

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street			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							
			Trolley defects are immediately reported to maintenance and defective equipment is removed from use until repaired/ replaced.	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)								
			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							

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				Yes	No	N/A					
1 PLANETARY MIXER Found at back of kitchen	Risk: Guards not being used, opening of guard prior to equipment completely stopping, contact with rotating mixer attachment Detail additional risks: HARM Cuts, bruising and crushing of hands, fractures, amputations, entanglement, strain (manual handling) injuries Detail additional harm:	Employees	Equipment is suitable for use in a commercial environment	Yes							
			Equipment is maintained in a safe condition	Yes							
			Only trained and authorised staff over 18 years of age are permitted to use and clean planetary mixers	Yes							
			Safety/ interlocking guarding is provided on equipment – equipment will only operate once guard is locked in place & once guarding is opened, equipment comes to a stop	Yes							
			As mixing attachments may rotate for a number of seconds following opening of guard, equipment guarding is not opened until mixer attachment has completely stopped rotating	Yes							
			Dangerous equipment signage is displayed		No		Low	HSO & M	30/03/11		
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using planetary mixer, is in place	Yes							
			Equipment is used in accordance with manufacturer’s instructions and safe system of work	Yes							
			Equipment is located on a stable surface, at a safe height and with adequate space provided around equipment	Yes							
			A stop button is provided on the equipment and staff are made aware of the location/ function of this button during training	Yes							
			Equipment is switched off when not in use	Yes							
			Equipment is switched off prior to commencing cleaning	Yes							
			Equipment defects are immediately reported to Manager & maintenance and equipment is removed from use until repaired/ replaced (out of order sign placed on item)	Yes							
			Manual handling training and guidelines are adhered to when using planetary mixer and in particular while removing mixing bowl & contents from mixer stand (2 person lift bowl)	Yes							
			Equipment (to include operation of guarding) is checked at least on a quarterly basis as part of unit safety assessment (When item is broken)	Yes							
Equipment is serviced on a regular basis by a qualified technician and service records are maintained (when equipment is broken)	No	No		Medium	M, Hd Chef & HSO						

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				Yes	No	N/A				
MANUAL HANDLING	Risk: Lifting heavy loads / overstretching Detail additional risks: HARM Musculoskeletal injury Foot injuries from falling loads Cuts Detail additional harm:	Employees	All new employees receive manual handling training prior to commencing in their role and records of training are maintained	Yes						
			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	Yes						
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when manual handling, is in place	Yes						
			Mechanical aids, e.g. trolleys, are provided to maintain manual handling to a minimum	Yes						
			Mobile storage containers fitted with castors/ wheels are provided for storage and transport of bulk items, e.g. flour	Yes						
			Storage areas are arranged so that there is unrestricted access to stock and other items	Yes						
			Heavier items are stored at within easy reach, i.e. between knuckle and elbow height	Yes						
			Safety step/ ladder is provided for accessing items stored at a height	Yes						
			Lifting of heavy items is kept to a minimum. A two person lifting procedure is in place for lifting heavy objects	Yes						
			Job rotation is utilised to reduce manual handling	Yes						
			<i>Detail additional site-specific controls in place:</i>							

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				Yes	No	N/A					
WASH-UP AREA Found at back of kitchen (Comenda)	Risk: Repeated lifting and handling of full crockery and cutlery trays, repetitive twisting and bending overstretching, contact with broken crockery/ glass, slips/ trips and falls, unsuitable working temperature, poor air quality Detail additional risks: HARM Musculoskeletal injury Foot injuries from falling loads Cuts Strain Heat Stress Detail additional harm:	Employees	A safe system of work, i.e. safety instructions outlining correct procedures to follow when working in wash-up area, is in place	Yes							
			All new employees receive manual handling training prior to commencing in their role and records of training are maintained	Yes							
			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	Yes							
			The dishwash area is arranged in a manner that prevents bending, twisting and stretching with adequate working space provided	Yes	No		Medium	HSO &M	Apr-11		
			Floor surfaces are managed in line with safe system of work for floors	Yes			Medium	HSO &M	Apr-11		
			Adequate ventilation rate provided in wash-up area (as per guidelines specified in I.S. 340: Hygiene in the Catering Sector)		No		Medium	Manager & Client	Apr-11		
			Job rotation is utilised in the wash-up area	Yes							
			Mechanical aids, e.g. trolleys, are provided to transport items to & from wash-up area	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					
			Door leading to and from wash-up area are secured open while transporting trolleys to & from wash-up area	Yes							
			In/Out system is adhered to when accessing/ exiting wash-up area			N/A					
			Only one crockery or cutlery tray is lifted at a time when loading/ unloading dishwasher machine and stacking cleaned items	Yes							
			Manual handling training & guidelines are adhered to when unloading trolleys, loading and unloading dishwasher, loading clean crockery onto trolleys and loading/ unloading dishwasher machine chemicals	Yes							
			Chemical handling training and guidelines are adhered to when handling chemicals	Yes							
			PPE provided for use in wash-up area and when handling chemicals	Yes							
A safe system of work is in place for handling broken glass/ crockery	Yes										
Specific risk assessments in place for dishwasher machine and trolleys	Yes										
Equipment is highlighted to manager if damaged or not working	Yes										

