

# Beit Bars & Catering Risk Assessment Pack

2017/18



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Catering Equipment Risk Assessments	CAT-EQRAxxxx	Bar Equipment Risk Assessments	BAR-EQRAxxxx	Ents Equipment Risk Assessments	ENT-EQRAxxxx
Catering Procedure Risk Assessments	CAT-PRRAxxxx	Bar Procedure Risk Assessments	BAR-PRRAxxxx	Ents Procedure Risk Assessments	ENT-PRRAxxxx
Catering Space Risk Assessments	CAT-SPRAxxxx	Bar Space Risk Assessments	BAR-SPRAxxxx	Ents Space Risk Assessments	ENT-SPRAxxxx

		WITHOUT CONTROLS			WITH CONTROLS			
Hazard	Who could be harmed and how?	Severity	Likelihood	Tolerable?	If risk is not tolerable what additional control measures are required?	Severity	Likelihood	Tolerable?
Food Service Area	Members Organisers Injuries from falling, sprains/slips/trips.	Medium	Medium	NO	<ul style="list-style-type: none"> <li>No trailing leads or cables – taped down/routed away from thoroughfare where possible.</li> <li>All areas as well lit as possible; conduct activities in well lit areas.</li> <li>Keep areas clean and tidy whilst conducting activities.</li> <li>Make known and clear up any spills as soon as possible.</li> <li>Cordon a cooking and preparation area in which the BBQ is located, and only catering team to be in this area.</li> <li>Ensure easy access to cold water for immediate treatment of burns/scalds.</li> </ul>	Medium	Low	YES
Setting up the BBQ	Members Organisers Serious physical injury Explosion Fire	High	Medium	NO	<ul style="list-style-type: none"> <li>Visual inspection immediately before use.</li> <li>Check that the gas cylinder, regulator and hose/pipes are in good condition.</li> <li>Check that taps work correctly and are turned off before connecting to gas cylinder.</li> <li>Check that there is no gas leakage.</li> <li>Rectify any faults before igniting burners. If faults cannot be rectified – do-not use;</li> </ul>	High	Low	YES

					<ul style="list-style-type: none"> <li>Consider need for fire fighting equipment such as fire blanket.</li> <li>Do not store gas cylinders indoors.</li> </ul>			
Setting up the Fryer	Members Organisers Serious physical injury Explosion Fire Spills	High	Medium	NO	<ul style="list-style-type: none"> <li>Visual inspection immediately before use.</li> <li>Make sure heat indicator lights are functioning to show that fryer is on</li> <li>Check that the fryer power connecter is in good condition.</li> <li>Check that there is no oil in the fryer before moving</li> <li>Check that fryer is cool before moving</li> <li>Any electrical cables are properly fixed and safe to avoid trip hazards</li> <li>Only place the fryer on a suitable heat proof surface if using as portable appliance</li> <li>Rectify any faults before turning the fryer on. If faults cannot be rectified – do-not use; <ul style="list-style-type: none"> <li>Consider need for firefighting equipment such as fire blanket.</li> </ul> </li> </ul>	High	Low	YES
Manual Handling	Organisers Muscular strain/back injuries. Impact injuries.	Medium	Medium	NO	<ul style="list-style-type: none"> <li>Use a trolley or ensure large objects have wheels.</li> <li>Make sure that event set up/clear down is to be conducted by at least two people.</li> <li>Team have undergone Manual handling training</li> </ul>	Medium	Low	YES
Fire	Members Organisers Fatal injuries from smoke inhalation. Burns.	High	Medium	NO	<ul style="list-style-type: none"> <li>Always follow relevant building's fire risk assessment.</li> <li>If members are new to a place, Organisers to make them aware of the emergency routes of egress.</li> </ul>	High	Low	YES

					<ul style="list-style-type: none"> <li>Be vigilant as to sources of fire – keep napkins &amp; paper plates on a separate table outside of the BBQ area.</li> </ul>			
Lone Activity	Worsening of injury due to lack of first aid.	Medium	Medium	NO	<ul style="list-style-type: none"> <li>No organiser should ever work alone when setting up or clearing down the activity. Members should not be asked to complete activities when alone (or out of ear or eyeshot of the rest of the group).</li> </ul>	Low	Medium	YES
Alcohol/Intoxicated Students	Members Organisers Poisoning Intoxication Injuries relating to violence/inappropriate behaviour.	High	Medium	NO	<ul style="list-style-type: none"> <li>If any students are found to be in possession of illegal substance the Police should be contacted immediately .</li> <li>All students to be made aware that they should consume alcohol responsibly.</li> <li>Where alcoholic drinks are on offer, non alcoholic alternatives and free water should be available.</li> <li>No student should ever be encouraged to drink alcohol.</li> <li>Refer to guidelines in the Union’s Code of Practice.</li> </ul>	High	Low	YES
Food Storage	Members Organisers Food Poisoning	Medium	Medium	NO	<ul style="list-style-type: none"> <li>Meat and fish products must be stored separately in order to prevent cross contamination.</li> <li>All raw products must be defrosted before use;</li> <li>All food products must be within ‘use by dates’</li> <li>All food must be refrigerated where possible and not left out in direct sunlight.</li> </ul>	Medium	Low	YES
Preparing and Cooking using the BBQ	Organisers Cuts/Laceration through use of	Medium	Medium	NO	<ul style="list-style-type: none"> <li>Prepare food on a stable surface.</li> <li>Take care when using sharp knives or implements.</li> <li>Consider the pre-cooking of poultry products.</li> <li>Do not overload the BBQ.</li> </ul>	Medium	Low	YES

	knives and BBQ implements.  Burns through hot grease splatter/hot surfaces.				<ul style="list-style-type: none"> <li>• Use long-handled BBQ implements to handle food.</li> <li>• Use separate utensils for cooked and uncooked food.</li> <li>• Ensure that the BBQ is attended and supervised at all times</li> <li>• If those cooking food have cuts to fingers they must have those cuts covered with a waterproof dressing.</li> <li>• Appropriate alcohol based hand washing solution should be provided (if there is no access to running hot/warm water) for all those involved in cooking food must ensure they wash their hands regularly (especially where they have touched raw meat/fish before handling cooked food).</li> <li>• Ensure that at least one member has a food hygiene certificate.</li> </ul>			
Preparing and Cooking using the Fryer	Organisers  Cuts/Laceration through use of knives and BBQ implements.  Burns through hot grease splatter/hot surfaces.	Medium	Medium	NO	<ul style="list-style-type: none"> <li>• Ensure that only trained and competent staff are in use of the fryer</li> <li>• Prepare food on a stable surface.</li> <li>• Take care when using sharp knives or implements.</li> <li>• Consider the pre-cooking of poultry products.</li> <li>• Do not over fill the baskets on the fryer. Fill to the maximum manufacturers level</li> <li>• Only use the correct basket for the fryer. Do not add any other implements to the oil</li> <li>• Ensure that the Fryer is attended and supervised at all times</li> <li>• If those cooking food have cuts to fingers they must have those cuts covered with a waterproof dressing.</li> <li>• Appropriate alcohol based hand washing solution should be provided (if there is no access to running hot/warm water) for all those involved in</li> </ul>	Medium	Low	YES

					<p>cooking food must ensure they wash their hands regularly (especially where they have touched raw meat/fish before handling cooked food).</p> <ul style="list-style-type: none"> <li>• Ensure that at least one member has a food hygiene certificate.</li> </ul>			
Clearing Away the BBQ	Members Organisers Burns				<ul style="list-style-type: none"> <li>• Ensure the BBQ is supervised whilst it is cooling.</li> <li>• All leftover food (raw or cooked) should be disposed of appropriately.</li> <li>• Waste should not be left out side.</li> </ul>	Medium	Low	YES
Clearing Away the Fryer	Members Organisers Burns				<ul style="list-style-type: none"> <li>• Ensure the Fryer is supervised whilst it is cooling.</li> <li>• All leftover food (raw or cooked) should be disposed of appropriately.</li> <li>• Waste should not be left out side.</li> <li>• All oil to be disposed of is done so as per Imperial College's specified disposal method</li> </ul>	Medium	Low	YES
General					<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> </ul>			



Code: CAT-EQRA0002 Combi-Oven (Steaming Oven)

Carried Out By: ...Dan Green.....

Job Title: ...Bars & Catering Manager.....

Date: ...12.06.2018.....

Date to Review: ...12.06.2019.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The combi oven is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Combi Oven to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Loading/Unloading	Moving of trays to and from the combi oven, hot trays and varying weights of trays when lifting	4	3	12	<ul style="list-style-type: none"> <li>Where practicable, the use of oven shelves above eye-level should be avoided when hot liquids (food items or condensed water) and fats could spill from cooking containers when they are being lifted into or out of the oven.</li> <li>Place heavy containers on lower shelves, lighter containers on higher shelves.</li> <li>Where trolleys are provided to load ovens they are to be used at all times, load trolley before placing in the oven.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Slips & trips	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Hot surfaces.	Burns and scalds.	3	3	9	<ul style="list-style-type: none"> <li>Staff Awareness, casing to combi oven may be hot</li> </ul>	Severity = 2 Likelihood = 1

Code: CAT-EQRA0002

Combi-Oven (Steaming Oven)

				<ul style="list-style-type: none"> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Combi oven to be sited so that employees can use it without over reaching and without being jolted by others.</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> <li>• Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the oven</li> </ul>	= 3	
<b>Contact with Steam</b>	Escaping steam from the combi oven when the doors are opened may cause scolding.	3	3	9	<ul style="list-style-type: none"> <li>• Employees to stand back when opening the door in order to avoid scalds from escaping steam during the cooking process.</li> <li>• When in "steam mode" hot water will collect on the top of any container lid or cover. Containers must be tilted slightly away from the body before attempting to remove them from the oven</li> </ul>	Severity = 2 Likelihood =2  = 4
	Condensate hot water build up on pans can spill/drip when pans are moved					

Code: CAT-EQRA0003 Contact Grills (Sandwich Toasters)

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The sandwich toaster is inspected annually as part of portable appliance testing regime.</li> <li>• Cooking ranges to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>• All operating and isolation switches to be conveniently accessible to the user.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Oven to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Slips & trips	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Hot surfaces.	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>• Staff Awareness, knowing sandwich toasters may be hot</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> </ul>	Severity = 2 Likelihood = 1 = 3

				<ul style="list-style-type: none"><li>• Oven cloths or gloves to be provided and used by catering employees when using hot equipment</li><li>• Cooked/Burnt food debris to be cleared off regularly</li></ul>	
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Code: CAT-EQRA0004 Deep Fat Fryer

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On/Off</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The fryer is inspected annually as part of portable appliance testing regime.</li> <li>• Deep fat fryers to be securely sited to ensure stability, with adequate space and ventilation.</li> <li>• Cooking ranges to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>• All operating and isolation switches to be conveniently accessible to the user.</li> <li>• Fryers must be switched off when not in use and the lids are to be placed over the oil reservoir.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Oven to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Use of the deep fat fryer</b>	Fire & Explosions  Slips, Trips and falls  Burns and Scalds	4	4	16	<ul style="list-style-type: none"> <li>• Deep fat fryers only to be used and cleaned by trained employees</li> <li>• Oven cloths/gloves to be used for handling hot items.</li> <li>• Oil reservoir not to be overfilled.</li> <li>• Food to be as dry as practicable before placing it in the hot oil.</li> <li>• Frying basket not to be overfilled.</li> </ul>	Severity = 3 Likelihood = 2  = 6

					<ul style="list-style-type: none"> <li>• Lower the basket gently into the hot oil and do not allow it to drop.</li> <li>• When baskets are not used, other suitable utensils, e.g. spiders, long handled tongs etc to be used to turn food over and to lift food from the fryer.</li> <li>• Care to be taken when transferring cooked food from the basket to prevent oil drips onto the floor. Adequate laying-off tables or trolleys to be provided close to the fryer.</li> <li>• The oil must be below 40°C before attempting to manually drain it into the storage container for filtering, disposal or cleaning.</li> <li>• The temperature of the oil should be checked using a probe thermometer.</li> <li>• It only takes 6 to 7 minutes to heat the oil to the operating temperature of 180°C but it takes up to 7 hours to cool to 40°C. Therefore this task should be carried out first thing in the morning when the fryer is cold, warming the oil for no longer than 1 minute if necessary and by agitating the oil with the frying basket to assist in improving its flow.</li> <li>• Appropriate PPE to be worn in accordance with COSHH information and to provide protection against hot liquids, surfaces and chemical fumes.</li> </ul>	
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Hot surfaces.</b>	Burns and scalds.	4	3	12	<ul style="list-style-type: none"> <li>• Staff Awareness, that the fryer is extremely hot when in use</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> <li>• Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the oven</li> </ul>	Severity = 2 Likelihood = 1 = 3

Code: CAT-EQRA0005 Dishwasher

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The dishwasher is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Dishwasher to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
<b>Misuse of equipment</b>	Electric Shock	3	2	6	<ul style="list-style-type: none"> <li>Use for dishes, crockery and cutlery only</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Hot surfaces.</b>	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>Staff Awareness, casing to dishwasher can get hot</li> <li>Use as per manufacturer's instructions</li> <li>Put signage up to indicate that the casing can become hot during use and to use the handle to open hood.</li> </ul>	Severity = 2 Likelihood = 1 = 3

<b>Use of chemicals</b>	Chemical burns and potential ingestion of cleaning chemicals.	4	3	12	<ul style="list-style-type: none"> <li>Operatives trained in the safe use of cleaning chemicals, i.e. equipment &amp; methods used.</li> <li>COSHH documentation for all chemicals used readily available for those using the chemicals</li> </ul>	Severity = 3 Likelihood = 2 = 6
<b>Contact with bleach and other cleaning and washing chemicals</b>	<p>Prolonged contact with water, particularly in combination with detergents, can cause skin damage.</p> <p>Vapour may cause breathing problems</p>	3	3	9	<ul style="list-style-type: none"> <li>Dishwasher used instead of washing up by hand.</li> <li>All containers clearly labelled</li> <li>Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs</li> <li>Employees to stand back when opening the operating door or lid in order to avoid scalds from condensate and water vapour.</li> </ul>	Severity = 2 Likelihood = 2 = 4



