

SUMMARY OF RISK ASSESSMENTS

Site:	Hackney School of Food
Date:	3rd September 2021
Review date:	3rd September 2022

Area assessed	Risk rating	Outstanding actions
Cookery Lessons	10	
Lone working	8	
Use & cleaning of dishwasher	6	
Use & cleaning of Food Processor	6	
Use & cleaning of Kitchen Aid	6	
Use & cleaning of Stick Blender	6	
Specific risk assessment - deliveries	8	Monitoring of space restriction, gas safety inspection, record staff training, fire extinguisher training, H&S training, chemical safety data sheets
Use & cleaning of Rational combination oven	12	record staff training, fire extinguisher training, H&S training, chemical safety data sheets
Use & cleaning of wood fired pizza oven	8	Monitoring of space restriction, gas safety inspection, relocate utensils, record staff training, fire extinguisher training, consider auto-release doors, H&S training, chemical safety data sheets, PPE for oven cleaner
Use & cleaning of fire pit	8	Monitoring of space restriction, , record staff training, fire extinguisher training, H&S training, chemical safety data sheets
Use & cleaning of fridges and freezers	6	Manual handling training, COSHH training
Use and cleaning of knives	4	record staff training
Stock keeping and taking in dry store and disposable stores	9	COSHH training, manual handling training
Cleaning of all areas and removal of waste streams	9	COSHH training, manual handling training
Assessment of service area and risk to customers	8	Fire extinguisher training, COSHH training, manual handling training
Cleaning of filters in ventilation canopy	6	COSHH training, manual handling training
Specific risk assessment - fire	5	fire extinguisher training, emergency lighting in kitchen,

		Assessment matrix					
		Low		Severity		High	
Likelihood	Low	1	1	2	3	4	5
		2	2	4	6	8	10
		3	3	6	9	12	15
	High	4	4	8	12	16	20

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Specific risk - Cookery Lessons
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	10

Description		Hazards Identified			Persons at risk		
Delivery of Cookery Lessons		Conducting			Staff, contractors, agency workers, customers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Staff to Pupil Ratio	School trips will bring their normal ratio of school staff to pupil ratio	3	1	3	Pre-arrival form/communication with booking to confirm number of adults attending	Head Food Educator	Ongoing
Knives	Pre-lesson safety demonstration highlighting dangers,. In lesson training for safe and correct use Knives only handed out in	5	2	10	First Aid Kits Additional adults to keep an eye on usage	Head Food Educator	Ongoing
Induction Hobs	Pre-lesson safety demonstration highlighting dangers,. In lesson training for safe and correct use	5	1	5	First Aid Kits Additional adults to keep an eye on usage	Head Food Educator	Ongoing
Rationale Combi Oven	Pre-lesson safety demonstration highlighting dangers,. In lesson training for safe and correct use	5	1	5	First Aid Kits Additional adults to keep an eye on usage Only used by trained employees, attendees will	Head Food Educator	Ongoing
Wood Oven	Only used by employees or trained individuals, In lesson safety demo to highlight and identify dangers	5	1	5	First Aid Kits Additional adults to keep an eye on usage Only used by trained employees, attendees will not use	Head Food Educator	Ongoing
Fire Pit	Only used under supervisions from employees or trained individuals, In lesson safety demo to highlight and identify dangers	5	1	5	First Aid Kits Additional adults to keep an eye on usage Only used under supervisions trained employees,	Head Food Educator	Ongoing
Fire exit signage	The school area has fire exit signage above doors Kitchen staff are briefed on fire exits and assembly points Emergency lighting and signage in the kitchen in the event of fire	5	1	5		Manager	Ongoing
Washing/Cleaning	Hand wash station fully topped up with soap, hot water and blue roll	3	1	3	Weekly hot water checks Daily checks on paper & soap	Head Food Educator / Kitchen Assistant	Ongoing
Food Processor / Stick Blender / Kitchen Aid		5	1	5	Employee use only - attendees will not be using	Head Food Educator	Ongoing
				10			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Lone working
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 8