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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	Apr-11			
			Mechanical aids, e.g. trolleys, are provided to transport containers of food to and from service area	Yes							
			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	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 safety	No		Medium	Client				

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				Yes	No	N/A					
WALK-IN FREEZER	Risk: Slip, trips and falls, cold working, trapping inside walk-in freezer Detail additional risks: HARM Muscle strain, loss of manual dexterity, slip/trip/falls, hypothermia, cuts	Employees	A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of walk-in freezer, is in place	Yes							
			Equipment is used in accordance with the safe system of work	Yes							
			Walk-in freezer floor is managed in line with safe system of work for floors	Yes							
			Walk-in freezer is arranged so that there is unrestricted access to stock	Yes							
			Stock is stored off floor areas on the shelving provided	Yes							
			Heavier items are stored within easy reach, i.e. between knuckle and elbow height	Yes							
			Walk-in freezer is fitted with an internal emergency door release which permits opening of freezer door/ escape from the inside	Yes							
			The emergency door release is checked as part of the unit safety assessment	Yes							
			Thermal jackets and gloves are provided and worn where long periods are spent in walk-in freezer, e.g. during loading of freezer, stocktaking, etc.		No		Medium	HSO &M	Apr-11		
			Sufficient breaks are provided to permit regain of warmth	Yes							
			Adequate lighting is provided in the walk-in freezer	Yes							
			Manual handling guidelines are followed when loading/ unloading freezer	Yes							
			Equipment defects are immediately reported to maintenance	Yes							
			Equipment is serviced on a regular basis by a qualified technician and service records are maintained (when equipment is broken)		No		Medium	Client	Apr-11		
Freezer is switched off regularly so as to defrost fan especially if Ice builds up!		No		Medium	Client	Apr-11					

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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			No		Medium	HSO & HD Chef	Mar-11
			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									

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				Yes	No	N/A				
TUMBLE DRYER	Risk: Fire due to lint build up Detail additional risks: HARM Smoke inhalation, burns, electric shock Detail additional harm:	Employees	Equipment is designed for use in an industrial environment			N/A				
			Equipment is located in a suitable well-ventilated area			N/A				
			Only fully trained persons are permitted to use and clean the dryer			N/A				
			A safe system of work, i.e. safety instructions outlining correct procedures to follow in respect of tumble dryer, is in place			N/A				
			Equipment is used in accordance with manufacturer's instructions and safe system of work. <i>Note:</i> some manufacturers specify that articles contaminated with vegetable oil cannot be placed in dryer			N/A				
			Manufacturers operating guidelines are posted adjacent to the dryer			N/A				
			During use, the dryer is not overloaded /filled beyond dryer capacity specified by manufacturer			N/A				
			The lint filter is cleaned after every drying cycle/ in accordance with the manufacturer's instructions			N/A				
			Guidelines for cleaning the lint filter are posted adjacent to the equipment			N/A				
			The dryer is switched off & isolated prior to commencement of maintenance/ cleaning of equipment			N/A				
			The equipment is serviced on a regular basis by a qualified technician			N/A				
			Programme/time selector switch is set to '0' after use to prevent dryer being switched on accidentally			N/A				
			<i>Detail additional site-specific controls in place:</i>							