Code: CAT-EQRA0006 Double Boiling Ring

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The boiling ring is inspected annually as part of portable appliance testing regime.</li> <li>• Boiling Ring to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>• All operating and isolation switches to be conveniently accessible to the user.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Boiling Ring to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Hot surfaces.</b>	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>• Staff Awareness, that the oven and range may be hot</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> </ul>	Severity = 2 Likelihood = 1  = 3

				<ul style="list-style-type: none"><li>• Oven cloths or gloves to be provided and used by catering employees</li></ul>	
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Code: CAT-EQRA0007 Fridges and Freezers (including chest freezers)

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The fridges and freezers are inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Fridges and Freezers to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Loading and unloading	<p>Loading and unloading of the fridges could result in back and muscle injury</p> <p>Falling objects from freezer or fridge when doors are opened resulting in knocks and crushing injuries</p> <p>Doors of chest freezers</p>	4	3	12	<ul style="list-style-type: none"> <li>Where heavy packs of frozen goods become fused together with forming ice, these should be separated before attempting to lift and carry.</li> <li>Racking to be of adequate strength and goods to be stored securely so that there is no risk of items falling.</li> <li>Regular used items to be stored on top when loading chest freezers to avoid exposure to low temperatures and unnecessary bending and lifting</li> <li>All staff to complete manual handling guidance as part of induction</li> </ul>	Severity = 3 Likelihood = 2 = 6
Slips & trips	Staff, visitors may be injured if they trip	3	3	9	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> </ul>	Severity = 3 Likelihood = 1

Code: CAT-EQRA0007Fridges and Freezers (including chest freezers)

**Prolonged exposure to cold**

<p>over objects during loading and unloading or slip on slippery floor</p> <p>Floor could become slippery from ice or water coming from the Fridge or Freezer</p>				<ul style="list-style-type: none"> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> <li>• Water and ice to be cleaned up to reduce slipping hazards</li> </ul>	<p>= 2</p>
<p>Thermal discomfort from prolonged working at low temperatures</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Employees to work only for short periods of time in front of open fridges and freezers whenever practicable</li> </ul>	<p>Severity = 2 Likelihood =1 = 2</p>

Code: CAT-EQRA0008 Free Standing Urn

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The urn is inspected annually as part of portable appliance testing regime.</li> <li>Urns to be placed on a stable, level surface, away from the table edge and at a convenient height for the user</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood =2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Urn to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Filling and moving</b>	Filling of the urn could cause manual handling injuries such as back and muscle strains	4	3	12	<ul style="list-style-type: none"> <li>Urns not to be allowed to boil dry</li> <li>Empty the contents of the urn via the dispense tap and allow it to cool before moving.</li> <li>Care to be taken when removing the lid to avoid contact with steam and drops of hot water from the underside of the lid</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Hot surfaces.</b>	Burns and scalds from touching the casing of the urn	3	3	9	<ul style="list-style-type: none"> <li>Staff Awareness, casing to urn may be hot</li> <li>Use as per manufacturer's instructions</li> </ul>	Severity = 2 Likelihood =2

Burns from escaping steam				<ul style="list-style-type: none"><li>• Sign to show 'Hot Water' Clearly displayed when urn is being used</li><li>• Equipment to be switched off and allowed to cool down before manual cleaning</li><li>• Employees to careful when opening the lid of the urn to avoid scalds from escaping steam</li></ul>	= 4
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Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The griddle and grill is inspected annually as part of portable appliance testing regime.</li> <li>Griddles and Grills to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>All operating and isolation switches to be conveniently accessible to the user.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Griddles and Grills to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Loading/Unloading and placing items on the range	Back and muscle strain  Slips, Trips and falls  Burns from removing hot food from griddle surface	3	3	9	<ul style="list-style-type: none"> <li>Safe manual handling practices to be used when moving heavy containers of hot food or liquids from the to the grills and griddles and use a trolley where practicable.</li> <li>Care to be taken to avoid burns to the eyes and face when using eye-level grills and griddles.</li> <li>Where practicable, the use of grills above eye-level should be avoided when hot liquids and fats could spill from cooking containers when they are being lifted into or out of the grill.</li> </ul>	Severity = 2 Likelihood = 2 = 4

<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Hot surfaces.</b>	Burns and scalds.	4	3	12	<ul style="list-style-type: none"> <li>• Staff Awareness, that the oven and range may be hot</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> <li>• Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the grills and griddles</li> <li>• Food not to be left unattended during cooking.</li> <li>• Items not to be placed on top of griddle or grill casing</li> </ul>	Severity = 2 Likelihood = 2 = 4



Code: CAT-EQRA0010 Hot Food Counter

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The hot food counter is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Hot food counter to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Slips & trips	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Hot surfaces.	Burns and scalds from heat lamps and metal surfaces	2	3	6	<ul style="list-style-type: none"> <li>Staff Awareness, casing to hot food counter may be hot</li> <li>Use as per manufacturer's instructions</li> <li>Sign to show 'Hot Surface' Clearly displayed</li> <li>Care to be taken when passing food under heat lamps to avoid contact with arms or hands.</li> <li>Hot food service equipment to be isolated and allowed to cool down before being cleaned.</li> <li>Equipment to be switched off and allowed to cool down before manual cleaning</li> </ul>	Severity = 2 Likelihood = 1 = 3

				<ul style="list-style-type: none"><li>• Where overhead heat lamps are not protected, long sleeved tunics to be worn to reduce the risk of burn injuries to forearms.</li><li>• Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the hot food counter</li></ul>	
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Code: CAT-EQRA0011 Microwave

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The microwave is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Siting microwave to minimise risk of tripping over cables.</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Hot food and containers.</b>	Burns. Scalds.	3	3	9	<ul style="list-style-type: none"> <li>Puncture cling film and be aware of steam when removing.</li> <li>Use protective cloths or gloves.</li> <li>Do not use tinfoil or metallic containers. When possible leave containers to cool prior to removal.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Manual Handling</b>	Lifting & moving equipment that is too heavy, or doing it in the wrong way	4	3	12	<ul style="list-style-type: none"> <li>Staff trained in Manual Handling techniques during their induction process.</li> <li>Ensure that all staff, students &amp; volunteers have also received training during their induction.</li> <li>Records of such training to be kept on file.</li> <li>Suitable PPE to be provided by the venue</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Incorrect use of equipment or cooking</b>	Scalds and burns. Food poisoning. Electric arcing.	4	2	8	<ul style="list-style-type: none"> <li>Follow manufacturer's recommended heating times for particular oven.</li> </ul>	Severity = 3 Likelihood = 2

<b>procedure. This could lead to overheating or undercookin g food.</b>	Fire.				<ul style="list-style-type: none"> <li>• Stir as required. Check if food is thoroughly cooked.</li> <li>• Never put sealed containers or metal implements into a microwave.</li> <li>• Foods containing alcohol should not be heated in a microwave oven.</li> <li>• A fire extinguisher should be sited nearby.</li> </ul>	= 6
<b>Superheated liquids</b>	Burns. Scalds.	4	3	12	<ul style="list-style-type: none"> <li>• Do not heat pure liquids such as water. It is preferable to use a kettle for that purpose. If unavoidable, stir vigorously prior to heating and leave container to stand before continuing stirring.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Spillage of food &amp; liquids.</b>	Burns, scalds. Slips, trips and falls. Food poisoning	3	3	9	<ul style="list-style-type: none"> <li>• Cover food during heating.</li> <li>• Mop up and dry spills immediately both inside &amp; outside oven.</li> <li>• A cleaning regime needs to be in place.</li> <li>• Sensible clothing &amp; footwear should be worn cupboard</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Defective equipment.</b>	Burns	4	2	8	<ul style="list-style-type: none"> <li>• A thorough cleaning regime needs to be in place.</li> <li>• Air vents at side and rear should not be obstructed.</li> <li>• Do not use if door does not close or if the interlock switch has broken.</li> </ul>	Severity = 2 Likelihood = 2  = 4

Code: CAT-EQRA0012 Oven/Range

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The oven and range is inspected annually as part of portable appliance testing regime.</li> <li>• Cooking ranges to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>• All operating and isolation switches to be conveniently accessible to the user.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Oven to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Loading/Unloading and placing items on the range</b>	Back and muscle strain  Slips, Trips and falls	4	3	12	<ul style="list-style-type: none"> <li>• Safe manual handling practices to be used when moving heavy containers of hot food or liquids from the range and use a trolley where practicable.</li> <li>• When removing containers from the oven the container should be brought out parallel with the floor and without tilting to prevent spillage of liquids and fats.</li> </ul>	Severity = 3 Likelihood = 2  = 6

				<ul style="list-style-type: none"> <li>Pans or handles must be positioned such that they do not overhanging or stick out from the range</li> </ul>		
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Hot surfaces.</b>	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>Staff Awareness, that the oven and range may be hot</li> <li>Use as per manufacturer's instructions</li> <li>Sign to show 'Hot Surface' Clearly displayed</li> <li>Equipment to be switched off and allowed to cool down before manual cleaning</li> <li>Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the oven</li> </ul>	Severity = 2 Likelihood = 1 = 3

Code: CAT-EQRA0013 Pizza Oven

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The pizza oven is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Pizza Oven to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Hot surfaces.</b>	Burns and scalds.	3	3	9	<ul style="list-style-type: none"> <li>• Staff Awareness, casing to pizza oven may be hot</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Surface' Clearly displayed</li> <li>• Pizza oven to be sited so that employees can use it without over reaching and without being jolted by others.</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> </ul>	Severity = 2 Likelihood = 1  = 3

**Contact with Steam**

				<ul style="list-style-type: none"><li>• Oven cloths or gloves to be provided and used by catering employees when carrying hot trays or food containers to and from the pizza oven</li></ul>	
Escaping steam from the pizza oven when the doors are opened may cause scolding.	3	2	6	<ul style="list-style-type: none"><li>• Oven door to be opened only partially at first and at arm's length to allow the steam and/or heat to dissipate before opening it fully</li></ul>	Severity = 2 Likelihood =2 = 4



Code: CAT-EQRA0014 Free Standing Soup Kettle

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The soup kettle is inspected annually as part of portable appliance testing regime.</li> <li>• Soup kettles to be placed on a stable, level surface, away from the table edge and at a convenient height for the user</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• Soup Kettle to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Filling and moving</b>	Filling of the soup kettle could cause manual handling injuries such as back and muscle strains  Spills from filling or emptying soup kettle could result in burns and scalds	4	3	12	<ul style="list-style-type: none"> <li>• Soup Kettle not to be allowed to boil dry</li> <li>• Empty the contents of the urn via the dispense tap and allow it to cool before moving.</li> <li>• Wherever reasonably practicable, trolleys to be used for transporting containers of hot soup or liquid food from the kitchen to the kettle.</li> <li>• When transporting the container should be securely covered with a lid or food wrap to avoid spillage/ splash and the collar to be used to carry the container</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip	3	2	6	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> </ul>	Severity = 2 Likelihood = 1

<b>Hot surfaces.</b>	over objects or slip on slippery floor				<ul style="list-style-type: none"> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> </ul>	= 2
	Burns and scalds from touching the casing of the Soup Kettle  Burns from escaping steam	3	3	9	<ul style="list-style-type: none"> <li>• Staff Awareness, casing to soup kettle may be hot</li> <li>• Use as per manufacturer's instructions</li> <li>• Sign to show 'Hot Soup' Clearly displayed when urn is being used</li> <li>• Equipment to be switched off and allowed to cool down before manual cleaning</li> <li>• Employees to careful when opening the lid of the urn to avoid scalds from escaping steam</li> </ul>	Severity = 2 Likelihood =2  = 4

Code: CAT-EQRA0015 Toaster

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The toaster is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Siting toaster to minimise risk of tripping over cables.</li> </ul>	Severity = 3 Likelihood = 1 = 3
Misuse of equipment	Electric Shock	3	2	6	<ul style="list-style-type: none"> <li>Use for bread only</li> </ul>	Severity = 2 Likelihood = 1 = 2
Manual Handling	Lifting & moving equipment that is too heavy, or doing it in the wrong way	4	3	12	<ul style="list-style-type: none"> <li>Staff trained in Manual Handling techniques during their induction process.</li> <li>Ensure that all staff, students &amp; volunteers have also received training during their induction.</li> <li>Records of such training to be kept on file.</li> <li>Suitable PPE to be provided by the venue</li> </ul>	Severity = 2 Likelihood = 2 = 4
Hot surfaces.	Burns and scalds.	4	3	12	<ul style="list-style-type: none"> <li>Staff Awareness</li> <li>Site toaster to minimise risk of possible contact with persons with hot surfaces.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Toaster catching fire	Property damage, injury, loss of life	4	3	12	<ul style="list-style-type: none"> <li>Operator must be in attendance</li> </ul>	Severity = 3 Likelihood = 2

				<ul style="list-style-type: none"><li>• Notice to remind staff not to leave toaster unattended.</li><li>• Regular emptying of crumbs from inside of machine.</li><li>• Smoke detector may need to be de-sensitized.</li><li>• Keep door closed.</li><li>• Investigate kitchen extraction</li></ul>	= 6
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Code: CAT-EQRA0016 Robot Coupe Electric Mixer

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Never try to override locking safety system</li> <li>Never switch on when empty</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Plug into nearest socket to minimise risk of tripping over cables.</li> </ul>	Severity = 3 Likelihood = 1 = 3
Misuse of equipment	Electric Shock	3	2	6	<ul style="list-style-type: none"> <li>Only use equipment for job machine is made for.</li> <li>Never immerse machine in water.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Manual Handling	Lifting & moving equipment that is too heavy, or doing it in the wrong way	4	3	12	<ul style="list-style-type: none"> <li>Staff trained in Manual Handling techniques during their induction process.</li> <li>Ensure that all staff, students &amp; volunteers have also received training during their induction.</li> <li>Records of such training to be kept on file.</li> <li>Suitable PPE to be provided by the venue</li> </ul>	Severity = 2 Likelihood = 2 = 4
Use.	Cuts.	4	3	12	<ul style="list-style-type: none"> <li>Staff Awareness</li> <li>Never push down food with your hands.</li> <li>Do not overload the appliance</li> </ul>	Severity = 3 Likelihood = 2 = 6
Cleaning	Property damage, injury, loss of life	4	3	12	<ul style="list-style-type: none"> <li>As a precaution, always unplug appliance before cleaning.</li> <li>Notice to remind staff not to leave machine running unattended</li> <li>Always clean appliance e after use..</li> <li>For parts that are aluminium use correct cleaning fluid.</li> <li>For plastic parts use detergents.</li> <li>Always take care when handling blades they are Sharpe.</li> </ul>	Severity = 3 Likelihood = 2 = 6

