

## Kitchen Risk Assessment for Lincolnshire Cookery School (Occupational & Environmental Risks)

Kitchen:	Main Classroom
School:	Lincolnshire Cookery School
Manager:	Mrs Fiona Lucas
Date:	

<b>GENERAL HAZARDS</b>	<b>YES / NO / N/A</b>	<b>If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.</b>
<b>SLIPS &amp; TRIPS</b>		
Have all trailing cables, areas of damage or slippery flooring, or other possible trip hazards been removed or repaired?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is the sufficient lighting to highlight slip, trip or fall hazards?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are they're procedures to ensure that all spills are immediately cleared? Includes if oil is spilt, salt is used to assist 'soaking up'	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

GENERAL HAZARDS	YES / NO / N/A	If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.
Are floors and surfaces kept clean and tidy?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are wet floor signs used for spillages and mopped areas?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are microfibre mops in use to ensure quick dry floors and, if not, is sufficient time allowed for the floor to dry?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are anti-slip shoes supplied to staff and the use enforced?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are staff aware not to run at any time?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are walkways kept clear at all times?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

GENERAL HAZARDS	YES / NO / N/A	If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.
<p>Are there areas where movement around the kitchen is restricted due to work practices, e.g. opening oven doors, moving hot equipment/food, cleaning, etc. that could create risks. If so, are there written safe systems of work that have been communicated to staff?</p> <p>Could include the dining room as well as the kitchen and measures include making others aware loudly when staff are moving/handling containers, carrying hot items, etc.</p>	N/A	All work areas are clear and will remain clear.
Is the lighting sufficient for activities to be carried out safely?	Yes	<p>Details</p> <p>Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.</p>
<p>Are there areas within the kitchen or practices that could cause scolds and/or burns to staff or pupils, e.g.,</p> <ul style="list-style-type: none"> <li>- Removing hot items from the cooker</li> <li>- Dish washer</li> <li>- Steam release when opening pan lids.</li> <li>- Wash basins with scolding water</li> </ul> <p>- and, if so, have safe systems of work been recorded including the use of PPE and communicated to staff?</p>	Yes	<p>Details</p> <p>Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.</p> <p>All pupils will be told to use oven gloves provided and how to use the ovens and pans to prevent burns and scolds.</p>
Have safe systems of work to reduce lifting and handling injuries whilst placing / putting away table and chairs out been recorded and communicated to staff?	Yes	<p>Details</p> <p>Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.</p>

<b>GENERAL HAZARDS</b>	<b>YES / NO / N/A</b>	<b>If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.</b>
Have staff received manual handling training in the last 3 years?	N/A	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
<b>STORAGE</b>		
Is there sufficient and secure storage space for goods?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are all items securely and safely stored / stacked? Examples of poor safety management include overhanging items, items that fall out when a door is opened, loose handles / tops liable to fall off when moved, etc.	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are all items stored to reduce lifting / handling risks, i.e. lightest at top / bottom and heaviest at waist height?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is there sufficient and secure storage space for PPE?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
<b>COSHH</b>		

<b>GENERAL HAZARDS</b>	<b>YES / NO / N/A</b>	<b>If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.</b>
Have MSDS (material safety data sheets) been obtained from the manufacturer and instructions adhered to i.e. dilution methods, first aid etc?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Have COSHH Risk Assessments been carried out to ensure that exposure to hazardous substances is prevented / reduced and they are stored as directed and also measures implemented?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are cleaning materials kept to a minimum and stored in a lockable cupboard?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are cleaning materials stored in clearly marked containers and never decanted into unmarked bottles?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is there a system to allow for fresh air or change of air? i.e. 3 air changes per hour, thus allowing sufficient fresh air (usually windows and doors, not fire doors).	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are extraction / ventilation systems sufficient to reduce the risks to the environment and staff by removing odours, gases and steam?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

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Are possible sources of ignition e.g. cookers, heaters, sockets, electrical equipment, etc kept clear of combustible items e.g. fabrics, paper, cardboard, plastics, aerosol cans etc?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are staff aware of procedures to prevent fires within the kitchen area, e.g. not allowing oils to overheat, blow backs' from ovens, etc?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are the oils stored in a safe cool place away from the fryer?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is fixed equipment such as cookers, washing machines and tumble dryers properly connected to electrical supply (e.g. sockets should not be hidden by machine)?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is the kitchen free from overloaded extension cables e.g. 5 plugs connected to a 4-gang extension lead?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Does the main escape route have at least 1 metre width and is unobstructed?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are final fire exit doors easily opened [and without the use of a key] and kept unobstructed?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

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Are faulty thermostats reported immediately they are noted?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are all staff aware of where the gas, electric and water 'cut off' switches are located?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Where there are colleagues with mobility problems, hearing or visual impairments who may need support during an evacuation, is there a personal evacuation plan (PEEPS) in place?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Has staff been notified of their designated assembly point?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are fire blankets and correct extinguishers located in the school kitchen?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Have staff received fire extinguisher training in the last 3 years?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
<b>SHARP INJURIES</b>		

<b>GENERAL HAZARDS</b>	<b>YES / NO / N/A</b>	<b>If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.</b>
Are staff instructed to carry knives and scissors with blades pointing downwards?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is there purpose-designed housing for knives and not in drawers?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are sharps washed separately?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are soiled sharps stored separately prior to washing?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are staff instructed not to leave sharps or bottles unattended in sinks or bowls of water?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is there separate disposal for broken glass or china?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
<b>INSPECTION &amp; TESTING REGIMES</b>		



<b>GENERAL HAZARDS</b>	<b>YES / NO / N/A</b>	<b>If yes, describe how managed. If no, enter onto risk assessment at back of document and identify control measures.</b>
Are all electrical kitchen appliances well maintained and function correctly? Details:	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are fridges and freezers kept in a good condition and with correct temperatures maintained?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are portable food mixers and processors kept clean and in good order safety interlocks working?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are the extraction hoods regularly cleaned and maintained in effective condition with filter change-outs?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Have all fixed electrical kitchen appliances been inspected within the last 12 months?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Has all IT equipment been PAT tested within the last 4 years?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Do all portable electrical appliances e.g. electrical leads, toasters, fan heaters and kettles undergo PAT testing annually?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

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<b>OTHER ITEMS</b>		
Are staff appropriately trained for the equipment in use (includes agency), received instruction and are sufficiently supervised?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Is there a designated Safety Notice Board that clearly displays all safety notices for staff including safety instructions, risk assessments, induction booklets, etc.?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are all notices up to date including listings of nominated fire marshal's and designated first aiders?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are staff aware of their responsibility to look after their own and others health and safety and follow safety instructions?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Are there procedures for reporting any accidents / incidents via Halton's incident reporting systems?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.
Do staff know how to contact the nearest first aiders?	Yes	Details Fiona Lucas will check before, during and after the lessons. Who ever else is in charge on that day will also oversee the checks.

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