Description		Hazards identified				Persons at risk	
Lone working in the School of Food		Working at height, manual handling, safeguarding, dangerous machinery, personal safety				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Working at height	Working at height (above 2 metres) is not allowed for any member of staff	4	1	4			Ongoing
Manual handling - deliveries arriving before another staff member is on site	No lifting of heavy loads (above 15kg) when alone. If required to bring deliveries in, breaking these down into smaller loads	4	2	8		LEAP	Ongoing
Dangerous machinery	Lone worker instructed not to use dangerous machinery whilst alone on site	4	1	4			Ongoing
Personal safety (from violence)	The building is opened by Mandeville School premises manager. Site is monitored by CCTV at all times. The door access to the road is locked, with an entry phone to allow screening of individuals. Lone worker instructed not to allow unknown individuals access to site when alone	5	1	5	VOIP telephone between HSF & Main building Head Chef Educator and premises manager as required		Ongoing
Physical, chemical or biological agents	The use of higher risk chemicals such as oven cleaner is not to be used when lone working. Personal protective equipment used while using chemicals.	4	2	8	Arrange COSHH training with chemicals that will be used from supplier		1st Apr 2022
Working in extreme cold or heat	The temperature throughout the building is more than 16 degrees centigrade. No walk in freezer or fridge. In the event of heating systems failing during colder weather, School of Food will be closed	3	1	3	Inbuilt temperature reading in heating controls	Ongoing	
				0			
				0			
				0			
				0			
				0			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Deliveries
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	8

Description		Hazards identified				Persons at risk	
Food & sundry deliveries		Crush risk				Customers, staff, agency workers, children & vulnerable adults	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Risk of crushing from lorries reversing	Delivery drivers are instructed not to reverse up the road	5	1	5	Write to companies to reinforce	Head Food Educator	Ongoing
Manual handling - deliveries arriving before another staff member is on site	No lifting of heavy loads (above 15kg) when alone. If required to bring deliveries in, breaking these down into smaller loads	4	2	8	Manual handling training Delivery drivers to assist with delivery	LEAP	Ongoing
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Dishwasher
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 6

Description		Hazards identified				Persons at risk	
Use & cleaning of dishwasher		Steam, wet floor, space, ventilation, cleaning, electricity, chemical hazards, lone working				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Electricity & work equipment	Dishwasher has reactive maintenance. Equipment faults are reported promptly. Visual check of equipment during opening & closing checks. PAT testing in date and annual. Undertake hardwire testing on a five year basis. Equipment faults are reported promptly.	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Steam / ventilation	The kitchen is well ventilated, with the option to open the back door for additional ventilation	2	2	4			
Wet floor / slips	Spillages are mopped and wet floor signs deployed	3	2	6	Consider using rubber matting to reduce risk of slips on wet floor	Head Food Educator / Premises Manager	Ongoing
Cleaning / chemicals	Only designated cleaning chemicals, designed for the machine, are used	3	2	6	Chemical safety data sheets to be provided Staff training to be recorded	Head Food Educator / Premises Manager	Ongoing
				0			
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Food Processor
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 6

Description		Hazards identified				Persons at risk	
Use & cleaning of food processor		Work equipment, electricity, cleaning, lone working				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Work equipment	Equipment subject to reactive maintenance. Visual check of equipment during opening & closing checks. Machine has suitable guards and isolators to minimise risk of accident	3	1	3	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Electricity	Undertake hardwire testing on a five year basis. Equipment faults are reported promptly. PAT testing in date and annual	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Cleaning / chemicals	Only designated cleaning chemicals, designed for the machine, are used	3	2	6	Chemical safety data sheets to be provided Staff training to be recorded	Head Food Educator / Premises Manager	Ongoing
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Kitchen Aid
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	6

Description		Hazards identified				Persons at risk	
Use & cleaning of food processor		Work equipment, electricity, cleaning, lone working				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Work equipment	Equipment subject to reactive maintenance. Visual check of equipment during opening & closing checks. Machine has suitable guards and isolators to minimise risk of accident	3	1	3	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Electricity	Undertake hardwire testing on a five year basis. Equipment faults are reported promptly. PAT testing in date and annual	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Cleaning / chemicals	Only designated cleaning chemicals, designed for the machine, are used	3	2	6	Chemical safety data sheets to be provided Staff training to be recorded	Head Food Educator / Premises Manager	Ongoing
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Hand Held Stick Blender
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 6

Description		Hazards identified				Persons at risk	
Use & cleaning of hand held stick blender		Work equipment, electricity, cleaning, lone working				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Work equipment	Equipment subject to reactive maintenance. Visual check of equipment during opening & closing checks.	3	2	6		Head Food Educator	Ongoing
Electricity	Undertake hardwire testing on a five year basis. Equipment faults are reported promptly. PAT testing in date and annual	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Cleaning / chemicals	Only designated cleaning chemicals, designed for the machine, are used	3	2	6	Chemical safety data sheets to be provided Staff training to be recorded	Head Food Educator / Premises Manager	
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Rationale Combination Oven
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	
12	