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Never try to override locking safety system</li> <li>Never switch on when empty</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Plug into nearest socket to minimise risk of tripping over cables.</li> </ul>	Severity = 3 Likelihood = 1 = 3
Misuse of equipment	Electric Shock	3	2	6	<ul style="list-style-type: none"> <li>Only use equipment for job machine is made for.</li> <li>Never immerse machine in water.</li> </ul>	Severity = 2 Likelihood = 1 = 2
Manual Handling	Lifting & moving equipment that is too heavy, or doing it in the wrong way	4	3	12	<ul style="list-style-type: none"> <li>Staff trained in Manual Handling techniques during their induction process.</li> <li>Ensure that all staff, students &amp; volunteers have also received training during their induction.</li> <li>Records of such training to be kept on file.</li> <li>Suitable PPE to be provided by the venue</li> </ul>	Severity = 2 Likelihood = 2 = 4
Use.	Cuts, crushing	4	3	12	<ul style="list-style-type: none"> <li>Staff Awareness</li> <li>Never push in food with your hands.</li> <li>Do not overload the appliance</li> <li>Turn off before attempting to remove stuck items.</li> <li>Refer to manual or qualified engineer if unsure</li> </ul>	Severity = 3 Likelihood = 2 = 6
Cleaning	Property damage, injury, loss of life	4	3	12	<ul style="list-style-type: none"> <li>As a precaution, always unplug appliance before cleaning.</li> <li>Notice to remind staff not to leave machine running unattended</li> <li>Always clean appliance e after use..</li> <li>For parts that are aluminium use correct cleaning fluid.</li> <li>For plastic parts use detergents.</li> <li>Always take care when handling blades they are Sharpe.</li> </ul>	Severity = 3 Likelihood = 2 = 6

Code: CAT-PRRA0001 Washing Up

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Switching On</b>	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The dishwasher is inspected annually as part of portable appliance testing regime.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
<b>Trailing Cables.</b>	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Dishwasher to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
<b>Misuse of equipment</b>	Electric Shock	3	2	6	<ul style="list-style-type: none"> <li>Use for dishes, crockery and cutlery only</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Hot surfaces.</b>	Burns and scalds.	2	2	4	<ul style="list-style-type: none"> <li>Staff Awareness, casing to dishwasher can get hot</li> <li>Use as per manufacturer's instructions</li> <li>Put signage up to indicate that the casing can become hot during use and to use the handle to open hood.</li> </ul>	Severity = 2 Likelihood = 1 = 3

<b>Use of chemicals</b>	Chemical burns and potential ingestion of cleaning chemicals.	4	3	12	<ul style="list-style-type: none"> <li>Operatives trained in the safe use of cleaning chemicals, i.e. equipment &amp; methods used.</li> <li>COSHH documentation for all chemicals used readily available for those using the chemicals</li> </ul>	Severity = 3
<b>Contact with bleach and other cleaning and washing chemicals</b>	<p>Prolonged contact with water, particularly in combination with detergents, can cause skin damage.</p> <p>Vapour may cause breathing problems</p>	3	3	9	<ul style="list-style-type: none"> <li>Dishwasher used instead of washing up by hand.</li> <li>All containers clearly labelled</li> <li>Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs</li> <li>Employees to stand back when opening the operating door or lid in order to avoid scalds from condensate and water vapour.</li> </ul>	Severity = 2 Likelihood = 2 = 4



Code: CAT-SPRA0001 Kitchen Area

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating	Control Measures	Risk Residual
<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects or slip on slippery floor	3	2	6	Good housekeeping goods stored suitably, work areas kept tidy. Equipment maintenance to avoid leaks. Spills cleaned immediately. Good lighting. No trailing wires. Steps and changes in levels highlighted	Severity = 2 Likelihood = 1 = 2
<b>Contact with steam, hot water, hot oil and hot surfaces</b>	Kitchen staff, food service staff may suffer scalding or burn injuries	3	2	6	Water mixer taps provided. Staff wear long sleeves. Safe system of work/ training for emptying /cleaning fryers. Staff trained in risks of release of steam	Severity = 2 Likelihood = 1 = 2
<b>Manual Handling</b>	Lifting & moving equipment that is too heavy, or doing it in the wrong way	4	3	12	Staff trained in Manual Handling techniques during their induction process. Ensure that all staff, students & volunteers have also received training during their induction. Records of such training to be kept on file. Suitable PPE to be provided by the venue	Severity = 2 Likelihood = 2 = 4
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	Equipment to be regularly checked and maintained in order to reduce the risk of electric shock. Only competent and trained individuals to carry out any electrical works.	Severity = 3 Likelihood = 2 = 6
<b>Knives</b>	Staff could suffer cuts and finger amputations	4	3	12	Staff trained to handle knives. Knives stored properly when not in use. First-aid box provided and maintained	Severity = 3 Likelihood = 2 = 6
<b>Falling Objects</b>	Injuries caused by incorrectly stacked/unsecured items, i.e. crates, gas cylinders etc	4	3	12	Stack heights restricted to a maximum of 1.6 meters. All boxes and crates stored securely. Compressed gas cylinders to be securely chained. Suitable PPE is to be worn during cellar operations.	Severity = 3 Likelihood = 2 = 6
<b>Hazardous substances</b>	Staff using hazardous substances could suffer ill health or	4	2	8	All containers clearly labelled, Gloves and goggles Provided. Chemicals stored in a designated cupboard	Severity = 2 Likelihood = 2

Code: CAT-SPRA0001

Kitchen Area

	injury from vapours, ingestion, skin contact etc					= 4
<b>Gas Appliances</b>	Staff and customers could suffer serious or fatal injuries as result of gas release or explosion	3	2	6	Though the check of gas appliance controls. Staff know where main isolation tap is and how to turn off. Inspection carried out by CORGI engineer every 12 months	Severity = 2 Likelihood = 2  = 4
<b>Fire</b>	Burns, smoke inhalation, death	4	3	12	Fire exits kept clear at all times, fire extinguishers in all rooms & checked regularly by the fire office. Any used extinguishers reported to facilities management on ext 4800 so a replacement may be provided, fire marshals on-site. Fire hazards reported. Staff that are rotad on floor duty to continually move about the space checking for any hazards and/or fire exit blockages. Venue Manager team to check fire exits at the beginning of every shift.	Severity = 4 Likelihood = 2  = 8
<b>Workplace temperature</b>	Kitchen staff may suffer ill health when they overheat in hot working conditions	3	3	9	Fans and extractors provided to control air Temperature. Light protective clothing provided to assist body losing heat	Severity = 2 Likelihood = 2  = 4
<b>Use of chemicals</b>	Chemical burns and potential ingestion of cleaning chemicals.	4	3	12	Operatives trained in the safe use of cleaning chemicals, i.e. equipment & methods used. COSHH documentation for all chemicals used readily available for those using the chemicals	Severity = 3 Likelihood = 2  = 6

Code: BAR-EQRA0001 Bar Fidges

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The fridges are inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Fridges to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Loading and unloading	Loading and unloading of the fridges could result in back and muscle injury  Falling objects from fridge when doors are opened resulting in knocks and crushing injuries	4	3	12	<ul style="list-style-type: none"> <li>Racking to be of adequate strength and goods to be stored securely so that there is no risk of items falling.</li> <li>All staff to complete manual handling guidance as part of induction</li> <li>When moving stock to fridges a trolley should be used to reduce the need for manual handling</li> <li>When loading fridges whilst the bar is in operation enough space should be left to allow other workers to pass by</li> </ul>	Severity = 3 Likelihood = 2 = 6
Slips & trips	Staff, visitors may be injured if they trip	3	3	9	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> </ul>	Severity = 3 Likelihood = 1

**Prolonged exposure to cold**

<p>over objects during loading and unloading or slip on slippery floor</p> <p>Floor could become slippery from ice or water coming from the Fridge</p>				<ul style="list-style-type: none"> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> <li>Water and ice to be cleaned up to reduce slipping hazards</li> </ul>	= 2
<p>Thermal discomfort from prolonged working at low temperatures</p>	2	1	3	<ul style="list-style-type: none"> <li>Employees to work only for short periods of time in front of open fridges whenever practicable</li> </ul>	<p>Severity =1 Likelihood =1 = 1</p>

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The fridges are inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Fridges to be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Physical fatigue, aches and pains in joints and limbs	Possible development of more serious long, term musculo-skeletal problems. These could arise from inadequate adjustment of workstations poor ergonomics and bad posture.	4	3	12	<ul style="list-style-type: none"> <li>Taking regular breaks from computer work. (5 minutes every hour)</li> <li>Correct adjustments to equipment as well as seat used for work</li> </ul>	Severity = 2 Likelihood = 2 = 4
Eye Strain	Eye Strain and possible acute effects such as headaches caused by glare and	3	2	6	<ul style="list-style-type: none"> <li>Eyestrain due to glare can be reduced by the correct positioning of the monitor</li> </ul>	Severity = 2 Likelihood = 2 = 4

<b>Work Related Upper Limb Disorders</b>	long periods of close focus work				<ul style="list-style-type: none"> <li>• Suitable room lighting and the use of an anti-glare screen.</li> <li>• Eye exercises also help to reduce strain due to long periods of close focus work.</li> <li>• Taking regular breaks from computer work. (5 minutes every hour)</li> <li>• Software settings may need adjusting to alter text size</li> </ul>	
	Regular prolonged use of the keyboard and mouse may result in some people developing WRULDs such as carpal tunnel syndrome and tendonitis.	4	2	8	<ul style="list-style-type: none"> <li>• Adopting good ergonomic practices</li> <li>• Taking regular breaks from computer work. (5 minutes every hour)</li> <li>• Using support equipment such as keyboard wrist rests and mouse wrist rests.</li> <li>• Using an ergonomic mouse.</li> <li>• Using an armrest designed for mouse use.</li> <li>• Using an ergonomic keyboard.</li> <li>• In some cases the use of voice recognition software may be needed.</li> </ul>	Severity = 3 Likelihood = 2  = 6

Code: BAR-EQRA0003 Glass & Pot Wash

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>• Dry hands prior to operating switch.</li> <li>• Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>• Do not switch on when empty.</li> <li>• The glass/pot washer is inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>• Staff awareness.</li> <li>• To be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Loading and unloading	<p>Loading and unloading of the glass/pot washer could result in back and muscle injury</p> <p>Falling objects from glass/pot washer when doors are opened resulting in knocks and crushing injuries</p>	4	3	12	<ul style="list-style-type: none"> <li>• Racking to be of adequate strength and goods to be stored securely so that there is no risk of items falling.</li> <li>• All staff to complete manual handling guidance as part of induction</li> <li>•</li> </ul>	Severity = 2 Likelihood = 2 = 4

<b>Slips &amp; trips</b>	Staff, visitors may be injured if they trip over objects during loading and unloading or slip on slippery floor Floor could become slippery from ice or water coming from the Fridge	3	3	9	<ul style="list-style-type: none"> <li>• Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>• Equipment maintenance to avoid leaks.</li> <li>• Spills cleaned immediately. Good lighting.</li> <li>• Water and ice to be cleaned up to reduce slipping hazards</li> </ul>	Severity = 3 Likelihood = 1  = 2
<b>Hot machine surfaces, Hot water and steam &amp; Hot crockery, glass/a/utensils</b>	Scalds & Burns	3	2	6	<ul style="list-style-type: none"> <li>• Follow manufacturer's user instructions where these are available</li> <li>• Equipment to be maintained by competent persons and in accordance with manufacturer's guidance where available</li> <li>• Hot Surface sign to be displayed by machine</li> <li>• Employees to stand back when opening the operating door or lid in order to avoid scalds from condensate and water vapour</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Dishwasher chemicals</b>	Chemical injuries	4	3	12	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Only trained employees to handle and change dishwasher chemicals by following COSHH Product Assessment controls including wearing appropriate PPE.</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Trapping / Entanglement</b>	Nips to fingers and hands	3	3	9	<ul style="list-style-type: none"> <li>• Machines to be designed so that the water and motor cut out automatically when doors are opened.</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Broken glass and crockery</b>	Cuts	4	3	12	<ul style="list-style-type: none"> <li>• Broken glass and crockery to be securely wrapped before placing in the appropriate glass bin</li> </ul>	Severity = 2 Likelihood = 2  = 4



Code: BAR-EQRA0004 Ice Machine

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock. Moving and handling injury.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>Do not switch on when empty.</li> <li>The ice machine is inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>To be situated in area that is suitable and near to power so that cabling can be run safely</li> </ul>	Severity = 3 Likelihood = 1 = 3
Unloading of ice	Unloading of the ice from the machine could result in back and muscle injury	3	3	9	<ul style="list-style-type: none"> <li>Suitable ice buckets to be used that are of an adequate strength to carry load</li> <li>All staff to complete manual handling guidance as part of induction</li> <li>Non- transparent ice scoops to be used to shovel ice so that possible breakages to the scoops can be located within ice</li> </ul>	Severity = 2 Likelihood = 1 = 2
Slips & trips	Staff, visitors may be injured if they trip over objects during unloading or slip on slippery floor Floor could become slippery from ice or water coming from the ice machine	3	3	9	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> <li>Water and ice to be cleaned up to reduce slipping hazards</li> </ul>	Severity = 3 Likelihood = 1 = 2