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				Yes	No	N/A					
SOUP SELF-SERVICE AREA 2 soup/ porridge wells	Risk: Hot surfaces, hot liquids Detail additional risks: HARM Burns, scalds Detail additional harm:	Employees Customers	Soup self-service area is laid out in a safe manner, free from obstructions and with sufficient space for customers to set down their tray safely	Yes							
			Soup well, etc. is 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	Yes							
			Soup well is fitted with a secure lid with a heat-resistant handle so that lid can be opened safely without risk of burn/scald injury	Yes							
			Saucers are provided for use underneath soup bowl	Yes							
			Correctly sized ladle with heat resistant handle provided for dispensing soup (diameter of ladle does not exceed diameter of soup bowl)	Yes							
			Signage in place requesting customers to use a tray to transport soup bowl	No						Mar-11	
			Caution signage in place alerting customers to hot surfaces	No						Mar-11	
			Where take-away containers are provided for customer use, containers are heat resistant and a correctly sized ladle is provided			N/A					
			Portable soup tureens are managed in line with portable electrical equipment safe system of work			N/A					
			Spillages are managed in line with floor safe system of work	Yes							

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				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	No	N/A	Medium	Client	Jun-11			
			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 (Pot storage area items on the floor)	Yes			No		Medium	HSO & M	Jun-11	
			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	Yes								
			A sufficient number of wet floor signs are available for use	Yes								
			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	Yes								
			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											

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BEVERAGE EQUIPMENT - HOT WATER BOILER Cascade Boiler, Calomax 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		No				Medium	M & HSO	May-11	
			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		No				Medium	Zara	May-11	
			Caution signage in place alerting customers to hot surfaces/ liquids and requirement to use lids on disposable/ take away cups.		No				Medium	Zara	May-11	
			Where take-away cups are provided for customer use, cups are heat resistant with sleeves and lids provided for use		No				Medium	Zara HSO	May-11	
			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											

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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		No				HSO	May-11	
			Suitable chairs are provided for use for by young children		No	N/A			HSO	May-11	

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3 CONVEYOR TOASTER	Risk: Contact with hot surfaces, insertion of metal implements into toaster Detail additional risks: HARM Burns, electric shock Detail additional harm:	Employees Customers	Equipment is maintained in a safe condition	Yes								
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using toaster, is in place	Yes								
			Equipment is used in accordance with manufacturer's guidelines and safe system of work	Yes								
			Equipment is located safely, at an appropriate height, to prevent excessive bending and stretching, and away from combustible materials	Yes								
			The area around toaster is laid out in a safe manner and free from obstructions	Yes								
			Equipment cables are secured and do not trail floor areas	Yes								
			Where equipment is provided for use by customers, sufficient space is provided for customers to set down their tray safely	Yes								
			Signage is posted alerting employees & customers to hot surfaces	Yes								
			Where equipment is provided for use by customers, a notice is in place advising customers not to place metal implements into toaster & not to attempt to dislodge bread while toaster is plugged in	Yes			No		Medium	Zara HSO	May-11	
			Equipment is switched off and unplugged while not in use and prior to commencing cleaning tasks or visual inspection of equipment	Yes								
			Equipment is permitted to cool prior to moving equipment or commencing cleaning of equipment	Yes								
			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	Yes								
			Equipment defects are immediately reported to maintenance	Yes								
			Equipment is located under ventilation as it is a heat omitting device	Yes			No		Medium	Client	May-11	

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MANUAL IGNITION OF GAS-FIRED EQUIPMENT	Risk: Failure to light, delay between turning the gas on and applying the ignition source leading to gas-build up, resulting in gas flashback, leaking gas, explosion, fire Detail additional risks: HARM Various injuries, serious burns, respiratory irritation Detail additional harm:	Employees	Gas-fired equipment is fitted with flame failure safeguards	Yes						
			In the case of equipment not fitted with flame failure safeguards; there is a programme of work to replace with equipment fitted with an automatic ignition system/ retro-fit equipment with flame failure safeguards			N/A				
			Employees are trained in correct manual ignition of gas-fired equipment to include requirement to report defects with flame failure safeguards, smell of escaping gas. Training focuses on the delay between turning the gas on and applying the ignition source.	Yes						
			Only competent fully trained persons are permitted to light gas-fired equipment.	Yes						
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when manually igniting gas-fired equipment, is in place	Yes						
			Manual ignition takes place in line with manufacturer's guidelines for gas-fired equipment and safe system of work.	Yes						
			Spark guns are provided for lighting gas-fired equipment. Matches, cigarette lighters, tapers are not used for lighting equipment	Yes						
			Equipment defects are immediately reported to maintenance and equipment removed from use until repaired/ replaced	Yes						
			Staff are advised that if equipment does not light following two attempts, stop and report to supervisor – no more that two attempts are made to light equipment	Yes						
			Appropriate uniform (full chef's uniform) provided to staff required to light gas-fired equipment	Yes						
			An easily accessible shut-off point is provided for each piece of gas-fired equipment	Yes						
			A interlock is provided between the ventilation and gas supply which shuts off the gas supply in the event of a failure in the ventilation system	Yes						
			Gas-fired equipment is serviced by a competent technician on a regular basis in line with manufacturers guidelines and service records are maintained		No			Client	May-11	Medium