Description		Hazards identified				Persons at risk	
Use & cleaning of 10 grid Rationale combination oven		Steam, hot surfaces, wet floor, space, ventilation, cleaning, electricity, chemical hazards, lone working, fire				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Steam/Hot water	Limit liquids within pans, use lids when necessary. Ventilation system runs throughout cooking period.	3	2	6		Head Food Educator / Premises Manager	Ongoing
Electricity & work equipment	Ovens have reactive maintenance. undertakes hardwire testing on a five year basis. Equipment faults are reported promptly. Visual check of equipment during opening & closing checks.	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Heat/Burns	Only trained staff are allowed to use equipment. Oven cloths are provided and used. Right side of oven gets hot when in use.'	2	3	6	Record staff training formally on training record cards Ongoing supervision by Chefs to ensure area is clear before door is open Warning signs in place to raise awareness	Head Food Educator / Premises Manager	Ongoing
Fire	Fire extinguishers are available - multi use Staff are aware of fire evacuation route Fire call point adjacent kitchen Heat detectors in kitchen SoF undertakes fire risk assessment	5	1	5	Staff Trained in extinguisher use	Head Food Educator / Premises Manager	Ongoing
Ventilation	Adequate ventilation from canopy above cooking island Back door can be opened Filters are cleaned regularly.	2	2	4			
Wet floor / slips	Oven is located adjacent to wash up area. Spillages are mopped up promptly and wet floor signs deployed Oil spills are cleaned up with salt immediately Staff wear non-slip footwear	3	2	6	Ongoing Chef/Manager supervision to ensure existing control measures are consistently applied	Chefs / Manager	Ongoing
Manual handling / strains	Chefs have had previous health & safety training Shallow dishes with lighter loads SPECIFICALLY used	3	2	6	All staff to undertake recorded H&S and manual handling training	Chefs / Manager	1st April 2020
COSHH / Cleaning	Only approved chemicals to be used. Equipment allowed to fully cool before cleaning Oven has built in cleaning cycle	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals	Chefs / Manager	Ongoing
Lone working	Lone workers access through locked gate - time limited to 2 hours in the morning Minimal cooking undertaken in this period	5	1	5			
				12			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Induction Hob Work Stations
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	9

Description		Hazards identified			Persons at risk		
Use & cleaning of induction hobs		Steam, hot surfaces, wet floor, space, ventilation, cleaning, electricity, chemical hazards, lone working, fire			Staff, contractors, agency workers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Steam/Hot water	Ventilation system runs throughout cooking period. Pans filled with hot water are emptied into sink adjacent to cooking area	3	3	9	Space restrictions increase likelihood. Ongoing supervision by Chefs to ensure area is clear moving pots or opening ovens	Head Food Educator / Premises Manager	Ongoing
Electricity	Hobs have reactive maintenance. Undertake hardwire testing on a five year basis. Equipment faults are reported promptly. Visual check of equipment during opening & closing checks.	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Heat/Burns	Ongoing supervision by Chefs to ensure correct usage.	2	3	6	Ongoing supervision by Chefs to ensure area is clear before door is open	Head Food Educator / Premises Manager	Ongoing
Fire	Multi Use Fire extinguishers are available. Staff are aware of fire evacuation route Fire call point adjacent kitchen Heat detectors in kitchen Museum undertakes fire risk assessment	5	1	5	Staff to be trained in use of fire extinguishers.	Manager	
Ventilation	Adequate ventilation from canopy above cooking islands Back door can be opened Filters are cleaned regularly.	2	2	4			
Wet floor / slips	Spillages are mopped up promptly and wet floor signs deployed Oil spills are cleaned up with salt immediately Staff wear non-slip footwear	3	3	9	Ongoing Chef/Manager supervision to ensure existing control measures are consistently applied	Head Food Educator / Premises Manager	Ongoing
Manual handling / strains	Chefs have had previous health & safety training	3	2	6	All staff to undertake recorded H&S and manual handling training	Head Food Educator / Premises Manager	
COSHH / Cleaning	Only approved chemicals to be used. Equipment allowed to fully cool before cleaning	4	2	8	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required Ensure staff are provided with and use suitable PPE including gloves and goggles	Head Food Educator / Premises Manager	
Lone working	Lone workers access through locked gate - time limited to 2 hours in the morning Minimal cooking undertaken in this period	5	1	5			
				9			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Gas Heating
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	
8	