**Prolonged exposure to cold**

Thermal discomfort from prolonged working at low temperatures	2	1	3	<ul style="list-style-type: none"><li>Employees to work only for short periods of time in front of open ice machine and in cold cellar whenever practicable</li></ul>	Severity =1 Likelihood =1  = 1
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Code: BAR-EQRA0005 Knives

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Sharp, blunt, worn and damaged knives</b>	Cuts and lacerations	4	3	12	<ul style="list-style-type: none"> <li>Knives to be used only by employees who are trained in their correct storage, selection and use.</li> <li>Knife blades to be maintained in a sharp condition.</li> <li>The condition of knives to be checked before use. Damaged knives must not be used and reported to the Head Chef for replacement</li> <li>Worn and damaged knives to be disposed of safely.</li> <li>Part of staff induction pack</li> </ul>	Severity = 3 Likelihood = 2  = 6
<b>Incorrect knife selection for task</b>	Cuts, lacerations & Puncture wounds	4	2	8	<ul style="list-style-type: none"> <li>The correct knife to be selected for the task as per manufacturers guidelines</li> <li>Part of staff induction pack</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Slips &amp; trips whilst using knives</b>	Staff, visitors may be injured if they trip over objects whilst carrying knives. Floor could become slippery from water or other liquids whilst kitchen is in use	4	3	12	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Equipment maintenance to avoid leaks.</li> <li>Spills cleaned immediately. Good lighting.</li> <li>Water and ice to be cleaned up to reduce slipping hazards</li> </ul>	Severity = 3 Likelihood = 1  = 2

Code: BAR-EQRA0006 Coffee Machine and Grinder

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	WITH CONTROLS		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Residual
<b>Coffee Machine Area</b>	Staff and Members  Injuries from falling equipment, wet floors, sprains/slips/trips.	3	2	6	<ul style="list-style-type: none"> <li>No trailing leads or cables – taped down/routed away from thoroughfare where possible.</li> <li>All areas as well lit as possible; conduct activities in well lit areas.</li> <li>Keep areas clean and tidy whilst conducting activities.</li> <li>Make known and clear up any spills as soon as possible.</li> <li>Machine is located behind bar, only staff team to be in this area.</li> <li>Ensure easy access to cold water for immediate treatment of burns/scalds.</li> </ul>	3	1	Severity = 3  Likelihood = 1  = 3
<b>Using the Machine and Grinder</b>	Staff and Members  Serious physical injury  Burns/scalds through hot water/steam  Electrocution	4	2	8	<ul style="list-style-type: none"> <li>Visual inspection immediately before use.</li> <li>Check that the water pump, grinder and hose/pipes are in good condition.</li> <li>Check that hot water taps and steam wands work correctly and there is no damage</li> <li>All senior staff to receive coffee training, all casual staff to receive on shift training from senior staff</li> <li>Rectify any faults before using machine. If faults cannot be rectified – do-not use</li> <li>All sockets to be located away from or protected from water</li> </ul>	3	1	Severity = 3  Likelihood = 1  = 3
<b>Manual Handling</b>	Staff and Members  Muscular strain/back injuries.  Impact injuries.	2	2	4	<ul style="list-style-type: none"> <li>Use a trolley to move excessive loads</li> <li>Make sure that any moving of the machine or grinder is undertaken by two people.</li> <li>Stock to be located close to ground or waist level.</li> </ul>	2	1	Severity = 2  Likelihood = 1  = 2
<b>Fire</b>	Staff and Members  Fatal injuries from smoke inhalation.	3	2	6	<ul style="list-style-type: none"> <li>Always follow relevant building's fire risk assessment.</li> <li>If members are new to a place, staff to make them aware of the emergency routes of egress.</li> <li>Be vigilant as to sources of fire – keep napkins &amp; paper plates on a separate surface away from the machine</li> </ul>	3	1	Severity = 3  Likelihood = 1

	Burns.								= 3
<b>Lone Activity</b>	Staff and Members  Worsening of injury due to lack of first aid.	3	2	6	<ul style="list-style-type: none"> <li>No organiser should ever work alone when setting up or clearing down the activity. Members should not be asked to complete activities when alone (or out of ear or eyeshot of the rest of the group).</li> </ul>	2	1	Severity = 2  Likelihood = 1  = 2	
<b>Food Storage</b>	Staff and Members  Food Poisoning	2	2	4	<ul style="list-style-type: none"> <li>Coffee stored in sealed bags and containers, raised off floor</li> <li>All food products must be within 'use by dates'</li> <li>All milk and cream must be refrigerated where possible and not left out in direct sunlight.</li> </ul>	2	1	Severity = 2  Likelihood = 1  = 2	
<b>Preparing and Service</b>	Staff and Members  Burns through hot liquid splatter/hot surfaces.  Physical injury through falling equipment	2	2	4	<ul style="list-style-type: none"> <li>Prepare drinks on a stable surface.</li> <li>Take care when using sharp knives or implements.</li> <li>Do not overload the machine</li> <li>Use blue clothes to clean machine</li> <li>Use separate clothes for milk wands/water taps and rest of machine</li> <li>Ensure that the machine is attended and supervised at all times</li> <li>If those making drinks have cuts to fingers they must have those cuts covered with a waterproof dressing.</li> <li>Appropriate alcohol based hand washing solution should be provided (if there is no access to running hot/warm water) for all those involved in serving drinks must ensure they wash their hands regularly.</li> <li>Ensure that at least one member has a food hygiene certificate.</li> </ul>	2	1	Severity = 2  Likelihood = 1  = 2	
<b>General</b>					<ul style="list-style-type: none"> <li>Ensure a first aider/fully stocked first aid box is present at all times.</li> </ul>				

Code: BAR-PRRA0001 Noise

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Excessive Noise</b>	Staff, contractors & customers might suffer permanent or temporary hearing damage from long-term exposure to loud music	3	2	6	<ul style="list-style-type: none"> <li>• Sound level reading to be done every hour when Metric is in use for loud music and adjustments made when found to excessive</li> <li>• Regular check and maintenance of sound systems to ensure balance/proper control.</li> <li>• Quiet areas provided.</li> <li>• Staff rotation between quiet and noisy areas.</li> <li>• Staff trained in noise risks and the protective measures needed.</li> <li>• Staff trained and informed of the need for ear protection and where it is stored</li> <li>• Ear plugs available for customer use also</li> </ul>	Severity = 2 Likelihood = 2  = 4

Code: BAR-PRRA0002 Disposal of Waste – General and Glass/Sharps

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
<b>Sharp objects in waste bags</b>	Cuts, puncture wounds and lacerations	4	3	12	<ul style="list-style-type: none"> <li>Suitable bin bags used to dispose of waste and a good stock level kept at all times</li> <li>Glass to be disposed of in the glass bins and not the general waste bins</li> <li>Any tin can lids to be placed in the empty cans before adding to the waste</li> </ul>	Severity = 3 Likelihood = 2 = 6
<b>Carrying of waste</b>	Carrying heavy waste sacks could result in back and muscle injury	4	3	12	<ul style="list-style-type: none"> <li>All staff to complete manual handling guidance as part of induction</li> <li>When heavy bags a mechanical aid should be used when possible to reduce any physical lifting and moving</li> </ul>	Severity = 3 Likelihood = 2 = 6
<b>Slips &amp; trips</b>	<p>Staff, visitors may be injured if they trip over full waste bags not stored correctly</p> <p>Floor could become slippery from possible leakages coming from the bags</p> <p>Reduced visibility whilst carrying could be a trip hazard</p>	3	3	9	<ul style="list-style-type: none"> <li>Good housekeeping goods stored suitably, work areas kept tidy.</li> <li>Spills cleaned immediately. Good lighting.</li> <li>Planned route for disposal of waste to be sure of safe passage</li> </ul>	Severity = 3 Likelihood = 1 = 2
<b>Overfilling or Splitting of</b>	Waste could fall out onto floors causing slip hazard	3	3	9	<ul style="list-style-type: none"> <li>Bins to be emptied frequently to avoid any excessive build-up of waste that is difficult to carry</li> </ul>	Severity = 2 Likelihood = 2

**bags when full**

Added weight causes extra manual handling issues				<ul style="list-style-type: none"><li>• Any planned heavier items should be double or triple bagged if possible</li><li>• Trolleys should be used to move any load that is assessed as being too heavy for human lifting</li></ul>	= 4
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Code: BAR-PRRA0003 Manual Handling

Carried Out By: ...**Dan Green**.....

Date: ...**12.06.2018**.....

Job Title: ...**Bars & Catering Manager**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	Risk Residual
		Severity	Likelihood	Risk Rating		
<b>Movement of gas cylinders</b>	Staff, contractors  Injury from falling cylinders, fractures and breaks, injury from exploding cylinders, muscle strains	3	2	6	<ul style="list-style-type: none"> <li>Staff should have appropriate training in Manual Handling</li> <li>Cylinders higher than neck-height should wherever possible be moved with a trolley where the cylinder can be clamped in place.</li> <li>Cylinders should be 'milk-churned' into position, never attempt to lift a gas cylinder</li> <li>Correct PPE – steel toe-capped boots, gloves – should be worn when moving gas cylinders around</li> <li>Cylinders should be chained in place when not being handled</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Receipt and movement of packaged stock</b>	Staff, contractors  Injury from falling stock, fractures and breaks, cuts and lacerations, muscle strains	3	2	6	<ul style="list-style-type: none"> <li>Staff should have appropriate training in Manual Handling</li> <li>Correct PPE – steel toe-capped boots, gloves – should be worn when moving packaged stock around</li> <li>Staff should familiarise themselves with Manual Handling guidance below.</li> <li>Staff receiving stock should be trained in use of the Cellar Hydraulic Lift. See Risk Assessment for <b>Cellar: Hydraulic Lift</b>.</li> <li>All packaged stock should be checked for damage before lifting. Receipt of any broken or damaged stock should be refused.</li> <li>For further information, see <b>Cellar: Deliveries and Stacking Stock</b></li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Receipt and movement of kegs and barrels</b>	Staff, contractors  Injury from falling kegs and barrels, crushing, fractures and breaks, muscle strains	3	2	6	<ul style="list-style-type: none"> <li>Staff should have appropriate training in Manual Handling</li> <li>Correct PPE – steel toe-capped boots, gloves – should be worn when moving kegs and barrels around</li> <li>Staff should familiarise themselves with Manual Handling guidance below.</li> <li>Kegs and barrels should be transported round the cellar on a keg truck. When one is not available, kegs and barrels should be rolled.</li> <li>Receipt of any damaged kegs or barrels should be refused.</li> <li>For further information, see <b>Cellar: Deliveries and Stacking Stock</b></li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Restocking fridges and shelves</b>	Staff	2	2	4	<ul style="list-style-type: none"> <li>Staff should have appropriate training in Manual Handling</li> <li>Staff should familiarise themselves with Manual Handling guidance below.</li> <li>Staff should not attempt to lift anything heavier than 10kg from a crouched position.</li> </ul>	Severity = 2

	Injury from falling stock, cuts and lacerations, muscle strains				<ul style="list-style-type: none"> <li>Staff should take regular breaks to get up and move around to avoid muscle strains.</li> </ul>	Likelihood = 1  = 2
<b>Moving equipment for cleaning</b>	Staff  Injury from falling equipment, fractures and breaks, muscle strains	2	2	4	<ul style="list-style-type: none"> <li>Staff should have appropriate training in Manual Handling</li> <li>Staff should familiarise themselves with Manual Handling guidance below.</li> <li>In the case of heavy or unwieldy items of equipment, staff should not attempt to move these alone.</li> <li>Any cleaning chemicals are used correctly, and spillages cleaned up immediately.</li> <li>Equipment moved for cleaning is stored in a safe way, to avoid creating another hazard. If necessary, 'Cleaning In Progress' signs to be erected.</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>Moving furniture and other equipment</b>	Staff, contractors, members  Injury from falling furniture, fractures and breaks, muscle strains, slips/trips/falls	3	2	6	<ul style="list-style-type: none"> <li>Individuals moving furniture and other equipment should familiarise themselves with Manual Handling guidance below.</li> <li>Customers should be discouraged from moving furniture in public areas.</li> <li>Large, heavy or unwieldy items should not be attempted to be moved by someone on their own.</li> <li>Where possible, routes away from public areas should be taken when moving furniture and equipment. Where unavoidable, the moving should be supervised and customers and members asked to move out of the path.</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>Lone Activity</b>	Staff  Worsening of injury due to lack of first aid	2	2	4	<ul style="list-style-type: none"> <li>All staff should be trained in Manual Handling</li> <li>Any staff working alone to be checked on regularly by colleagues.</li> <li>Staff training refreshed annually</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>General</b>					<ul style="list-style-type: none"> <li>Ensure a first aider/fully stocked first aid box is present at all times.</li> <li>Never attempt to lift a load alone that is over 25kg in weight</li> <li>Always comply with College Manual Handling guidelines outlined below</li> </ul>	

Code: BAR-PRRA0004 Cellar: Deliveries and Stacking Stock

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	WITH CONTROLS	
	Who could be harmed and how?	Severity	Likelihood		Risk Rating	Risk Residual
Vehicles	Staff, contractors, members of the public Collisions with vehicles or lifting systems, resulting in minor, serious or fatal injury	4	2	8	<ul style="list-style-type: none"> <li>Clearly marked pedestrian zones</li> <li>Delivery vehicle parked away from busy traffic areas, preferably in marked bay</li> <li>Only delivery contractors to enter or operate vehicle or any lifting machinery on vehicle</li> </ul>	Severity = 4 Likelihood = 1  = 4
Accepting stock delivery from lift to floor	Staff, contractors Injuries from falling items, sprains/slips/trips, cuts and lacerations	3	3	9	<ul style="list-style-type: none"> <li>Lift maintained and regularly checked for faults – see CELLAR: HYDRAULIC LIFT RA for full details</li> <li>Employees to stand well clear of lift area when in use.</li> <li>Lift area to be clear of all obstacles and debris.</li> <li>Clear communication to be made between staff and delivery contractors when removing/replacing items from/on to lift bed.</li> <li>Stock should be checked carefully for hazards including broken packaging that could result in injury.</li> <li>Staff should not accept deliveries that are broken or damaged</li> <li>Correct PPE to be provided and worn – gloves and steel toe-capped boots.</li> <li>Persons not handling deliveries to stand well clear of moving stock and be advised to avoid cellar area during deliveries</li> </ul>	Severity = 3 Likelihood = 1  = 3
Moving barrels from floor to rack	Staff, contractors Injuries from falling items, sprains/slips/trips, muscle strain	3	2	6	<ul style="list-style-type: none"> <li>Staff to be trained in correct Manual Handling and Cellar Management before stacking stock on the rack</li> <li>Barrel lifter to be used to move barrels from floor to rack.</li> </ul>	Severity = 2 Likelihood = 1  = 2

