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| **What are the hazards** | **Who might be harmed** | **What are the controls** | **What action is required** | **Action by who** |
| **Slips and Trips** | Kitchen users may be injured if they trip over objects or slip on spillages | 1. Good housekeeping – work areas kept tidy, goods stored off the floor or in a suitable location  2. Kitchen equipment maintained to prevent leaks onto floor, and any faults reported promptly.  3. Users to clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.  4. Suitable cleaning materials available.  5. Good lighting in all areas including storage area.  6. No trailing cables or obstruction in walkways.. | Remind users to maintain good standard of housekeeping | Facilitators |
| **Manual Handling**  Handling heavy items equipment | Kitchen users may suffer injuries such as strains or bruising from handling heavy equipment/food/bulky objects | 1.Commonly used items and heavy stock stored on shelves at a suitable height  2.Sink at good height to avoid stooping.  3.Staff trained by their own agencies on how to lift safely. | Ensure team working for moving heavier items. | Facilitators |
| **Contact with steam, hot water, hot oil and hot surfaces** | Kitchen users may suffer scalding or burns injuries. | 1.Kitchen users reminded by the facilitator of risks of hot oils, ovens, hobs and water/steam  2. Oven gloves/cloths/aprons provided.  3. Vulnerable groups supervised  4. Young children are not to work with hot items | Display ‘hot water’ signs at sinks  Ensure handles on pans maintained. | Facilitators |
| **Knives** | Kitchen users involved in food preparation and service could suffer cuts from contact with blades. | 1. Kitchen users trained to handle knives. Facilitators to demonstrate claw and bridge position at the start of each session.  2. Child proof knives are available for young children or people who can’t use a knife safely.  3. Knives suitably stored in a locked drawer and counted back at the end of the session when not in use.  4. First-aid box provided and nominated first-aider always available nearby. | Inform users not to use knives to remove packaging. | Facilitators |
| **Contact with cleaning and washing chemicals** | Prolonged contact with water, in combination with detergents, can cause skin damage.  Kitchen users cleaning premises risk skin irritation or eye damage from direct contact with cleaning products.  Vapour may cause breathing problems | 1. Dishwasher used instead of washing up by hand where appropriate  2. All containers clearly labelled.  3. Where possible, cleaning products marked ‘irritant’ not purchased and milder alternatives bought instead.  4. Long-handled mops and brushes, and strong rubber gloves, provided and used where appropriate.  5. Disposable gloves available for kitchen users where appropriate | Staff reminded to thoroughly dry hands after washing  Remind staff to check for dry, red or itchy skin on their hands and to tell facilitator if this occurs. | Facilitators |
| **Fire** | Kitchen users could suffer serious/fatal injuries as a result of fire | 1. Fire extinguishers and blanket should be provided on site  2. Kitchen facilitators to make their group aware of fire exits and drill before commencing a class  3. Fire equipment to be checked annually | Site manager to inspect equipment and signs regularly | Site manager |
| **Electrical** | Kitchen users could suffer serious/ fatal injuries as a result of electric shock. | 1.System inspected and tested by an electrician every five years.  2. Kitchen users to check equipment before use and to report any defective plugs, cables and equipment. Kitchen users know where fuse box is and how to safely switch off electricity in an emergency  3. Access to fuse box kept clear. | Site manager to inspect plugs, cables etc regularly. | Site manager |

**ALL FAULTS AND ACCIDENTS TO BE DETAILED IN A COMMENTS BOOK AND DEALT WITH BY THE SITE MANAGER**