstuffs maintained at an unsafe temperature Detail additional risks: HARM Foodborne illness Detail additional harm:	Employees, Customers	Adequate space is provided around fridge to permit safe opening of fridge door, safe removal of items from fridge and items to be placed in fridge in a safe manner.	Yes							
			Sufficient shelving is provided in fridge to enable safe storage of items	Yes							
			Heavier items are stored within easy reach, i.e. between knuckle and elbow height	Yes							
			Manual Handling guidelines and training are adhered to when placing items into fridge and removing items from fridge.	Yes							
			To avoid physical contamination of food, crockery/ glass containers are not stored in fridge	Yes							
			Equipment temperature is checked and recorded on a daily basis in line with <i>Process Control Procedure</i>	Yes							
			Equipment defects are immediately reported to maintenance.	Yes							
			<i>Process Control Procedure</i> outlines action to be taken to ensure the safety of food in the case of equipment defect	Yes							
			Food is stored in line with <i>Process Control Procedure</i> and site zoning arrangements	Yes							
			Equipment is cleaned in line with unit cleaning programme and manual handling guidelines are adhered to during cleaning activities	Yes							
Spillages are managed in line with floor safe system of work	Yes										
Secure & Safe Locking procedure is in place when unit is closed	yes										