				<ul style="list-style-type: none"> <li>Lifter and shelves condition to be checked regularly to ensure suitability for supporting weight of barrels stored on them.</li> <li>Correct PPE to be provided and worn – gloves and steel toe-capped boots.</li> </ul>		
Moving kegs/barrels and stock around cellar	Staff Injuries from impact with barrels, crushing, impact with falling items, muscle strain, sprains/slips/trips, injury from collisions with other personnel, cuts and lacerations	3	2	6	<ul style="list-style-type: none"> <li>Kegs/barrels to be moved with a key truck. Where not available, kegs/barrels to be rolled around cellar in a controlled manner</li> <li>Packaged stock to be moved with a sack truck. Where not available, stock to be carried by staff trained in manual handling – 25kg limit per trip.</li> <li>Correct Manual Handling procedures followed at all times.</li> <li>Access routes to be clear of debris and other obstacles</li> <li>Correct PPE to be provided and worn – gloves and steel toe-capped boots.</li> <li>Persons not handling deliveries to stand well clear of moving stock and be advised to avoid cellar area during deliveries.</li> </ul>	Severity = 2 Likelihood = 1  = 2
Moving empty kegs/barrels to mezzanine	Staff Injuries from impact with barrels, crushing by barrels, falling items, sprains/slips/trips, possible fractures or head injuries, muscle strain	3	3	9	<ul style="list-style-type: none"> <li>Only trained staff should move empty kegs up to mezzanine.</li> <li>Task to be completed by more than one member of staff.</li> <li>Avoid lifting kegs/barrels above head height</li> <li>Correct PPE to be provided and worn – gloves and steel toe-capped boots.</li> <li>Persons not handling empties to stand well clear of moving stock and be advised to avoid cellar area during deliveries.</li> </ul>	Severity = 3 Likelihood = 2  = 6
Wet Floors	Staff, contractors Slips/trips/sprains, cuts and lacerations	3	4	12	<ul style="list-style-type: none"> <li>Spillages mopped up immediately</li> <li>Wet floor signs available in cellar for positioning over any wet areas</li> <li>Any leaks caused by cellar equipment reported immediately</li> <li>Any leaks from external sources (i.e. drains, guttering) reported to campus facilities immediately.</li> <li>Jugs used to collect any draught run-off when changing barrels/kegs.</li> </ul>	Severity = 3 Likelihood = 2  = 6
Obstacles and debris on cellar floor	Staff, contractors Slips/trips/falls, cuts and	2	4	8	<ul style="list-style-type: none"> <li>Empty packages to be removed immediately from cellar</li> <li>Cellar cleaning schedule to be followed</li> <li>Stock to be put away immediately after deliveries</li> </ul>	Severity = 1 Likelihood = 2

	lacerations, sprains and fractures, possible head injuries				<ul style="list-style-type: none"> <li>Any cleaning, maintenance or miscellaneous items to be removed or stored in correct areas</li> </ul>	= 2
Stacking kegs	Staff Injuries from falling stock, crushing, injury from pressured gas systems, sprains/slips/trips, possible fractures or head injuries, muscle strain	4	3	12	<ul style="list-style-type: none"> <li>Barrels should only be lifted by a pair of trained staff. One person should never lift kegs alone</li> <li>Correct Manual Handling procedures should be followed</li> <li>PPE – steel toe-capped boots and gloves – to be available and worn.</li> <li>Kegs should not be stacked on top of each other where possible. Where unavoidable, kegs on top should be supported by two kegs below</li> </ul>	Severity = 3 Likelihood = 2  = 6
Stacking stock	Staff, contractors Injuries from falling stock, crushing, cuts/lacerations from broken glass, sprains/slip/ trips, possible fractures or head injuries	3	2	6	<ul style="list-style-type: none"> <li>Stock should not be stacked so high as to be dangerous.</li> <li>Do not lift stock above head height. Where unavoidable, use steps or ladders provided to place stock on or take stock from storage above head height.</li> <li>Staff trained in correct Manual Handling technique.</li> <li>Shelves for stock storage to be of adequate strength for weight of stock stored there.</li> <li>Higher shelves to be reserved for lighter objects.</li> <li>PPE – steel toe-capped boots and gloves – to be available and worn.</li> </ul>	Severity = 3 Likelihood = 1  = 3
Working at low temperatures	Staff, contractors Discomfort from working at low temperatures, illness, numbness	2	2	4	<ul style="list-style-type: none"> <li>PPE available – gloves, jackets</li> <li>Staff working in the cellar for long periods should take breaks in a warmer environment</li> </ul>	Severity = 2 Likelihood = 1  = 2
Working at height (ladders/steps)	Staff, contractors Falling from height	4	2	8	<ul style="list-style-type: none"> <li>Staff trained in Ladder and Steps safety.</li> <li>A visual check of the ladder is made before use</li> <li>Ladders/steps to only be used on firm, level ground</li> <li>Ladders/steps used to be of a suitable length (i.e. not too short)</li> <li>Ladders/steps should not be positioned anywhere they may be pushed into or knocked over (i.e. doors, staff moving barrels)</li> </ul>	Severity = 3 Likelihood = 1  = 3
Manual Handling - general	Staff, Contractors and Members	4	3	12	<ul style="list-style-type: none"> <li>Staff should be trained in appropriate Manual Handling technique</li> </ul>	Severity = 3 Likelihood = 3

	Muscular strain/back injuries. Impact injuries.				<ul style="list-style-type: none"> <li>• All necessary PPE to be available and worn.</li> <li>• See Risk Assessment for MANUAL HANDLING</li> <li>• See Imperial College's Manual Handling factsheet here: <a href="http://www3.imperial.ac.uk/pls/portallive/docs/1/15879696.PDF">http://www3.imperial.ac.uk/pls/portallive/docs/1/15879696.PDF</a></li> </ul>	= 6
Lone Activity	Staff and Members Worsening of injury due to lack of first aid,	3	2	6	<ul style="list-style-type: none"> <li>• Staff should not stack kegs/barrels, accept deliveries or rotate stock alone</li> <li>• Any staff working alone to be checked on regularly by colleagues.</li> <li>• Use of radios for communication where necessary</li> </ul>	Severity = 2 Likelihood = 1  = 2
General		2	2	4	<ul style="list-style-type: none"> <li>• <b>Ensure a first aider/fully stocked first aid box is present at all times.</b></li> <li>• <b>A sign displaying names of qualified first aiders is displayed</b></li> </ul>	<b>Severity = 2</b> <b>Likelihood = 1</b>  = 2

Code: BAR-PRRA0005 Cellar: CO2 and Nitrogen Gas

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	WITH CONTROLS
		Severity	Likelihood	Risk Rating		Risk Residual
<b>CO2 leakage</b>	Staff, contractors  Headaches, dizziness, asphyxiation, passing out, death	4	2	8	<ul style="list-style-type: none"> <li>• Only Cellar Management trained staff to change postmix, kegs and gas cylinders</li> <li>• Warning system in place</li> <li>• Cellar kept well ventilated</li> <li>• Equipment regularly checked for faults or damage. Any issues reported immediately</li> <li>• Full gas cylinders chained upright to prevent falls and damage to connections</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Nitrogen leakage</b>	Staff, contractors  Asphyxiation due to displacement of oxygen	4	2	8	<ul style="list-style-type: none"> <li>• Warning systems in place to detect any leakage</li> <li>• Nitrogen dispense system maintained regularly by BOC</li> <li>• Cellar ventilated regularly</li> <li>• System to be checked regularly for faults or damage. Faults or damage to system reported immediately</li> </ul>	Severity = 4  Likelihood = 1  = 4
<b>Injury from falling cylinders</b>	Staff, contractors.  Fractures and broken bones, head injuries, crushing from larger cylinders	3	2	6	<ul style="list-style-type: none"> <li>• Full or in-use cylinders secured upright with chains or straps</li> <li>• Empty cylinders secured upright or laid down and chocked into a secure position</li> <li>• Minimal amount of staff working in cellar, only trained staff to handle cylinders</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Pressurized equipment</b>	Staff, contractors.  Explosions from over-pressurisation or	3	2	6	<ul style="list-style-type: none"> <li>• Only trained staff to change kegs and gas cylinders.</li> <li>• Kegs not stacked wherever possible. When unavoidable, keg on top row balanced on two kegs below or fitted into an adequate keg stacking stand.</li> <li>• Gas cylinders kept chained or strapped upright.</li> </ul>	Severity = 3  Likelihood = 1

	damage to equipment, injury from propelled cylinders or keg connectors				<ul style="list-style-type: none"> <li>• System installed and maintained by BOC engineers.</li> <li>• Regularly serviced to BOC regulations and certificate of date of next inspection displayed.</li> </ul>	= 3
<b>Lone Activity</b>	Staff  Worsening of injury due to lack of first aid,	2	2	4	<ul style="list-style-type: none"> <li>• Staff should not move cylinders alone</li> <li>• Only trained staff should change kegs and gas cylinders</li> <li>• Any staff working alone to be checked on regularly by colleagues.</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> </ul>	Severity = 2  Likelihood = 1  = 2



Code: BAR-PRRA0006 Cellar: Hydraulic Lift Risk Assessment

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	WITH CONTROLS
		Severity	Likelihood	Risk Rating		Risk Residual
<b>Lift Area (Internal)</b>	Staff  Injuries from falling items, wet floors, sprains/slips/trips.	3	2	6	<ul style="list-style-type: none"> <li>No empty kegs or other items left in lift well at any time.</li> <li>Space in front of lift adequate for the unpacking, collection and moving of stock including kegs.</li> <li>Any spillages or breakages to be cleared up immediately, and use of lift halted until cleared.</li> </ul>	Severity = 3  Likelihood = 1  =
<b>Lift Area (external)</b>	Staff, contractors and Members  Injuries from falling items, wet floors, injuries from falling into lift well, sprains/slips/trips.	4	2	8	<ul style="list-style-type: none"> <li>No empty kegs or other items left in lift well at any time.</li> <li>Space in front of lift adequate for the unpacking, collection and moving of stock including kegs.</li> <li>Any spillages or breakages to be cleared up immediately, and use of lift halted until cleared.</li> <li>Any trip hazards removed and areas around external hatch cleaned and cleared frequently.</li> <li>Railings and doors to external hatch regularly maintained</li> </ul>	Severity = 4  Likelihood = 1  = 4
<b>Using the Hydraulic Lift</b>	Staff  Injuries from impact or contact with lift, falling items, sprains/slips/trips	3	2	6	<ul style="list-style-type: none"> <li>Visual inspection immediately before use.</li> <li>Check that hydraulic system is in good condition, and that there is no damage or leaks.</li> <li>Check that there is no damage to lift mechanism before turning lift on at socket.</li> <li>Rectify any faults before use – if faults cannot be rectified, do not use.</li> <li>Space in front of lift adequate for the unpacking, collection and moving of stock including kegs.</li> <li>Lift to be regularly serviced, and any maintenance requirements or faults reported immediately.</li> <li>Only trained staff operating the machine.</li> <li>Ensure lift is not over-loaded</li> </ul>	Severity = 2  Likelihood = 1  = 2

					<ul style="list-style-type: none"> <li>No person to stand directly in or in front of lift well during use of lift.</li> <li>External access to lift well-kept closed and locked when not in use, including in between deliveries.</li> <li>Lift to be inspected and certificated yearly</li> </ul>	
<b>Manual Handling</b>	Staff and Members  Muscular strain/back injuries.  Impact injuries.	2	2	4	<ul style="list-style-type: none"> <li>Staff correctly trained in Manual Handling procedures</li> <li>PPE provided</li> <li>See Risk Assessment for MANUAL HANDLING</li> </ul>	Severity = 1  Likelihood = 1  = 1
<b>Fire</b>	Staff and Members  Fatal injuries from smoke inhalation.  Burns.	4	2	8	<ul style="list-style-type: none"> <li>Always follow relevant building's fire risk assessment.</li> <li>If members are new to a place, staff to make them aware of the emergency routes of egress.</li> <li>Be vigilant as to sources of fire – keep napkins, packaging &amp; wood on a separate surface away from electrical or hot pieces of equipment</li> <li>Correct fire extinguishing equipment located in the cellar</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Lone Activity</b>	Staff and Members  Worsening of injury due to lack of first aid.	3	2	6	<ul style="list-style-type: none"> <li>No person should Operate machine alone at any time.</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>Ensure a first aider/fully stocked first aid box is present at all times.</li> </ul>	Severity = 2  Likelihood = 1  = 2

Code: BAR-PRRA0007 Line Cleaning  
 Carried Out By: ...**Dan Green**.....  
 Date: ...**12.06.2018**.....

