

# Risk Assessment



**Area/Issue Being Assessed:** Serving of Meals

**Service:** Environmental & Commercial Services

**Assessment Date:** 01/03/2024 **Consultees:** Zoe Padley

**Review Date:** 01/03/2027

**Assessor:** Elaine McRae

**Post:** Catering Manager

**Reviewer:** Denise Laing

**Post:** Assistant Catering Officer

**BACKGROUND:**  
ie, why is the assessment  
being carried out?

Serving of meals to pupils and staff are from a hot bain maries.

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Contact with steam, hot liquids and hot surfaces <ul style="list-style-type: none"> <li>That may result in injuries such as scalding or burns</li> </ul>	Staff Customer	<ul style="list-style-type: none"> <li>Use appropriate PPE,</li> <li>Use proper utensils and containers</li> <li>Use signage.</li> <li>Use proper lifting techniques.</li> <li>Staff are trained in risks of releasing steam.</li> <li>Brakes are applied for any mobile units</li> <li>Staff to read safe working handbook.</li> <li>First Aid kit available</li> <li>First aider covered by school</li> </ul>		
	Wet/Greasy and food debris on floors <ul style="list-style-type: none"> <li>Resulting in slipping or tripping that may result in injuries such as bruises, strains and broken bones.</li> </ul>	Staff Customers	<ul style="list-style-type: none"> <li>Good housekeeping,</li> <li>Clear spillages up immediately.</li> <li>Clean floor with hot water and appropriate cleaner</li> <li>Wet floor signage</li> <li>Arrange alternative route if applicable.</li> <li>Wear appropriate nonslip safety shoes</li> </ul>		

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Obstruction and Objects i.e. electrical cables, defects in flooring <ul style="list-style-type: none"> <li>Resulting in tripping or falling that may result in injuries such as bruises, strains, cuts and broken bones</li> </ul>	Staff Customers	<ul style="list-style-type: none"> <li>Good housekeeping,</li> <li>Ensure work areas are clear.</li> <li>Arrange alternative route if applicable.</li> <li>Where possible position cables to avoid pedestrian walkways.</li> <li>Use Cable ramp protectors.</li> <li>maintain floor surfaces in good condition</li> <li>Brakes are applied for any mobile units</li> </ul>		
	Manual handling of items, which can be heavy or in large containers ie pans, trays etc. <ul style="list-style-type: none"> <li>Resulting in musculoskeletal injuries. Such as back pain, muscle ache.</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Breakdown items into smaller loads</li> <li>Two people to carry heavy loads.</li> <li>Use a trolley to carry items.</li> <li>Use proper lifting techniques.</li> <li>Refer to safe working handbook.</li> <li>Staff have carried out Manual Handling training on CLIVE</li> <li>Brakes are applied for any mobile units</li> </ul>		
	Using of sharp items ie knives <ul style="list-style-type: none"> <li>That may result in injuries as cuts, stabs</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Staff trained to handle knives.</li> <li>Keep out of reach of customers.</li> <li>Always use a knife suitable for the task</li> <li>Keep knives sharp.</li> <li>First Aid kit available</li> <li>First aider covered by school</li> </ul>		
	<b>Related Documents</b>	Safe working handbook RA 23 Use of Bain Marie			

**Use the separate Action Sheet if you want to complete and action plan for any additional measures required. The Action Sheet can be located on the Health & Safety pages on the corporate interchange site.**