

Canteen (General) – Risk Assessment Template No.4 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe storage of kitchen items		Toppling goods Slips, trips and falls	H	Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access				
Fire		Burns Smoke inhalation	H	Designated staff have received training in the use of fire-fighting equipment A fire blanket is provided and easily accessible An F type fire extinguisher is accessible where a deep fat fryer is being used Use of deep fat fryer is avoided where possible The kitchen is fitted with an appropriate fire alarm system See Fire (Specialist Rooms) – Template No. 18 Lunchtime evacuation drills are carried out				
Damaged electrical fittings and equipment		Electrocution Cuts	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use. Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced See Portable Electrical Appliances – Template No. 22				
Explosion (water boiler)		Scalds	M	Pressurised water boilers examined by a competent person annually				
Heated utensils and appliances		Burns Scalds	M	Self service water boiler is serviced annually				

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Steam		Burns	H	Gas hobs or ranges are serviced as per manufacturer's instructions Gas cylinders where present are stored appropriately, e.g. upright, fixed to the wall etc.				
			M	Microwaves are used as per manufacturer's instructions				
Sharp knives and cutters		Cuts/ lacerations	H	Wherever possible safety cutters are used instead of knives				
			H	Canteen staff are instructed about safe use of safety cutters/knives (especially that you NEVER try to catch a falling knife and simply get out of its way as fast as possible) The need for cut and stab proof personal protective equipment (PPE) is assessed, e.g. chainmail gloves (non-knife hand) and aprons for novice users				
			M	Safety cutters/knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Safety cutters/knives are checked for damaged blades or handles once per term and disposed of if damaged				
			M	Safety cutters/knives are stored separately to other equipment				
			H	Safety cutters/knives are counted out to students and counted back in at end of class Shadow boards are considered for stricter control/where security may be a concern				
			H	Safety cutters/knives are washed in a sink separately from other items of equipment and never left soaking in sink				

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Slips and Falls from liquid spillages, food spillages Trips on same level due to house-keeping issues (e.g. obstacles left on floor, trailing cables)			H	See Slips, Trips and Falls – Template No. 12				
Accessing high windows		Falls	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: _____ **Date:** / /