Bolton Street College Catering Dept. Risk Assessments

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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	<p>Risk: Contact with hot surfaces, contact with steam, manual handling</p> <p>Detail additional risks:</p> <p>HARM Burns, scalds, musculoskeletal injury</p> <p>Detail additional harm:</p>	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								
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	May-11			
Caution signage is posted alerting employees to hot surfaces				No		LOW	HSO	May-11			
Equipment defects are immediately reported to maintenance	Yes										
Spillages are managed in line with floors safe systems of work	Yes					Medium	M, Hd Chef & HSO	May-11			

Bolton Street College Catering Dept. Risk Assessments

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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				

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street		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

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				Yes	No	N/A				
USED TRAY DROP-OFF AREA	Risk: Slips, falls Detail additional risks: HARM Various injuries including fractures, bruising, sprains, cuts, concussion Detail additional harm:	Employees Customers	The floor area in the tray-drop off area is maintained in a safe condition	Yes						
			A sufficient number of tray trolleys are provided	Yes						
			Caution signage is in place advising customers to report spillages	Yes						
			A sufficient number of waste bins are provided in the area	Yes						
			The tray drop off area is monitored during service times with particular attention paid to floor areas	Yes						
			Once full, trolleys are removed to wash-up area and replaced with an empty trolley			N/A				
			The floor area is managed in line with floor safe system of work	Yes						
INTERNAL GOODS LIFT	Risk: Lift malfunction, incorrect use of lift Detail additional risks: HARM Various injuries Detail additional harm:	Employees	Goods lift is maintained in good condition	Yes						
			The maximum load weighting is displayed beside the lift	Yes						
			Goods lift is used for designated purpose only	Yes						
			Signage stating "Goods only Lift, No Passengers" is displayed beside the lift	Yes						
			Client company are responsible for contracting out maintenance and cleaning of goods lift	Yes	No					
			Lift is serviced on a regular basis	Yes						
			Access to lifts is prevented while maintenance and lift shaft cleaning takes place	Yes						
			Warning notice is put in place while maintenance and lift shaft cleaning takes place	Yes						
			Goods lift defects are immediately reported to maintenance	Yes						
			<i>Detail additional site-specific controls in place:</i>							

Bolton Street College Catering Dept. Risk Assessments

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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	<p>Risk: Ingestion, skin/eye contact, inhalation, mixing chemicals, splashing the eye, incorrect storage</p> <p>Detail additional risks:</p> <p>HARM Various injuries. illnesses including eye injury, burns, dermatitis</p> <p>Detail additional harm:</p>	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

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				Yes	No	N/A				
RANGE (gas-fired & electric types)	Risk: Contact with flame, hot surfaces, failure to light correctly, damage to control switches, manual handling Detail additional risks: HARM Burns, scalds, gas flashback/ explosion, musculoskeletal injury Detail additional harm:	Employees Chefs only	Equipment is suitable for use in a commercial environment	Yes						
			Only trained and authorised staff are permitted to use and clean ranges	Yes						
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when using and cleaning range, is in place	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 control switches are intact and clearly marked	Yes						
			Equipment is securely fixed on a stable surface, at a safe height and with adequate space provided around equipment	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 range	Yes						
			Chef's jacket sleeves rolled down fully when working at range	Yes						
			Oven gloves approved by Quality & Safety Dept are provided for use when working at range – details of approved oven/ gloves are provided on PPE Order Sheet	Yes						
			PPE is also provided for use when cleaning equipment	Yes						
			An easily accessible, clearly labelled shut-off point provided for range	Yes						
			Equipment is switched off when not in use	Yes						
			Equipment is isolated and permitted to cool prior to commencing cleaning	Yes						
			Caution signage is posted alerting employees to hot surfaces							
			Equipment defects are immediately reported to maintenance and equipment is removed from use until repaired/ replaced	Yes						
Equipment is serviced on a regular basis by a qualified technician and service records are maintained	Yes									
Manual handling training is adhered to when transferring items to and from range	Yes									
Spillages are managed in line with floors safe system of work	Yes									

