

## RISK ASSESSMENT

<b>Service:</b>	Hands on Heritage
<b>Site:</b>	Tunstall Forest

<b>Risk Title / Activity:</b>	Food Preparation	<b>RA Ref No.</b>	HoH 011
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Work Areas	Identified Hazards				Who is at Risk	
Site kitchen	Fire/Heat	x	Dust/Fumes		Volunteers	x
	Explosion		Asphyxiation		Authorised site visitors	x
	Fall (Slip/Trips)		Visibility		Course Participants	x
	Cuts/Trapping	x	Temperature(hot/cold)	x	Accompanying Supervisors	x
	Crushing/shearing		Weather		General Public	
	Struck by object		Vibrations			
	Manual Handling		Stress			
	Entrapment		Ergonomics			
	Chemical		Air pollution			
	Biological	x	Land Contamination			
	Radiation		Water Contamination			
	Electrical Shock		Legal & Compliance			
	Noise		Poisoning (ingestion)			
	Falling Structures		Weils/Lymes disease			
	Cross Contamination	x	Food Poisoning	x		
Equipment used	Control Measures					
Cooking equipment Fresh meat and vegetables Milk, flour, eggs Knives	Ensure all supervisors have read and understand the HACCP plan All supervisors to hold minimum Level 2 Food Safety in Catering Supervisors to stress importance of good hygiene, especially hand washing at all times Hand washing facilities and antibacterial handwash available at all times Hand sanitizer to be used before food preparation, before eating and after hand washing Cooked food tested with temperature probe to ensure correct temperature has been reached (73degreesC for 2 minutes) Avoid Raw/Ready to Eat cross contamination			Participants inducted to kitchen area prior to working Correct use of knives demonstrated Adult supervision at max of 3:1 Open fires to be tended only whwn supervised by an adult		

**Risk Class Management Tool:**

Severity		Likelihood				
Severe	(5)	Moderate	High	High	Extreme	Extreme
Major	(4)	Moderate	Moderate	High	Extreme	Extreme
Moderate	(3)	Low	Moderate	Moderate	High	High
Minor	(2)	Low	Moderate	Moderate	Moderate	High
Insignificant	(1)	Low	Low	Low	Moderate	Moderate
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)

Risk Class	Score	Action Required	Reporting requirements	Accountability
Class 1 (Extreme)	16 – 25	<b>Immediate</b> detailed plan, Staff specifically trained in the hazard mitigation and emergency response	Report to Site Manager & Trustees	Trustees & Site Manager
Class 2 (High)	10 – 15	<b>24 Hrs</b> Mitigation required, Staff informed and Trained	Report to Site Manager	Site Manager
Class 3 (Moderate)	4 – 9	Site Manager Implement additional measures and manage routinely	Recorded on site Risk Register	Site Manager
Class 4 (Low)	1 – 3	Manage routinely	Recorded on site Risk Register.	Site Manager

**Risk Assessment Rating:**

		Range	Score ( L x S )	Class Rating
Initial Risk (Before control Measures)	Severity (S)	5	20	1
	Likelihood (L)	4		
Residual Risk (After Control Measures)	Severity (S)	4	8	3
	Likelihood (L)	2		

Date of Assessment	30 <sup>th</sup> September 2018	Signature	Andrew Crisp
Date of Assessment Review	Jan 2019		
Name of Assessor	Andrew Crisp	Position	Chairman HoH CIO