

Catering

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nd Action Plan

Assessment Carried out by:

Job Title:

Department/Location:

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Assessment:

Order Name:

HAZARD

RISK  
LEVEL

WHO MIGHT BE  
HARMED

CONTROLS  
PRECAUTIONS

FURTHER ACTION

### 1. SLIPS, TRIPS AND FALLS

Slippery floor which may result in bruises, broken bones and a wide range of injuries including burns.

High

- Kitchen staff
- Delivery personnel
- Contractors
- <<insert role/details e.g.wheelchair user>>
- **Pregnant women** - particularly at risk

tely  
floor is wet after cleaning  
cannot be dealt with immediately  
in the kitchen area  
to hazards  
shoes which will minimise the risk of  
at least once per day using  
to remove dirt and grease  
ood state of repair  
ate in all areas  
ects immediately to avoid wet floors

- Ensure new staff receive induction training on day one
- Investigate all accidents including slips
- Training records to be kept

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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
Uneven floor surface may cause trips or falls	High	<ul style="list-style-type: none"><li>• Kitchen staff</li><li>• Delivery personnel</li><li>• Contractors</li><li>• &lt;&lt;insert role/details e.g.wheelchair user&gt;&gt;</li><li>• <b>Pregnant women</b> - particularly at risk</li></ul>	Door and stairs are unobstructed and pair supervisor	<ul style="list-style-type: none"><li>• Ensure changes in floor level are clearly marked</li><li>• Training records to be kept</li></ul>

2. KNIVES

Cuts from knives	High	<ul style="list-style-type: none"><li>• Kitchen staff</li><li>• &lt;&lt;insert role/details e.g.wheelchair user&gt;&gt;</li></ul>	knives. Training should include the es, sharpening procedures, and following control measures:  condition  e body e firm and level e room to avoid being bumped g around on work surfaces or put er nting down	<ul style="list-style-type: none"><li>• Review storage of knives to minimise risks</li><li>• Training records to be kept</li></ul>
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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
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### 3. FOOD PREPARATION EQUIPMENT

#### 3.1. GRAVITY FEED SLICER

Severe cuts from the sharp revolving circular blade or possibly amputation	High	<ul style="list-style-type: none"> <li>Kitchen staff</li> </ul>	<p>of 18 to use or clean the machine</p> <p>ed and competency assessed</p> <p>ff use the machine without</p> <p>sharp</p> <p>e by its handle, never by the last</p> <p>good condition and are in place</p> <p>nplug the machine before cleaning</p>	<ul style="list-style-type: none"> <li>The “dangerous machine” notice must be fixed to the wall immediately adjacent</li> <li>Keep training &amp; competency records for all staff authorised to use this machine</li> <li>Regular electrical safety checks to be introduced</li> <li>Training records to be kept</li> </ul>
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#### 3.2. HOBART MIXER

<p>Hands can be bruised and possibly crushed in the gap between the beater and the bowl</p> <p>Long hair or loose clothing could become entangled</p> <p>The rotating cutter on the vegetable slicing attachment can cause injuries to the fingers if not used properly</p>	Medium	<ul style="list-style-type: none"> <li>Kitchen staff</li> </ul>	<p>18 years to use or clean the</p> <p>equipment. Training should include following control measures:</p> <p>ed and competency assessed</p> <p>ff use the machine without</p> <p>unless short</p> <p>iform – avoid anything that could be</p> <p>n-plug the machine before cleaning</p> <p>when machine is running to add</p> <p>own’ inside the bowl</p>	<ul style="list-style-type: none"> <li>The “dangerous machine” notice must be fixed to the wall immediately adjacent</li> <li>Keep training &amp; competency records for all staff authorised to use this machine</li> <li>Regular electrical safety checks to be introduced</li> <li>Training records to be kept</li> </ul>
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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
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**3.3. FOOD PROCESSOR**