Bolton Street College Catering Dept. Risk Assessments

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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					
RANGE (gas-fired & electric types) continued..			<p><i>Gas-fired Ranges</i></p> <p>Equipment is fitted with an automatic ignition system which eliminates need to manually light equipment</p> <p>In the case of gas-fired ranges requiring manual ignition, controls outlined in manual ignition of gas-fired equipment are implemented</p>								
				Yes							
				Yes							

Bolton Street College Catering Dept. Risk Assessments

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				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										

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				Yes	No	N/A					
WORK AT HEIGHT	Risk: Falls Detail additional risks: HARM Various injuries Detail additional harm:	Employees	Work at height is kept to a minimum	Yes		N/A					
			A safe system of work, i.e. safety instructions outlining correct procedures to follow when working at height, is in place	Yes		N/A					
			Extendable cleaning equipment is provided to facilitate cleaning at a height			N/A					
			Where work at height cannot be avoided, a platform ladder (with three points of contact) is provided to permit safe working at a height			N/A					
			A safety step/ ladder of an appropriate height is provided to permit safe access to items stored at a height	Yes							

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				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		No			MEDIUM	Client /Manager & H.S.O.	Jul-11	
			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							

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				Yes	No	N/A				
ELECTRICITY	<p>Risk: Electric Shock, Fire</p> <p>Detail additional risks:</p> <p>HARM Electric shock, electric burns, death or serious injury</p> <p>Detail additional harm:</p>	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									

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				Yes	No	N/A				

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				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	No			Medium	Manager	May-11					

Bolton Street College Catering Dept. Risk Assessments

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				Yes	No	N/A				
KITCHEN ACCESS/EGRESS	Risk: Slips, Trips and Falls, contact with door, unauthorised use of kitchen equipment Detail additional risks: HARM Various injuries including fractures, bruising, sprains, cuts, concussion Detail additional harm:	Employees, Contractors Customers	Kitchen access/egress route is maintained in a safe condition and free from obstructions	Yes						
			Adequate lighting is provided on access/egress route	Yes						
			A glass panel is provided at kitchen door to enable visibility through kitchen door			N/A				
			An In/out system is in place and signage is placed on kitchen doors to indicate correct entry/exit route							
			Access to the kitchen is restricted to authorised personnel only	Yes						
			Signage is in place at kitchen door to indicate that access is restricted to authorised personnel only	Yes						
			Access to the kitchen is prevented outside hours of operation	Yes						
			Access to the kitchen is restricted during floor cleaning times	Yes						

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				Yes	No	N/A					
Microwave Oven	Risk: Slips, Trips and Falls, Burns, Scalds Detail additional risks: HARM Bruising, injury leg, hip, arm, back wrist if due to trip, burn, or scald	Employees	Ensure Microwave Oven is located on a stable level surface	Yes							
			Ensure the oven is positioned so that there is not excessive stretching	Yes							
			Ensure 4 rubber feet are in place and maintained	Yes							
			Ensure Microwave is not overhanging on work table	Yes							
			Ensure Microwave is positioned close enough to edge so stretching is reduced	Yes							
			Are Door hinges in good condition	Yes							
			Is the door lock in good condition	Yes							
			Are the rubber seals in good condition	Yes							
			Is the microwave checked on the monthly safety assessment	Yes							
			Spillages are maintained in line with Floor cleaning procedure	Yes							
			Is the microwave cleaned regularly as per unit cleaning schedule	Yes							
			Are the correct chemicals used	Yes							
			Ensure the door is closed and locked when in use and the automatic switch off works when the door is opened	Yes							
			Ensure there is no trailing cables or leads	Yes							
			Equipment is switched off when not in use	Yes							
			Equipment is switched off prior to commencing cleaning	Yes							
Equipment defects are immediately reported to Manager & maintenance and equipment is removed from use until repaired/ replaced	Yes										
Manual handling training and guidelines are adhered to when using microwave	Yes										
Equipment is checked at least on a quarterly basis as part of unit safety assessment	Yes										
Equipment is serviced on a regular basis by a qualified technician and service records are maintained	Yes										