Description		Hazards identified				Persons at risk	
Use & cleaning of gas cooking range and ovens		Steam, hot surfaces, wet floor, space, ventilation, cleaning, electricity, chemical hazards, lone working, fire				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Gas	Gas interlock system in place Ensure gas equipment is serviced annually by Corgi registered engineer	4	2	8	Gas CO & CO2 monitor on wall. Detector on ceiling	Head Food Educator / Premises Manager	Ongoing
Heat/Burns	Only trained staff are allowed to use equipment.	2	1	2		Head Food Educator / Premises Manager	Ongoing
Fire	Fire extinguishers are available, multi-use Staff are aware of fire evacuation route Fire call point adjacent kitchen Heat detectors in kitchen Mandeville undertakes fire risk assessment	5	1	5	Staff to be trained in use of fire extinguishers. Fire doors are blocked open for use. Consider having these on auto-release locks in the event of a fire alarm	Head Food Educator / Premises Manager	
Ventilation	Adequate ventilation from canopy above cooking island Back door can be opened, pest screen applied Filters are cleaned regularly, ductwork on a 6 monthly basis	2	2	4			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Wood Fired Oven
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	

8

Description		Hazards identified			Persons at risk		
Use & cleaning of Wood Fried Pizza Oven & Fire Pit		Steam, hot surfaces, wet floor, space, ventilation, cleaning, chemical hazards, lone working, fire, storage			Staff, contractors, agency workers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Heat/Burns	Only trained staff are allowed to use equipment	2	3	6	Record staff training formally on training record cards Space restrictions increase likelihood. Ongoing supervision by Chefs to ensure area is clear before door is open	Head Food Educator / Premises Manager	Ongoing
Fire	Fire blanket/multi use extinguisher is available Staff are aware of fire evacuation route Fire call point adjacent kitchen Filters are cleaned regularly Undertake fire risk assessment Pizza Oven built outside on brickwork	5	1	5	Staff to be trained in use of fire extinguishers/blanket.	Head Food Educator / Premises Manager	
Manual handling / strains	Chefs have had previous health & safety training	3	1	3	All staff to undertake recorded H&S and manual handling training	Head Food Educator / Premises Manager	
COSHH / Cleaning	Only approved chemicals to be used. Equipment allowed to fully cool before draining and cleaning, cleaned in the morning	4	2	8	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required Ensure staff are provided with and use suitable PPE including gloves and goggles	Head Food Educator / Premises Manager	
Lone working	Wood Oven is never to be used when lone working	5	1	5			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Fire Pit
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	

8

Description		Hazards identified				Persons at risk	
Use & cleaning of Wood Fried Pizza Oven & Fire Pit		Steam, hot surfaces, wet floor, space, ventilation, cleaning, chemical hazards, lone working, fire, storage				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Heat/Burns	Only trained staff are allowed to use equipment	2	3	6	Record staff training formally on training record cards Space restrictions increase likelihood. Ongoing supervision by Chefs to ensure area is clear before door is open	Head Food Educator / Premises Manager	Ongoing
Fire	Fire blanket/multi use extinguisher is available Staff are aware of fire evacuation route Fire call point adjacent kitchen Filters are cleaned regularly Undertake fire risk assessment Fire Pit built outside on raised brickwork	5	1	5	Staff to be trained in use of fire extinguishers/blanket.	Manager	
Manual handling / strains	Chefs have had previous health & safety training	3	1	3	All staff to undertake recorded H&S and manual handling training	Head Food Educator / Premises Manager	
COSHH / Cleaning	Only approved chemicals to be used. Equipment allowed to fully cool before draining and cleaning, cleaned in the morning	4	2	8	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required Ensure staff are provided with and use suitable PPE including gloves and goggles	Head Food Educator / Premises Manager	
Lone working	Fire Pit is never to be used when lone working	5	1	5			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Fridges and Freezer
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 6

Description		Hazards identified				Persons at risk	
Use & cleaning of fridges and freezers		Electricity, temperature, manual handling, housekeeping,				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Electricity	Reactice maintenance in place 5 year hardwire test by Museum Equipment faults promptly reported and logged	3	1	3	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Working at low temperatures	No walk in fridge No walk in freezer	2	1	2			
Manual handling / handling of stock	Chefs have had previous health & safety training Heavy items stored on lower shelves to prevent falling hazards Manager trained to Intermediate Health & Safety	2	3	6	Record staff training formally on training record cards Staff to undertake formal health & safety and manual handling training	Head Food Educator / Premises Manager	Ongoing
COSHH / Cleaning	Only approved chemicals to be used. Equipment allowed to fully cool before draining and cleaning, cleaned in the morning	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	Ongoing
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Knives
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	4