Job Title: ...**Bars & Catering Manager**.....  
 Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	WITH CONTROLS
		Severity	Likelihood	Risk Rating		Risk Residual
<b>Chemicals</b>	Staff, customers  Chemical burns to skin, chemicals in eyes, inhalation of fumes or poisoning	4	3	12	<ul style="list-style-type: none"> <li>• Visual inspection on chemical storage and containers immediately before use.</li> <li>• Lines and taps to be regularly serviced and call outs placed where needed.</li> <li>• Only trained staff to complete a line clean</li> <li>• Correct PPE is provided and worn – gloves, apron, goggles</li> <li>• Adequate time allowed for procedure</li> <li>• No customers to be served from a bar where line cleaning is currently taking place</li> <li>• Eye wash stations filled up and accessible</li> </ul>	Severity = 3  Likelihood = 2  = 6
<b>Manual Handling</b>	Staff and Members  Muscular strain/back injuries.  Impact injuries.	2	2	4	<ul style="list-style-type: none"> <li>• Staff correctly trained in Manual Handling procedures</li> <li>• PPE provided</li> <li>• See Risk Assessment for MANUAL HANDLING</li> </ul>	Severity = 1  Likelihood = 1  = 1
<b>Lone Activity</b>	Staff and Members  Worsening of injury due to lack of first aid.	3	2	6	<ul style="list-style-type: none"> <li>• No person should complete line cleaning if alone in building</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> </ul>	Severity = 2  Likelihood = 1  = 2

Code: BAR-SPRA0001 FiveSixEight Behind Bar

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	Severity	Likelihood	Risk Rating	If risk is not tolerable what additional control measures are required?	Risk Residual
<b>Wet floors</b>	Staff, contractors. Slips, trips and falls, cuts, lacerations and abrasions.	2	4	8	<ul style="list-style-type: none"> <li>• Spillages cleaned up immediately</li> <li>• Wet floor signs and cleaning equipment (i.e. blue roll, mop and bucket) easily accessible</li> <li>• Staff correctly trained in serving skills to minimise spills and trained in cleaning procedures</li> <li>• Any leaks reported straight away to a manager or supervisor</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Broken glass</b>	Staff, contractors Cuts and lacerations	2	3	6	<ul style="list-style-type: none"> <li>• Any broken glass cleared up immediately</li> <li>• Spot sweep equipment easily accessible and visible to clear broken glass and staff are trained to use them</li> <li>• Glass disposed of in a glass bin</li> <li>• Plastic glasses available to be used on exceptionally busy nights</li> <li>• Glasses are washed and put away correctly and staff trained in these procedures</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Carrying trays and stock</b>	Staff Cuts and lacerations, slips, trips and falls, collisions with other persons, injuries from crushing or impact	2	3	6	<ul style="list-style-type: none"> <li>• Packaged stock to be moved with a sack truck. Where not available, stock to be carried by staff trained in manual handling – 25kg limit per trip.</li> <li>• Correct Manual Handling procedures followed at all times.</li> <li>• Access routes behind bar to be clear of debris and other obstacles</li> <li>• Empty glass racks to be moved immediately to allow space for full ones to be placed</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Electrical equipment</b>	Staff, contractors. Electrical shock, slips, trips and falls over loose cables or	3	2	6	<ul style="list-style-type: none"> <li>• All electrical equipment PAT tested</li> <li>• Wires and leads housed correctly to avoid trailing cables and contact with liquid</li> </ul>	Severity = 3 Likelihood = 1  = 3

	leaks, crushing, lacerations and cuts				<ul style="list-style-type: none"> <li>Any damage, leaks or faults to equipment reported immediately</li> <li>For equipment-specific RA, please see: BAR FRIDGES, GLASSWASHER, ICE MACHINE, COFFEE MACHINE AND GRINDER</li> </ul>	
<b>Hot liquids</b>	Staff, contractors Burns and scalds	3	3	9	<ul style="list-style-type: none"> <li>Staff trained to use the coffee machine correctly – COFFEE MACHINE AND GRINDER Risk Assessment</li> <li>Staff trained to used glasswash correctly – GLASSWASHER Risk Assessment</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Cleaning chemicals</b>	Staff, contractors, customers Chemical burns, sickness from consumption, irritation to skin and eyes	3	3	9	<ul style="list-style-type: none"> <li>COSHH Documentation for each chemical to be displayed and easily accessible</li> <li>Staff trained in COSHH and how to use each chemical and for which usage</li> <li>Chemicals not to be used excessively or mixed together</li> <li>Measured dosage units to be used for dispense of chemicals where possible</li> <li>Skin and eye wash units to be present and accessible</li> <li>Chemicals stored in a safe storage area</li> <li>Any spillages or leaks to be cleaned up immediately</li> <li>No hazardous chemicals to be in use in public areas during opening hours</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Waste disposal</b>	Staff, members Cuts and lacerations, abrasions, injuries due to impact or crushing, muscle strain, slips, trips and falls	2	3	6	<ul style="list-style-type: none"> <li>Staff trained on how to dispose of each waste type correctly, including glass and bio waste</li> <li>Routes and disposal areas clear of obstacles, spillages and other hazards</li> <li>Waste disposal carried out outside of opening hours</li> <li>Manual handling procedures to be followed at all times – MANUAL HANDLING Risk Assessment</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Food poisoning</b>	Staff, contractors, members Illness and sickness	2	2	4	<ul style="list-style-type: none"> <li>Kitchen staff trained in food hygiene and regular temperature checks carried out on hot and cooked food</li> <li>Bar staff trained in cellar management and correct storage or real ale</li> </ul>	Severity = 2 Likelihood = 1  =2

				<ul style="list-style-type: none"> <li>• Food and other perishable products date labelled and 'Best Before' and 'Use By' dates adhered to.</li> <li>• Pest control measures in place and reports submitted on pest activity to appropriate persons</li> <li>• Any concerns or issues highlighted to managers immediately</li> </ul>		
<b>Lone working</b>	Staff, contractors Worsening of any injury due to lack of first aid or help, theft or threatening behaviour	3	2	6	<ul style="list-style-type: none"> <li>• Staff should not stack kegs/barrels, accept deliveries or rotate stock alone</li> <li>• Any staff working alone to be checked on regularly by colleagues.</li> <li>• Use of radios for communication where necessary</li> <li>• Tills to be kept locked and only accessible after transactions or by supervisors and managers</li> <li>• CCTV in use and checked regularly</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Noise</b>	Staff, contractors, members, residents Hearing difficulties due to prolonged exposure to noise, noise pollution to local environment	3	2	6	<ul style="list-style-type: none"> <li>• Noise levels set and regularly checked with a decibel meter</li> <li>• Staff given access to free hearing protection and rotated away from loudest areas whilst working</li> <li>• See NOISE RISK ASSESSMENT for more detail</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> <li>• A sign displaying names of qualified first aiders is displayed</li> </ul>	Severity = 2 Likelihood = 1  = 2

Code: BAR-SPRA0002 Metric Behind Bar

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	Severity	Likelihood	Risk Rating	If risk is not tolerable what additional control measures are required?	Risk Residual
<b>Wet floors</b>	Staff, contractors. Slips, trips and falls, cuts, lacerations and abrasions.	2	4	8	<ul style="list-style-type: none"> <li>• Spillages cleaned up immediately</li> <li>• Wet floor signs and cleaning equipment (i.e. blue roll, mop and bucket) easily accessible</li> <li>• Staff correctly trained in serving skills to minimise spills and trained in cleaning procedures</li> <li>• Any leaks reported straight away to a manager or supervisor</li> </ul>	Severity = 2 Likelihood = 2 = 4
<b>Broken glass</b>	Staff, contractors Cuts and lacerations	2	3	6	<ul style="list-style-type: none"> <li>• Any broken glass cleared up immediately</li> <li>• Spot sweep equipment easily accessible and visible to clear broken glass and staff are trained to use them</li> <li>• Glass disposed of in a glass bin</li> <li>• Plastic glasses available to be used on exceptionally busy nights</li> <li>• Glasses are washed and put away correctly and staff trained in these procedures</li> </ul>	Severity = 2 Likelihood = 2 = 4
<b>Carrying trays and stock</b>	Staff Cuts and lacerations, slips, trips and falls, collisions with other persons, injuries from crushing or impact	2	3	6	<ul style="list-style-type: none"> <li>• Packaged stock to be moved with a sack truck. Where not available, stock to be carried by staff trained in manual handling – 25kg limit per trip.</li> <li>• Correct Manual Handling procedures followed at all times.</li> <li>• Access routes behind bar to be clear of debris and other obstacles</li> <li>• Empty glass racks to be moved immediately to allow space for full ones to be placed</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Electrical equipment</b>	Staff, contractors. Electrical shock, slips, trips and falls over loose cables or leaks, crushing, lacerations and cuts	3	2	6	<ul style="list-style-type: none"> <li>• All electrical equipment PAT tested</li> <li>• Wires and leads housed correctly to avoid trailing cables and contact with liquid</li> <li>• Any damage, leaks or faults to equipment reported immediately</li> </ul>	Severity = 3 Likelihood = 1 = 3

				<ul style="list-style-type: none"> <li>For equipment-specific RA, please see: BAR FRIDGES, GLASSWASHER, ICE MACHINE, ICE CRUSHER</li> </ul>		
<b>Access to items on high shelves</b>	Staff, contractors Muscle strains, injury from falls	2	2	4	<ul style="list-style-type: none"> <li>Staff trained to use steps or ladders to access items on high shelves (i.e. tankards)</li> <li>Steps/ladders available</li> <li>Items in use more often to be stored at an easily accessible height</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Cleaning chemicals</b>	Staff, contractors, customers Chemical burns, sickness from consumption, irritation to skin and eyes	3	3	9	<ul style="list-style-type: none"> <li>COSHH Documentation for each chemical to be displayed and easily accessible</li> <li>Staff trained in COSHH and how to use each chemical and for which usage</li> <li>Chemicals not to be used excessively or mixed together</li> <li>Measured dosage units to be used for dispense of chemicals where possible</li> <li>Skin and eye wash units to be present and accessible</li> <li>Chemicals stored in a safe storage area</li> <li>Any spillages or leaks to be cleaned up immediately</li> <li>No hazardous chemicals to be in use in public areas during opening hours</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Waste disposal</b>	Staff, members Cuts and lacerations, abrasions, injuries due to impact or crushing, muscle strain, slips, trips and falls	2	3	6	<ul style="list-style-type: none"> <li>Staff trained on how to dispose of each waste type correctly, including glass and bio waste</li> <li>Routes and disposal areas clear of obstacles, spillages and other hazards</li> <li>Waste disposal carried out outside of opening hours</li> <li>Manual handling procedures to be followed at all times – MANUAL HANDLING Risk Assessment</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Food poisoning</b>	Staff, contractors, members Illness and sickness	2	2	4	<ul style="list-style-type: none"> <li>Kitchen staff trained in food hygiene and regular temperature checks carried out on hot and cooked food</li> <li>Bar staff trained in cellar management and correct storage of real ale</li> <li>Food and other perishable products date labelled and 'Best Before' and 'Use By' dates adhered to.</li> </ul>	Severity = 2 Likelihood = 1  =2



					<ul style="list-style-type: none"> <li>• Pest control measures in place and reports submitted on pest activity to appropriate persons</li> <li>• Any concerns or issues highlighted to managers immediately</li> </ul>	
<b>Lone working</b>	Staff, contractors Worsening of any injury due to lack of first aid or help, theft or threatening behaviour	3	2	6	<ul style="list-style-type: none"> <li>• Staff should not stack kegs/barrels, accept deliveries or rotate stock alone</li> <li>• Any staff working alone to be checked on regularly by colleagues.</li> <li>• Use of radios for communication where necessary</li> <li>• Tills to be kept locked and only accessible after transactions or by supervisors and managers</li> <li>• CCTV in use and checked regularly</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Cloakroom area</b>	Staff Slips, trips and falls, muscle strain, theft and threatening behaviour	2	2	4	<ul style="list-style-type: none"> <li>• Plant room doors to be kept locked at all times</li> <li>• Coats and bags not to be placed so as to be obstructing the walkway and exit route</li> <li>• Cash box kept out of sight</li> <li>• Staff trained in manual handling in order to lift larger items like kit bags</li> <li>• Any suspicious items to be reported immediately</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Storage and moving of furniture</b>	Staff, contractors Muscle strain, injury from falling furniture, prevention of escape in an emergency	3	2	6	<ul style="list-style-type: none"> <li>• Furniture stored in a safe manner – secure, upright and not stacked too high</li> <li>• Staff trained in manual handling</li> <li>• Furniture stored so as to not obstruct exit routes</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Noise</b>	Staff, contractors, members, residents Hearing difficulties due to prolonged exposure to noise, noise pollution to local environment	3	2	6	<ul style="list-style-type: none"> <li>• Noise levels set and regularly checked with a decibel meter</li> <li>• Staff given access to free hearing protection and rotated away from loudest areas whilst working</li> <li>• See NOISE RISK ASSESSMENT for more detail</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> <li>• A sign displaying names of qualified first aiders is displayed</li> </ul>	Severity = 2 Likelihood = 1  = 2

Code: BAR-SPRA0003 The Union Bar Behind Bar

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	Severity	Likelihood	Risk Rating	If risk is not tolerable what additional control measures are required?	Risk Residual
<b>Wet floors</b>	Staff, contractors. Slips, trips and falls, cuts, lacerations and abrasions.	2	4	8	<ul style="list-style-type: none"> <li>• Spillages cleaned up immediately</li> <li>• Wet floor signs and cleaning equipment (i.e. blue roll, mop and bucket) easily accessible</li> <li>• Staff correctly trained in serving skills to minimise spills and trained in cleaning procedures</li> <li>• Any leaks reported straight away to a manager or supervisor</li> </ul>	Severity = 2 Likelihood = 2 = 4
<b>Broken glass</b>	Staff, contractors Cuts and lacerations	2	3	6	<ul style="list-style-type: none"> <li>• Any broken glass cleared up immediately</li> <li>• Spot sweep equipment easily accessible and visible to clear broken glass and staff are trained to use them</li> <li>• Glass disposed of in a glass bin</li> <li>• Plastic glasses available to be used on exceptionally busy nights</li> <li>• Glasses are washed and put away correctly and staff trained in these procedures</li> </ul>	Severity = 2 Likelihood = 2 = 4
<b>Carrying trays and stock</b>	Staff Cuts and lacerations, slips, trips and falls, collisions with other persons, injuries from crushing or impact	2	3	6	<ul style="list-style-type: none"> <li>• Packaged stock to be moved with a sack truck. Where not available, stock to be carried by staff trained in manual handling – 25kg limit per trip.</li> <li>• Correct Manual Handling procedures followed at all times.</li> <li>• Access routes behind bar to be clear of debris and other obstacles</li> <li>• Empty glass racks to be moved immediately to allow space for full ones to be placed</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Electrical equipment</b>	Staff, contractors. Electrical shock, slips, trips and falls over loose cables or leaks, crushing, lacerations and cuts	3	2	6	<ul style="list-style-type: none"> <li>• All electrical equipment PAT tested</li> <li>• Wires and leads housed correctly to avoid trailing cables and contact with liquid</li> <li>• Any damage, leaks or faults to equipment reported immediately</li> </ul>	Severity = 3 Likelihood = 1 = 3