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				Yes	No	N/A						
Bratt Pan	Risk: Slips, trips, falls, Burns, Scalds, Manual Handling Injury Detail additional risks: HARM Slips on floor due to Wet/Greasy floor, Burns, Scalds, Fire	Employees	Only Trained Staff are authorised to use the bratt pan	Yes								
			Training cards are signed off for training and maintained	Yes								
			Full Uniform is worn with safety shoes	Yes								
			Correct PPE is used and available for the use of the bratt pan	Yes								
			Correct Utensils are used when bratt pan is in use	Yes								
			Refresher training is carried out on a regular basis	Yes								
			Bratt pan is used in line with the manufactures guidelines	Yes								
			Bratt Pans are not used for deep frying		no			High				
			Bratt Pans can be used for shallow frying of products	Yes								
			The handle of the bratt pan is heat resistant	Yes								
			The lid of the bratt pan is secure not to fall down on top of individual	Yes								
			The wheel for tilting the bratt pan is in working order	Yes								
			Spillages are managed in line with floor safe system of work	Yes								
			Correct Chemicals are used for cleaning	Yes								
			Correct Method is adhered to for cleaning	Yes								
			Bratt Pan is allowed to cool down before cleaning	Yes								
			Bratt Pan is switched off at the mains when cleaning is taking place	Yes								
			There is a automatic switch off in the event of difficulty	Yes								
			Equipment defects are commuincated immediatly to the manager	Yes								
			Out of order sign is placed on equipment when out of order	Yes								
Area Around the Bratt Pab is managed safely	Yes											
Cleaning takes place after every use and cleaning schedule is adhered to	Yes											
Enusre there is no trawling cables or leads	Yes											
Manual Hanlding Training is adhered to when using the bratt pan	Yes											
Ensure there is adequate space around the Bratt Pan to leave a tray down when removing hot items such as chicken fillets safely		no			medium	Client & Manager						
Equipment is serviced on a regular basis by a qualified technician and service records are maintained	Yes											

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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					
Blast Chiller	Risk: Slips, trips, falls, Burns, Manual Handling Injury Detail additional risks: HARM Slips on floor due to Wet/Greasy floor, Manual Handling Injury from lifting incorrectly	Employees	Only Trained Staff are authorised to use the blast chiller	Yes							
			All Staff are signed off on training on training cards	Yes							
			Equipment defects are reported to Manager	Yes							
			Out of order sign is placed on equipment when out of order	Yes							
			Equipment is serviced on a regular basis by qualified technician		no						
			Equipment is maintained in a clean condition	Yes							
			Equipment is part of a regular cleaning schedule	Yes							
			Correct Chemicals are used for cleaning	Yes							
			Items /Equipment is not stored on top of the blast chiller	Yes							
			There is adequate ventilation Space around the blast chiller	Yes							
			Care is taken so cross contamination does not occur within the blast chiller	Yes							
			Items in the blast chiller are securely placed on the shelves	Yes							
			Items are covered and labelled in the blast chiller	Yes							
			There is adequate space around the blast chiller so the door can be opened safely	Yes							
			Temperatures of any food placed in the blast chiller are recorded on the temperature records	Yes							

Bolton Street College Catering Dept. Risk Assessments

Unit Name: Bolton Street			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						
Plate Loreators	Risk: Slips, trips, falls Burns Detail additional risks: HARM Slips on floor due to Trawling cables, Burns from not wearing PPE, cuts from broken Crockery Plates	Employees	Only Trained staff authorised to use Plate Loreators	Yes								
			Staff should be wearing the c orrect P.P.E (White Gloves and Surgical Glove)	Yes								
			Trawling Cables could be managed so as to prevent trips and falls especially where plate loreators are not part of the main counter	Yes								
			Regular seervicing is carried out		no		Medium	Client & Manager				
			Cleaning is carried out in line with the unit cleaning schedule	Yes								
			Defective equipment is reported to the manager and out of order sign placed on same	Yes								
			Broken or damaged Crockery is disposed off safely	Yes								
			No more then 5 plates are lifted at any one time or what number you feel secure lifting	Yes								
			Manual Hanlding Training is adhered to when using the bratt pan	Yes								
			All staff have been trained on Manual Handling	Yes								
			Extra Care is taken when handing hot plates to customers	Yes								
			A safe system of work is in place for using Plate Loreators	Yes								