Description		Hazards identified				Persons at risk	
Use and cleaning of knives		Improper use, space, housekeeping, storage, work equipment				Staff, contractors, agency workers, customers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Improper use	Staff are trained in use of, and movement with, knives Suitable chopping surfaces are used Only trained or qualified staff to use knives	2	2	4	Record training	Head Food Educator / Premises Manager	Ongoing
Space	Staff are trained to hold knives pointed downwards when moving around the kitchen	4	1	4	Record staff training formally on training record cards Space restrictions increase likelihood. Ongoing supervision by Chefs to ensure controls are implemented	Head Food Educator / Premises Manager	Ongoing
Housekeeping	Knives are left on the side next to the sink for washing up Once cleaned, knives are drained and stored safely again on the rack	3	1	3		Head Food Educator / Premises Manager	Ongoing
Storage	Knives are stored in a designated knife drawer in the kitchen	3	1	3		Head Food Educator / Premises Manager	Ongoing
Work equipment	Knives are checked visually prior to use Damaged knives are disposed of and replaced Knives are sharpened regularly	3	1	3		Chefs / Manager	Ongoing
				4			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Dry Stores
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 9

Description		Hazards identified				Persons at risk	
Stock keeping and taking in dry store		Space, chemicals, manual handling, work equipment				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Space	Stores are located away from main kitchen, reducing traffic in the immediate area	2	2	4			
COSHH / Cleaning	Only approved chemicals to be used.	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	
Manual handling	Heavy items are stored below shoulder height Where necessary, trolleys are used to move heavier or multiple items No bags or boxes of heavier than 16kg are purchased	3	3	9	Staff training on Health & Safety and manual handling is recommended	Manager	
Uneven surfaces	Outdoor areas on which trolleys are pushed are well maintained and paved Damage to paved surfaces is avoided and reported Staff ensure trolleys are not overloaded so path can be viewed during transport	2	2	4			
Work equipment	Shelves are constructed of suitable material Shelves are visually checked and any damage or defect reported promptly Trolleys used to move stock are visually checked prior to use and defects reported	4	1	4			
				9			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Waste and cleaning
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 9

Description		Hazards identified			Persons at risk		
Cleaning of all areas and removal of waste streams		Wet floor, space, chemicals, lone working, manual handling, storage			Staff, contractors, agency workers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Wet floor / slips	Floors are only mopped outside of core service hours, when no customers have access and minimal personnel are on site Wet floor signs are displayed Suitable degreaser used for cleaning floor	2	2	4			
Manual handling / strains	Chefs have had previous health & safety training	3	3	9	All staff to undertake recorded H&S and manual handling training Training to be recorded on safe mopping and cleaning	Head Food Educator / Premises Manager	
COSHH / Cleaning	Only approved chemicals to be used.	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	
Storing Chemical	Only approved chemicals to be used. Chemicals to be stored correctly in a safe, lockable area. No chemicals to be stored without clear original labelling.	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	
Lone working		5	1	5			
				9			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Service environment
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 8

Description		Hazards identified				Persons at risk	
Assessment of service area and risk to customers		Steam, wet floor, cleaning, electricity, chemical hazards, lone working, fire, verbal/physical abuse				Staff, contractors, agency workers, customers, children & vulnerable adults	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Electricity & work equipment	All equipment has been subject to PAT testing	5	1	5	Record any faults in daily diary	Head Food Educator / Premises Manager	Ongoing
Fire	Fire extinguishers are available, multi-use Fire evacuation routes are clearly signposted Fire alarm sounds in the School of Food Fire call point adjacent kitchen Fire warden clears area Mandeville undertakes fire risk assessment	5	1	5	Staff to be trained in use of fire extinguishers.	Manager	
Wet floor / slips	Spillages are mopped up promptly and wet floor signs deployed Spot mopping in school of food as required	2	2	4			
COSHH / Chemicals	Only approved chemicals to be used	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	
Glass doors are heavy and have a latch function when opened. Risk of door being pushed shut on customer / child	Staff vigilant and monitoring the doors	4	2	8	Display signage to warn parents of risk		
Uneven surfaces - risk to customers of trips	Outdoor area is well maintained. Any defects reported for repair Floor surface in school of food area is well maintained with no obvious defects presenting a trip hazard. Any trip hazards reported promptly and covered suitably until repaired	3	1	3			
Tables / chairs	Tables and chairs are reasonably new and in good condition Tables and chairs are checked weekly for defects Any defectives equipment is put out of use immediately	3	1	3			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Garden Space
Date:	3rd September 2021
Review date:	3rd September 2022

