

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name: Veggies Catering Campaign

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|-------------------------------------|---|--|--|-------------------------------|-----------------|------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages | We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening | No | All crew, David.O. to monitor | 11/06/2017 | |
| Steam from urn | Crew can be scalded if they are not very careful when adding water to urn. | All crew are carefully trained on the scalding risk of the urn. Where possible a 12V pump system is used to mitigate the risk. | No | | | |
| Knives | Staff can cut themselves when preparing salad and onions if they are not careful. | Crew are trained to prepare food in as safe a way as possible – e.g. positioning an onion so a knife can only slide AWAY from fingers. | No | | | |
| Gas from non-ignited urn or griddle | Explosion and asphyxiation risk. | Both urn and griddle have automatic temperature measuring safety cut-offs so this dangerous fault condition cannot arise. | No | | | |
| Trip from insecure trailer step | Staff can trip on trailer step if it is not secure enough. | We have swapped our previous upside-down crate for a proper step. | In the mean time the new step has been damaged and must be replaced. Before this happens we have returned to using a crate. David to make sure this does not become permanent. | David.O. | 11/06/2017 | |
| Hot oil spatter | Customers might be splattered with hot oil when cooking on hotplates in venues where we don't take the trailer. | We've built an oil guard to protect customers in these situations. | No | | | |
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Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11