				<ul style="list-style-type: none"> <li>For equipment-specific RA, please see: BAR FRIDGES, GLASSWASHER, ICE MACHINE</li> </ul>		
<b>Access to items on high shelves</b>	Staff, contractors Muscle strains, injury from falls	2	2	4	<ul style="list-style-type: none"> <li>Staff trained to use steps or ladders to access items on high shelves (i.e. tankards)</li> <li>Steps/ladders available</li> <li>Items in use more often to be stored at an easily accessible height</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Cleaning chemicals</b>	Staff, contractors, customers Chemical burns, sickness from consumption, irritation to skin and eyes	3	3	9	<ul style="list-style-type: none"> <li>COSHH Documentation for each chemical to be displayed and easily accessible</li> <li>Staff trained in COSHH and how to use each chemical and for which usage</li> <li>Chemicals not to be used excessively or mixed together</li> <li>Measured dosage units to be used for dispense of chemicals where possible</li> <li>Skin and eye wash units to be present and accessible</li> <li>Chemicals stored in a safe storage area</li> <li>Any spillages or leaks to be cleaned up immediately</li> <li>No hazardous chemicals to be in use in public areas during opening hours</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Waste disposal</b>	Staff, members Cuts and lacerations, abrasions, injuries due to impact or crushing, muscle strain, slips, trips and falls	2	3	6	<ul style="list-style-type: none"> <li>Staff trained on how to dispose of each waste type correctly, including glass and bio waste</li> <li>Routes and disposal areas clear of obstacles, spillages and other hazards</li> <li>Waste disposal carried out outside of opening hours</li> <li>Manual handling procedures to be followed at all times – MANUAL HANDLING Risk Assessment</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Food poisoning</b>	Staff, contractors, members Illness and sickness	2	2	4	<ul style="list-style-type: none"> <li>Kitchen staff trained in food hygiene and regular temperature checks carried out on hot and cooked food</li> <li>Bar staff trained in cellar management and correct storage or real ale</li> <li>Food and other perishable products date labelled and 'Best Before' and 'Use By' dates adhered to.</li> </ul>	Severity = 2 Likelihood = 1  =2

				<ul style="list-style-type: none"> <li>• Pest control measures in place and reports submitted on pest activity to appropriate persons</li> <li>• Any concerns or issues highlighted to managers immediately</li> </ul>		
<b>Lone working</b>	Staff, contractors Worsening of any injury due to lack of first aid or help, theft or threatening behaviour	3	2	6	<ul style="list-style-type: none"> <li>• Staff should not stack kegs/barrels, accept deliveries or rotate stock alone</li> <li>• Any staff working alone to be checked on regularly by colleagues.</li> <li>• Use of radios for communication where necessary</li> <li>• Tills to be kept locked and only accessible after transactions or by supervisors and managers</li> <li>• CCTV in use and checked regularly</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Noise</b>	Staff, contractors, members, residents Hearing difficulties due to prolonged exposure to noise, noise pollution to local environment	3	2	6	<ul style="list-style-type: none"> <li>• Noise levels set and regularly checked with a decibel meter</li> <li>• Staff given access to free hearing protection and rotated away from loudest areas whilst working</li> <li>• See NOISE RISK ASSESSMENT for more detail</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>• Ensure a first aider/fully stocked first aid box is present at all times.</li> <li>• A sign displaying names of qualified first aiders is displayed</li> </ul>	Severity = 2 Likelihood = 1  = 2

Code: BAR-SPRA0004 Outdoor / Pop Up Bar

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	WITHOUT CONTROLS			If risk is not tolerable what additional control measures are required?	Risk Residual
		Severity	Likelihood	Risk Rating		
<b>Vehicles</b>	Staff, contractors, members of the public  Collisions with vehicles or lifting systems, resulting in minor, serious or fatal injury	4	2	8	<ul style="list-style-type: none"> <li>Clearly marked pedestrian zones</li> <li>Delivery vehicle parked away from busy traffic areas, preferably in marked bay</li> <li>Only delivery contractors to enter or operate vehicle or any lifting machinery on vehicle</li> </ul>	Severity = 4  Likelihood = 1  = 4
<b>Moving barrels / receiving delivery</b>	Staff, contractors  Injuries from falling items, sprains/slips/trips, muscle strain	3	2	6	<ul style="list-style-type: none"> <li>Staff to be trained in correct Manual Handling and Cellar Management before stacking stock on the rack</li> <li>Stock should be checked carefully for hazards including broken packaging that could result in injury.</li> <li>Staff should not accept deliveries that are broken or damaged</li> <li>Barrel lifter to be used to move barrels from floor to rack.</li> <li>Lifter and shelves condition to be checked regularly to ensure suitability for supporting weight of barrels stored on them.</li> <li>Correct PPE to be provided and worn – gloves and steel toe-capped boots.</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>Wet Floors</b>	Staff, contractors  Slips/trips/sprains, cuts and lacerations	3	4	12	<ul style="list-style-type: none"> <li>Spillages mopped up immediately</li> <li>Wet floor signs available in cellar for positioning over any wet areas</li> <li>Any leaks caused by cellar equipment reported immediately</li> <li>Any leaks from external sources (i.e. drains, guttering) reported to campus facilities immediately.</li> <li>Jugs used to collect any draught run-off when changing barrels/kegs.</li> </ul>	Severity = 3  Likelihood = 2  = 6
<b>Obstacles, trailing wires and debris on floor</b>	Staff, contractors  Slips/trips/falls, cuts and lacerations, sprains and	2	4	8	<ul style="list-style-type: none"> <li>Empty packages to be removed immediately from cellar</li> <li>Cellar cleaning schedule to be followed</li> <li>Stock to be put away immediately after deliveries</li> <li>Any cleaning, maintenance or miscellaneous items to be removed or stored in correct areas</li> <li>Wires covered or marked with hazard tape</li> </ul>	Severity = 1  Likelihood = 2

	fractures, possible head injuries					= 2
<b>Stacking stock</b>	Staff, contractors  Injuries from falling stock, crushing, cuts/lacerations from broken glass, sprains/slip/ trips, possible fractures or head injuries	3	2	6	<ul style="list-style-type: none"> <li>• Stock should not be stacked so high as to be dangerous.</li> <li>• Do not lift stock above head height. Where unavoidable, use steps or ladders provided to place stock on or take stock from storage above head height.</li> <li>• Staff trained in correct Manual Handling technique.</li> <li>• Shelves for stock storage to be of adequate strength for weight of stock stored there.</li> <li>• Higher shelves to be reserved for lighter objects.</li> <li>• PPE – steel toe-capped boots and gloves – to be available and worn.</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Pressurized equipment</b>	Staff, contractors.  Explosions from over-pressurisation or damage to equipment, injury from propelled cylinders or keg connectors	3	2	6	<ul style="list-style-type: none"> <li>• Only trained staff to change kegs and gas cylinders.</li> <li>• Kegs not stacked wherever possible. When unavoidable, keg on top row balanced on two kegs below or fitted into an adequate keg stacking stand.</li> <li>• Gas cylinders kept chained or strapped upright.</li> <li>• System installed and maintained by BOC engineers.</li> <li>• Regularly serviced to BOC regulations and certificate of date of next inspection displayed.</li> </ul>	Severity = 3  Likelihood = 1  = 3
<b>Electrical</b>	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>• Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>• Only competent and trained individuals to carry out any electrical works.</li> <li>• PAT tested equipment</li> </ul>	Severity = 3  Likelihood = 2  = 6
<b>Working at low/high temperatures</b>	Staff, contractors  Discomfort from working at irregular temperatures, illness, numbness	2	2	4	<ul style="list-style-type: none"> <li>• PPE available – gloves, jackets</li> <li>• Staff working in low temperatures (chiller unit/cellar/adverse weather) for long periods should take breaks in a warmer/cooler environment as required</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>Working at height (ladders/steps)</b>	Staff, contractors  Falling from height	4	2	8	<ul style="list-style-type: none"> <li>• Staff trained in Ladder and Steps safety.</li> <li>• A visual check of the ladder is made before use</li> <li>• Ladders/steps to only be used on firm, level ground</li> <li>• Ladders/steps used to be of a suitable length (i.e. not too short)</li> <li>• Ladders/steps should not be positioned anywhere they may be pushed into or knocked over (i.e. doors, staff moving barrels)</li> </ul>	Severity = 3  Likelihood = 1

						= 3
<b>Manual Handling - general</b>	Staff, Contractors and Members  Muscular strain/back injuries.  Impact injuries.	4	3	12	<ul style="list-style-type: none"> <li>Staff should be trained in appropriate Manual Handling technique</li> <li>All necessary PPE to be available and worn.</li> <li>See Risk Assessment for MANUAL HANDLING</li> <li>See Imperial College's Manual Handling factsheet here: <a href="http://www3.imperial.ac.uk/pls/portallive/docs/1/15879696.PDF">http://www3.imperial.ac.uk/pls/portallive/docs/1/15879696.PDF</a></li> </ul>	Severity = 3  Likelihood = 3  = 6
<b>Lone Activity</b>	Staff and Members  Worsening of injury due to lack of first aid,	3	2	6	<ul style="list-style-type: none"> <li>Staff should not stack kegs/barrels, accept deliveries or rotate stock alone</li> <li>Any staff working alone to be checked on regularly by colleagues.</li> <li>Use of radios for communication where necessary</li> <li>SIA staff on patrol at regular intervals</li> </ul>	Severity = 2  Likelihood = 1  = 2
<b>Alcohol/Intoxicated Customers</b>	Members, Organisers  Poisoning  Intoxication  Injuries relating to violence/inappropriate behaviour.	4	3	12	<ul style="list-style-type: none"> <li>If any students are found to be in possession of illegal substance College Security/the Police should be contacted immediately.</li> <li>All students to be made aware that they should consume alcohol responsibly.</li> <li>Where alcoholic drinks are on offer, non alcoholic alternatives and free water should be available.</li> <li>No student should ever be encouraged to drink alcohol.</li> <li>Refer to guidelines in the Union's Code of Practice.</li> <li>Challenge 25 Policy, Licensing Conditions and ICU Responsible Retailing of Alcohol policy all followed and staff trained accordingly.</li> <li>Personal Licence Holder on site at all times</li> </ul>	Severity = 3  Likelihood = 2  = 6
<b>Overcrowding</b>	Injury caused by too many people in room	3	3	9	<ul style="list-style-type: none"> <li>Bar Stewards or security assigned to large events in space to monitor capacity &amp; prevent overcrowding, using mechanical clickers. Tables and chairs to be removed from room to increase floor space capacity if needed</li> </ul>	Severity = 2  Likelihood = 2  = 4
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>Ensure a first aider/fully stocked first aid box is present at all times.</li> <li>A sign displaying names of qualified first aiders is displayed</li> <li>Monitor for intoxicated customers and ensure licensing legislation and ICU responsible drinking policy adhered to at all times.</li> </ul>	Severity = 2  Likelihood = 1  = 2

Code: ENT-EQRA0001 Amplifiers (PA)

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>The Amplifiers are inspected annually as part of portable appliance testing regime</li> <li>Location of amplifiers are locked with code lock and only accessible to those that need access</li> </ul>	Severity = 2 Likelihood = 1  = 2
Positioning and location of Amplifiers	Moving and handling injury whilst setting up amplifiers	4	3	12	<ul style="list-style-type: none"> <li>All staff to complete manual handling guidance as part of induction</li> <li>Amplifiers are positioned in a fixed location and are not moved except for maintenance reasons</li> <li>Spaces are locked with code lock and only accessible to those that need access</li> <li>Trucks and trollies available for moving heavy equipment</li> </ul>	Severity = 3 Likelihood = 1  = 3
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2  = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>Electrical cables run from the backs of amplifiers to plug sockets to avoid the need for cable trailing on floor</li> <li>Audio cables secured using cable trunking and ties to keep cable runs against walls</li> <li>Amp rooms to be locked off</li> </ul>	Severity = 3 Likelihood = 1  = 3



Code: ENT-EQRA0002 CDJ's, PA Systems & Mixers

Carried Out By: ...**Dan Green**.....

Date: ...**12.06.2018**.....