Overall risk rating 8

Description		Hazards identified			Persons at risk		
Assessment of outdoor gardening spaces		Electricity, open flame, faulty appliances, fire exit signage, lone working, fire extinguishers, poor housekeeping, fire doors			Staff, contractors, agency workers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Potential Uneven Surfaces	Trip hazards identified and rectified with builders	2	2	4			Ongoing
Electricity & work equipment	All equipment has been subject to PAT testing Outdoor Power sockets have a sealed cover to keep dry	5	1	5	Record any faults in daily diary Regular checks, and damage to be reported immediately	Head Food Educator / Premises Manager	Ongoing
Fire	Fire extinguishers are available, multi-use Fire evacuation routes are clearly signposted Fire alarm sounds in the School of Food Fire call point adjacent kitchen Fire warden clears area Mandeville undertakes fire risk assessment	5	1	5	Staff to be trained in use of fire extinguishers.	Manager	
Wet floor / slips	Spillages are mopped up promptly and wet floor signs deployed Spot mopping in school of food as required	2	2	4			
COSHH / Chemicals	Only approved chemicals to be used	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals Staff training on COSHH required	Head Food Educator / Premises Manager	
Glass doors are heavy and have a latch function when opened. Risk of door being pushed shut on customer / child	Staff vigilant and monitoring the doors	4	2	8	Display signage to warn of risk		
				0			
				0			
				8			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Cleaning of filters
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	
6	

Description		Hazards identified				Persons at risk	
Cleaning of filters in ventilation canopy		Heat, electricity, space, working at height, chemicals, wet floor, manual handling				Staff, contractors, agency workers	
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Electricity & work equipment	All equipment has been subject to PAT testing. Equipment is switched off prior to removing filters. Staff are trained to remove filters.	5	1	5	Record any faults in daily diary Record training in record cards	Head Food Educator / Premises Manager	Ongoing
Manual handling / strains	Chefs have had previous health & safety training. Staff who remove filters are trained in manual handling.	2	2	4	All staff to undertake recorded H&S and manual handling training.	Head Food Educator / Premises Manager	
Heat / hot surfaces	Changing and cleaning of filters only takes place when all equipment is fully cooled.	4	1	4			
Wet floor / slips	Spillages are mopped up promptly and wet floor signs deployed.	2	2	4			
Space / use of ladders	Filters are only removed outside of core service hours.	4	1	4			
COSHH / Chemicals	Only approved chemicals to be used.	3	2	6	Ensure that chemical safety data sheets are kept available for all chemicals. Staff training on COSHH required.	Head Food Educator / Premises Manager	
Working at height	Accessible via chair.	4	1	4			
				6			

HEALTH & SAFETY - SPECIFIC RISK ASSESSMENT

Site:	Hackney School of Food
Risk assessed:	Specific risk - Fire risk assessment
Date:	3rd September 2021
Review date:	3rd September 2022
Overall risk rating	5

Description		Hazards identified			Persons at risk		
Specific risk assessment - fire		Electricity, open flame, faulty appliances, heat detection, fire exit signage, lone working, fire extinguishers, gas, hot oil, greasy extraction, poor housekeeping, fire doors			Staff, contractors, agency workers		
Hazard identified	Existing Controls	Severity	Likelihood	Overall risk	Additional controls	By whom?	By when?
Detection	There are two heat detectors in the kitchen area, above cooking stations	5	1	5			
Electricity and faulty appliances	Visual check of equipment during opening and closing checks PAT testing annually	4	1	4	All brand new equipment installed	Manager	Ongoing
Insufficient containment of fires, doors propped open	There are fire resistant doors to the kitchen	5	1	5	Ensure doors are not propped open, ongoing monitoring		
Poor housekeeping	Deliveries are put away as quickly as possible Cardboard is broken down and stored in the bin store	5	1	5			
Fire exit signage	The school area has fire exit signage above doors Kitchen staff are briefed on fire exits and assembly points Emergency lighting and signage in the kitchen in the event of fire	5	1	5		Manager	
Lone working	Lone working for only 2 hours in the morning, minimal cooking during that time	5	1	5			
Greasy extraction system	Filters are cleaned regularly	5	1	5			
				5			