<p>The cutter blades rotate at high speed and could cause injury to fingers</p> <p>Hot ingredients may be ejected from bowls during processing resulting in burns</p>	Low	<ul style="list-style-type: none"> <li>Kitchen staff</li> </ul>	<p>18 years to use or clean the</p> <p>Lid should be interlocked to rotating cutter or blades when the</p> <p>equipment. Training should include following control measures:</p> <p>ed and competency assessed</p> <p>ff use the machine without</p> <p>nplug the machine before cleaning</p> <p>to room temperature before</p>	<ul style="list-style-type: none"> <li>The “dangerous machine” notice must be fixed to the wall immediately adjacent</li> <li>Keep training &amp; competency records for all staff authorised to use this machine</li> <li>Regular electrical safety checks to be introduced</li> <li>Training records to be kept</li> </ul>
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**4. COOKING EQUIPMENT**

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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
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4.1. OVENS/RANGES

HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
<p>Primary Hazards:</p> <ul style="list-style-type: none"> <li>Hot surface</li> <li>Hot air / steam when the door is opened</li> </ul> <p>Secondary Hazards:</p> <ul style="list-style-type: none"> <li>Staff cleaning behind ovens could get burned on the hot flue</li> <li>There is a danger of flashback if a gas oven does not light quickly</li> <li>Electric shock from faulty wiring or switches</li> </ul> <p>For fan assisted ovens:</p> <ul style="list-style-type: none"> <li>Contact with moving fan blades if fan is running during cleaning</li> </ul>	Medium	Kitchen staff – particularly young or inexperienced staff	<p>Heat resistant gloves must always be used when cleaning, dry and non-slippery around metal surfaces as these can become slippery when opening a hot oven door, and open ovens should be placed away from the front so that not allowed to protrude beyond the front edge</p> <p>Flammable materials should not be left in cooking pots or pans and a fire blanket should be established for lighting gas ovens and refer to manufacturer's handbook</p> <p>For fan assisted ovens (e.g. where the fan is turned off during cleaning) should be checked regularly to ensure fan is running before putting your hand in the oven to clean</p>	<ul style="list-style-type: none"> <li>Regular gas safety testing to be introduced</li> <li>Regular electrical safety checks to be introduced</li> <li>Newly acquired ovens to be fitted with flame-failure devices which automatically shut off the gas supply if the gas burners are extinguished</li> <li>Ensure new staff receive induction training on day one</li> <li>Investigate all accidents including burns</li> <li>Training records to be kept</li> </ul>

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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
<b>4.2. CLEANING OVENS</b>				
<ul style="list-style-type: none"> <li>Burns</li> <li>Chemical burns</li> <li>Inhalation of chemicals</li> </ul>	Medium	Kitchen staff – particularly young or inexperienced staff	<p>off and allow to cool</p> <p>Instructions and the safety chemicals used</p> <p>ment</p> <p>enced staff</p>	Training records to be kept
<b>4.3. DEEP FAT FRYER</b>				
<ul style="list-style-type: none"> <li>Burns from hot oil (splashing or spitting)</li> <li>Major fire risk if oil gets too hot</li> <li>Major slipping hazard from spillage and splashes</li> <li>Draining the oil to clean can also be hazardous</li> </ul>	High	<p>ALL kitchen staff – particularly young or inexperienced staff.</p> <p>Also visitors and customers in the event of fire.</p>	<p>temperature automatic cut-out</p> <p>d</p> <p>use the fryer, and to drain it safely</p> <p>the correct procedure to be followed</p> <p>w to us the fire fighting equipment</p> <p>they are competent</p> <p>splashes immediately</p> <p>fryer unattended</p> <p>w 50°C before draining</p>	<ul style="list-style-type: none"> <li>Training records to be kept</li> <li>Electrical testing</li> <li>Gas safety testing</li> <li>For new installations consider the sitting of plugs sockets. These should be easily accessible in an emergency (do not locate behind fryers)</li> </ul>
<b>4.4 SALAMANDER GRILL</b>				
Primary Hazard: burns particularly to the eyes and face	Medium	Kitchen staff – particularly young or inexperienced staff.	<p>equipment (never above a cooking</p> <p>en gloves to handle hot trays</p> <p>onised fat regularly</p>	<ul style="list-style-type: none"> <li>Electrical testing</li> <li>Gas safety testing</li> <li>Training records to be kept</li> </ul>

