

HAZARD	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED BY /DATE FROM
<b>Hot drinks being made and served. Possible scolds and burns. Kettles and a trailing cord.</b>	The teacher will prepare the first hot drink showing the client what to do and how to stay safe. However under 16s must not make their own hot drinks. Kettle cord is neatly placed without trailing.	1	Supervision explaining the dangers to clients. No under 16s to use the coffee machine or kettle.	5th April 2022	5th April 2021 Mrs F Lucas
<b>Ovens and hot surfaces.</b>	The ovens are set in English and must be used as instructed by the teacher. Hobs will display they are hot and not to touch.	2	Oven gloves are provided at all times. Do not use tea towels when handling hot pans, hobs or ovens.	5th April 2022	5th April 2021 Mrs F Lucas
<b>Floor with puddles of water.</b>	A wet floor sign will be placed where the puddle is. A designated person will mop the puddle up using the equipment provided. The wet floor sign will remain there until the floor is dry.	1	If a puddle of water appears the existing controls must be acted upon.	5th April 2022	5th April 2021 Mrs F Lucas
<b>Fridges operating at the correct temperature. Clean and all food in date.</b>	Fridge temperature mobile monitors are in all fridges. Daily log sheets filled out on file. All food are checked for dates.	1	Daily checks on all fridges and foods.	Daily from 5th April 2021	5th April 2021 Mrs F Lucas
<b>Cupboard and drawer units when the doors are open etc.</b>	All cupboards and drawers to be kept closed when not in use. Teacher to explain why the reasons why.	1	Remind clients to keep all cupboards and draws closed at all time. If any seen open close them.	Daily from the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Chopping boards / cross contamination.</b>	There is a colour chart along side every clients colour chopping boards. The teacher will highlight this.	1	The teacher will highlight the colour chart and make sure all clients use the correct board.	From the 5th April 2021	5th April 2021 Mrs F Lucas

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<b>Floors wet or damaged.</b>	If there is any water on the floor please report and the spillage will be dealt with. Flooring torn, report to teacher and it will be fixed. Suitable cleaning materials available. Kitchen equipment maintained to prevent leaks onto floors.	1	All spillages will be cleaned up straight away and wet floor sign placed until the floor has dried. Remind staff to maintain good standard of housekeeping. Ensure suitable footwear with good grip worn by staff and clients.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Hand washing (cross contamination).</b>	Teach all clients to wash their hands in the hand washing sink using soap which is provided.	1	Remind clients to wash their hands after handling food and as often as possible.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Hot ovens and hobs.</b>	Prompt and remind that heat comes out of the oven when you open the door, use oven gloves and check with teacher. Do not touch without oven gloves.	2	Constant reminders from the teacher to the clients about burns and heat from the ovens and hobs.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Raw eggs (poisoning).</b>	Remind clients it is not safe to lick the mixing bowl and utensils when there is raw eggs used.	1	Constant reminder of raw egg poisoning.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Stools / climbing .</b>	Do not allow any clients to climb on the stools provided. There is no need for anyone to climb.	1	Keep reminding clients not to climb.	From the 5th April 2021	5th April 2021 Mrs F Lucas

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<b>Utensils, including knives and scissors.</b>	All knives are colour coded and stored on a knife board. Do not put knives into the sink, wash up one at once. Under 16s place knives for teacher to wash once finished with. When carrying knives around hold the down tour side using the handles. When passing a knife to someone else, place the knife down, allowing the other person to pick it up. First aid box provided and nominated first aider always on site.	2	Constant reminder of clients to respect the knives and work with them correctly.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>The claw and bridge hold.</b>	Demonstrations from teacher on the claw and bridge hold to prevent accidents.	1	Constant reminder of clients to respect the knives and work with them correctly.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Kitchen Aid free standing mixer.</b>	Full demonstration from teacher how to use the free standing mixer. Bowl being secured, attachments being added and used, cleaning, dismantling, speed control and operating.	1	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Kitchen Aid mincer.</b>	Full demonstration from teacher how to use the free standing mincer, assembling, using, dismantling and cleaning.	1	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas

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<b>Kitchen Aid Hand mixer.</b>	Full demonstration from teacher how to use the hand mixer, assembling, using, dismantling and cleaning.	1	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Kitchen Aid pasta attachment</b>	Full demonstration from teacher how to use the pasta attachment assembling, using, dismantling and cleaning.	1	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Pans</b>	Full demonstration from teacher how to use a pan with or without a lid. Focusing on burns, steam, & scalds.	2	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Deep fat frier</b>	Full demonstration from teacher how to use a deep fat frier, temperature controlled, frying, cleaning, cooling.	2	Demonstration prior to use from teacher. Constant reminders from the teacher of the safety when using this kind of equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Manual handling</b>	Ingredients to be bought in package sizes easy to handling. Sinks at a good hight to avoid stooping. Staff training in manual handling.	1	Constant evaluation on manual handling.	From the 5th April 2021	5th April 2021 Mrs F Lucas

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<b>Steam, hot water, hot oil and hot surfaces.</b>	Staff trained in risks of hot oils. Staff training in risks of releasing steam. Demonstrate to clients on steam safety. Everyone to use oven gloves provided. Informing NOT to use if damp or wet.	1	Constant evaluation on steam, hot water, hot oil and hot surfaces.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Food handling</b>	Frequent hand washing. Where possible and sensible, staff and clients use tools to handle food rather than hands. Where handling cannot be avoided, hands are rinsed promptly after finishing the task.	1	constant reminders to wash your hands, colour coded knives and boards to prevent cross contamination.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Contact with bleach and other cleaning chemicals.</b>	Where possible use a dishwasher to clean equipment. All containers labelled. Staff to use rubber gloves to prevent irritation to skin.	1	Constant evaluation on bleach and other cleaning chemicals. Check COSHH sheets.	From the 5th April 2021	5th April 2021 Mrs F Lucas
<b>Electrical</b>	Do not touch anything electrical with wet hands. PAT testing yearly. Report any equipment that is faulty to management. Full demonstration on electrical equipment used.	1	Constant evaluation on electrical equipment.	From the 5th April 2021	5th April 2021 Mrs F Lucas

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Fire	<p>Fire alarm and emergence lightning is installed. Fire exit signs are clearly displayed. Fire alarm testing weekly and logged.</p> <p>Assembly point clearly displayed. Housekeeping will inform staff and clients if there is to be a fire drill test.</p> <p>Fire equipment to be inspected and signed fit for use by independent company.</p>	1	Regular checks that fire equipment have not been hampered. If so please report.	From the 5th April 2021	5th April 2021 Mrs F Lucas