Job Title: ...**Bars & Catering Manager**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>The CDJ's and Mixers are inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Relocating and setting up of DJ equipment	Moving and handling injury whilst setting up DJ equipment	4	3	12	<ul style="list-style-type: none"> <li>All staff to complete manual handling guidance as part of induction</li> <li>Allocated areas for DJ use(Metric Stage &amp; FiveSixEight). Equipment to be stored near these areas to limit the need for unnecessary manual handling</li> <li>Trucks and trollies available for moving heavy equipment</li> </ul>	Severity = 3 Likelihood = 2 = 6
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	4	3	12	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>All trailing cables to be ran underneath surfaces where there is no footfall</li> <li>Any cables being ran across floors or staging areas are to be fastened down with tape</li> <li>DJ equipment to be positioned where possible near to plug sockets and audio input points to limit the need for cable trailing</li> </ul>	Severity = 3 Likelihood = 1 = 3
Noise	Users of the equipment may suffer permanent or	3	2	6	<ul style="list-style-type: none"> <li>Sound level reading to be done every hour when Metric is in use for loud music and adjustments made when found to excessive</li> </ul>	Severity = 2 Likelihood = 2

temporary hearing damage from long-term exposure to loud music				<ul style="list-style-type: none"><li>• Regular check and maintenance of sound systems to ensure balance/proper control.</li><li>• Ear plugs available</li></ul>	= 4
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Code: ENT-EQRA0003 Lighting Computer(s)  
 Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Risk	Hazardous Effect	Severity (1->4)	Likelihood (1->4)	Risk Rating Sev' x Like'	Control Measures	Risk Residual
Switching On	Electric shock.	3	2	6	<ul style="list-style-type: none"> <li>Dry hands prior to operating switch.</li> <li>Do not site high or low locations to avoid unnecessary bending and stretching.</li> <li>The lighting computers are inspected annually as part of portable appliance testing regime</li> </ul>	Severity = 2 Likelihood = 1 = 2
Electrical	Injury caused from incorrect wiring or faulty equipment	4	3	12	<ul style="list-style-type: none"> <li>Equipment to be regularly checked and maintained in order to reduce the risk of electric shock.</li> <li>Only competent and trained individuals to carry out any electrical works.</li> </ul>	Severity = 3 Likelihood = 2 = 6
Trailing Cables.	Slips, trips and falls.	3	3	9	<ul style="list-style-type: none"> <li>Staff awareness.</li> <li>All trailing cables to be ran underneath surfaces where there is no footfall</li> <li>Lighting Computer to be positioned where possible near to plug sockets and DMX input points to limit the need for cable trailing</li> </ul>	Severity = 3 Likelihood = 1 = 3
Noise	Users of the equipment may suffer permanent or temporary hearing damage from long-term exposure to loud music	3	2	6	<ul style="list-style-type: none"> <li>Sound level reading to be done every hour when Metric is in use for loud music and adjustments made when found to excessive</li> <li>Regular check and maintenance of sound systems to ensure balance/proper control.</li> <li>Ear plugs available</li> </ul>	Severity = 2 Likelihood = 2 = 4

Code: ENT-SPRA0001 DJ Booth

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	Severity	Likelihood	Risk Rating	If risk is not tolerable what additional control measures are required?	Risk Residual
<b>Wet floors</b>	Staff, contractors. Slips, trips and falls, cuts, lacerations and abrasions.	2	2	4	<ul style="list-style-type: none"> <li>Spillages cleaned up immediately</li> <li>Wet floor signs and cleaning equipment (i.e. blue roll, mop and bucket) easily accessible</li> <li>Staff correctly trained in serving skills to minimise spills and trained in cleaning procedures</li> <li>Any leaks reported straight away to a manager or supervisor</li> </ul>	Severity = 2 Likelihood = 1 = 2
<b>Broken glass</b>	Staff, contractors Cuts and lacerations	2	3	6	<ul style="list-style-type: none"> <li>Any broken glass cleared up immediately</li> <li>Spot sweep equipment easily accessible and visible to clear broken glass and staff are trained to use them</li> <li>Glass disposed of in a glass bin</li> <li>Plastic glasses available to be used on exceptionally busy nights</li> <li>Glasses are washed and put away correctly and staff trained in these procedures</li> </ul>	Severity = 2 Likelihood = 2 = 4
<b>Electrical equipment</b>	Staff, contractors. Electrical shock, slips, trips and falls over loose cables or leaks, crushing, lacerations and cuts	3	2	6	<ul style="list-style-type: none"> <li>All electrical equipment PAT tested</li> <li>Wires and leads housed correctly to avoid trailing cables and contact with liquid</li> <li>DJ Booth to be kept locked at all times when not in use</li> <li>Any damage, leaks or faults to equipment reported immediately</li> <li>For equipment-specific RA, please see: DJ Equipment, Amplifiers &amp; Lighting Computer</li> </ul>	Severity = 3 Likelihood = 1 = 3
<b>Working in low light area</b>	Staff, contractors Slips trips and falls due to working in a	4	2	8	<ul style="list-style-type: none"> <li>Adequate lighting provided for staff and contractors to manoeuvre and work during show and event times</li> </ul>	Severity = 2 Likelihood = 1 = 2

	low light area during show times				<ul style="list-style-type: none"> <li>Suitable working light in place for set up, cleaning and in case of emergency light needs</li> </ul>	
<b>Smoke Alarms</b>	Accidental activation of smoke alarms causing unnecessary evacuation of building	4	2	8	<ul style="list-style-type: none"> <li>All smoke detectors to be situated at suitable distance from smoke use</li> <li>Door to amp room/riser cupboard to be kept closed during smoke use to avoid accidental displacement of smoke to other areas of the building</li> <li>Two trigger heat &amp; smoke detector in use at bottom of West Staircase</li> <li>Fire evacuation plan &amp; procedures done as part of staff induction</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>Chemicals (Smoke/Haze or Fluid)</b>	Staff, contractors, customers Chemical burns, sickness from consumption, irritation to skin and eyes	3	2	6	<ul style="list-style-type: none"> <li>COSHH Documentation for each chemical to be displayed and easily accessible</li> <li>Staff trained in COSHH and how to use each chemical and for which usage</li> <li>Chemicals not to be used excessively or mixed together</li> <li>Measured dosage units to be used for dispense of chemicals where possible</li> <li>Skin and eye wash units to be present and accessible</li> <li>Chemicals stored in designated and safe storage area</li> <li>Any spillages or leaks to be cleaned up immediately</li> <li>Chemicals not to be in use in public areas during opening hours</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Lone working</b>	Staff, contractors Worsening of any injury due to lack of first aid or help, theft or threatening behaviour	3	2	6	<ul style="list-style-type: none"> <li>Any staff working alone to be checked on regularly by colleagues.</li> <li>Use of radios for communication where necessary</li> <li>Tills to be kept locked and only accessible after transactions or by supervisors and managers</li> <li>CCTV in use and checked regularly</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Noise</b>	Staff, contractors, members, residents Hearing difficulties due to prolonged exposure to noise,	3	2	6	<ul style="list-style-type: none"> <li>Noise levels set and regularly checked with a decibel meter</li> <li>Staff given access to free hearing protection and rotated away from loudest areas whilst working</li> </ul>	Severity = 2 Likelihood = 1  = 2

**General**

noise pollution to local environment				<ul style="list-style-type: none"><li>• See NOISE RISK ASSESSMENT for more detail</li></ul>	
	2	2	4	<ul style="list-style-type: none"><li>• Ensure a first aider/fully stocked first aid box is present at all times. (Behind Metric Bar)</li><li>• A sign displaying names of qualified first aiders is displayed</li></ul>	Severity = 2 Likelihood = 1 = 2

Code: ENT-SPRA0002 Stage

Carried Out By: ...**Dan Green**.....

Job Title: ...**Bars & Catering Manager**.....

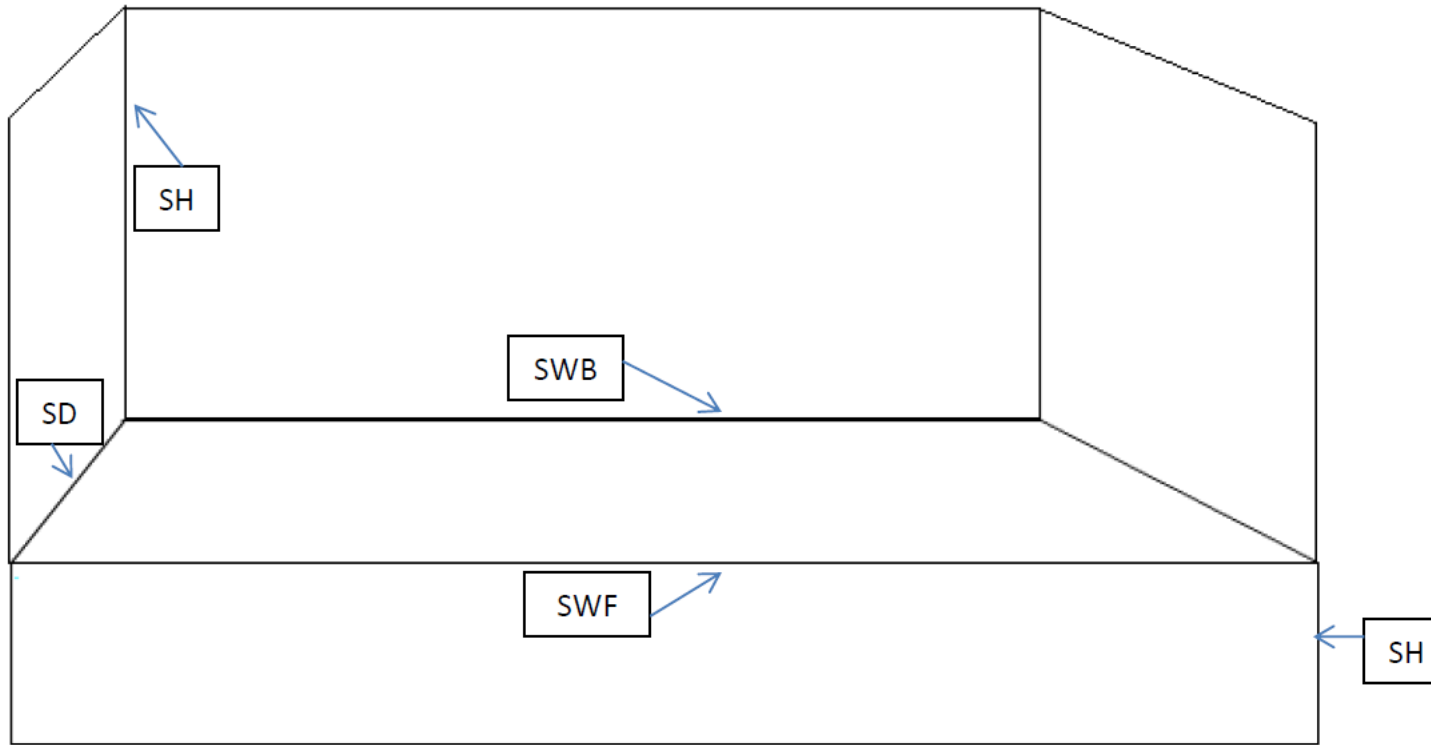
Date: ...**12.06.2018**.....

Date to Review: ...**12.06.2019**.....

Hazard	Who could be harmed and how?	Severity	Likelihood	Risk Rating	If risk is not tolerable what additional control measures are required?	Risk Residual
<b>Wet floors</b>	Staff, contractors. Slips, trips and falls, cuts, lacerations and abrasions.	2	2	4	<ul style="list-style-type: none"> <li>• Spillages cleaned up immediately</li> <li>• Wet floor signs and cleaning equipment (i.e. blue roll, mop and bucket) easily accessible</li> <li>• Staff correctly trained in serving skills to minimise spills and trained in cleaning procedures</li> <li>• Any leaks reported straight away to a manager or supervisor</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Broken glass</b>	Staff, contractors Cuts and lacerations	2	3	6	<ul style="list-style-type: none"> <li>• Any broken glass cleared up immediately</li> <li>• Spot sweep equipment easily accessible and visible to clear broken glass and staff are trained to use them</li> <li>• Glass disposed of in a glass bin</li> <li>• Plastic glasses available to be used on exceptionally busy nights</li> <li>• Glasses are washed and put away correctly and staff trained in these procedures</li> </ul>	Severity = 2 Likelihood = 2  = 4
<b>Electrical equipment</b>	Staff, contractors. Electrical shock, slips, trips and falls over loose cables or leaks, crushing, lacerations and cuts	3	2	6	<ul style="list-style-type: none"> <li>• All electrical equipment PAT tested</li> <li>• Wires and leads housed correctly to avoid trailing cables and contact with liquid</li> <li>• Any damage, leaks or faults to equipment reported immediately</li> </ul>	Severity = 3 Likelihood = 1  = 3
<b>General Equipment</b>	Staff, contractors Trips and falls from stacked equipment and overcrowding of stage area	3	3	9	<ul style="list-style-type: none"> <li>• Equipment is not to be stacked on top of each other where not properly designed to do so (musical equipment amplification for example)</li> <li>• Unnecessary equipment, items, cases etc to be stored safely elsewhere to avoid overcrowding of stage area</li> <li>• Adequate off stage storage areas provided at all times when stage is in use</li> </ul>	Severity = 2 Likelihood = 2  = 4

				<ul style="list-style-type: none"> <li>Adequate stage lighting used during performance, set up and pack down in order to make all stage visible</li> </ul>		
<b>Working in low light area</b>	Staff, contractors Slips trips and falls due to working in a low light area during show times	4	2	8	<ul style="list-style-type: none"> <li>Adequate lighting provided for staff and contractors to manoeuvre and work during show and event times</li> <li>Suitable working light in place for set up, cleaning and in case of emergency light needs</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>Working at Height</b>	Staff, contractors Injury caused by falls from stage	4	3	12	<ul style="list-style-type: none"> <li>All stage edging to be laminated using appropriate white tape or paint</li> <li>Suitable access and egress from stage in place such as stair ways. All stair edges to be laminated using white paint or white tape</li> <li>Only activities that specifically require to be on stage should take place</li> <li>All activities to be in keeping with stage dimensions and clearance</li> </ul>	Severity = 4 Likelihood = 2  = 4
<b>Non work use of staging</b>	Staff, Contractors, customers Injury caused by falls from stage	4	2	8	<ul style="list-style-type: none"> <li>Customers are not to be allowed access to the stage whilst in use</li> <li>SIA presence on stage stairs when present and stage is in use</li> <li>Crowd barriers in front of stage when risk level of performance dictates</li> <li>Signage in place to inform customers that stage area is out of bounds</li> </ul>	Severity = 4 Likelihood = 2  = 4
<b>Noise</b>	Staff, contractors, members, residents Hearing difficulties due to prolonged exposure to noise, noise pollution to local environment	3	2	6	<ul style="list-style-type: none"> <li>Noise levels set and regularly checked with a decibel meter</li> <li>Staff given access to free hearing protection and rotated away from loudest areas whilst working</li> <li>See NOISE RISK ASSESSMENT for more detail</li> </ul>	Severity = 2 Likelihood = 1  = 2
<b>General</b>		2	2	4	<ul style="list-style-type: none"> <li>Ensure a first aider/fully stocked first aid box is present at all times. (Behind Metric Bar)</li> <li>A sign displaying names of qualified first aiders is displayed</li> </ul>	Severity = 2 Likelihood = 1  = 2





SH Stage Height From Floor = 0.76m  
SWF Stage Width Front = 5.50m  
SWB Stage Width Back = 3.85m  
SC Stage Clearance to Ceiling = 2.65m  
SD Stage depth (front to back) = 3.60m