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#### 4.5. MICROWAVE OVEN

<ul style="list-style-type: none"> <li>Burns and scalds from steam and hot liquids</li> <li>Slips on spilled food</li> </ul>	Medium	Kitchen staff – particularly young or inexperienced staff.	<p>before use and supervised when</p> <p>in several places before cooking</p> <p>oven gloves</p> <p>clean, dry and non-slippery around</p> <p>immediately</p> <p>the oven if it does not switch off</p> <p>door is opened</p> <p>does not open or close properly</p> <p>which when heated might become</p> <p>(cream tubs)</p> <p>empty oven</p> <p>to the microwave oven during</p> <p>metallic in the microwave oven</p> <p>being microwave-safe</p>	<ul style="list-style-type: none"> <li>Electrical testing and microwave leak detection testing</li> <li>Training records to be kept</li> </ul>
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#### 5. DISHWASHING MACHINES

<ul style="list-style-type: none"> <li>Burns and scalds</li> <li>Trapping injury in conveyors</li> <li>Cuts from broken glass or crockery</li> <li>Electrical shock</li> <li>Chemical burns</li> </ul>	Medium	Kitchen staff – particularly young or inexperienced staff	<p>before use and supervised when</p> <p>ckery or glass before loading trays</p> <p>e attempted by kitchen staff – seek</p> <p>ne chemical/dishwasher supplier</p> <p>om electrical supply before cleaning</p>	<ul style="list-style-type: none"> <li>Training records to be kept</li> </ul>
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HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
<b>6. FRONT OF HOUSE – SERVICE EQUIPMENT</b>				
<b>6.1. COFFEE MACHINES, WATER BOILERS AND URNS</b>				
<ul style="list-style-type: none"> <li>Burns and scalds from steam and hot liquids</li> <li>Slips on spilled food</li> <li>Electric shock</li> </ul>	High	Kitchen staff	<p>on the safe use and cleaning of</p> <p>upply is fully on – or for manual urns atching on</p> <p>(container) close to the water spout</p> <p>immediately</p> <p>ter</p> <p>re draining</p> <p>ow to cool before cleaning</p>	<ul style="list-style-type: none"> <li>Electrical testing</li> <li>Training records to be kept</li> </ul>
<b>6.2. JUICE EXTRACTORS, LIQUIDISERS</b>				
<ul style="list-style-type: none"> <li>Cuts</li> </ul>	Low	Kitchen staff	<p>ed and competency assessed</p> <p>ff use the machine without</p> <p>nplug the machine before cleaning</p>	<ul style="list-style-type: none"> <li>Electrical testing</li> <li>Training records to be kept</li> </ul>
<b>7. REFUSE HANDLING</b>				
<ul style="list-style-type: none"> <li>Back strain from overloaded refuse bags</li> <li>Cuts from broken glass or crockery</li> </ul>	High	Kitchen staff – particularly young or inexperienced staff	<p>safe procedures</p> <p>bags – empty often</p> <p>te in a separate marked container</p> <p>to the external refuse container</p> <p>s or fire exists with refuse</p> <p>ns</p>	<ul style="list-style-type: none"> <li>Investigate all accidents</li> <li>Training records to be kept</li> </ul>

HAZARD	RISK LEVEL	WHO MIGHT BE HARMED	CONTROLS PRECAUTIONS	FURTHER ACTION
<b>8. ELECTRICAL SAFETY</b>				
<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Burns from electricity</li> <li>• Fires starting from faulty electrics</li> </ul>	Low	Kitchen staff	<p>and encouraged to report any signs of</p> <p>not to attempt electrical repairs</p> <p>be taken out of use and a “do not</p> <p>be dry before switching electrical</p> <p>ng/unplugging equipment</p> <p>be kept clean and kept away from</p> <p>es and hot surfaces</p>	<ul style="list-style-type: none"> <li>• Regular electrical safety checks to be introduced</li> <li>• Training records to be kept</li> </ul>
<b>9. GAS SAFETY</b>				
<ul style="list-style-type: none"> <li>• Injuries from fire and explosion are potentially fatal</li> <li>• Carbon monoxide poisoning</li> </ul>	Low	All staff and customers	<p>appliances are only installed, fitted</p> <p>petent persons</p> <p>position of shut-off valve and</p> <p>an emergency</p> <p>nts must be kept clean</p>	<ul style="list-style-type: none"> <li>• Regular gas safety testing for all appliances to be introduced</li> <li>• Train all staff in emergency procedures</li> </ul>

**Notes:**