

Risk Assessment Form

Name of Assessor: Phill Liggett

Date: 03/08/2023

Work area: Student Kitchen

Time: 14:00

Brief Description of work activity being assessed: General Kitchen Activity

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Slips and Trips	Staff, Visitors, Students	Injuries from a fall e.g. Bruising, breaks, sprains.	General housekeeping. All areas are well lit. No trailing leads or cables. Kitchen area to be kept tidy. Kitchen is cleaned each morning. Paper towels provided to clean spillages.	1	4	4	Additional signage posted to remind users to keep the kitchen area clean and tidy.	1	4	4	Facility Manager	August 2024
Electrical	Staff, Visitors, Students using electrical equipment.	Shocks/Burns from faulty or improperly used equipment.	Portable Appliance Testing is performed. Only technical staff are authorised to install and maintain electrical equipment.	1	5	5	N/A	1	5	5	Facility Manager	August 2024
Kettle	Users of the Kitchen	Burns from hot water	Signage on correct kettle usage posted next to the kettle. Hot surface stickers are placed on the kettle	2	4	8	N/A	2	4	8	Facility Manager	August 2024

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Cutlery - Knives, Sharp utensils	Users of the Kitchen	Cuts, puncture wounds.	No sharp implements stored in kitchen. All cutlery provided is plastic.	1	3	3	N/A	1	3	3	Facility Manager	August 2024
Microwave	Users of the Kitchen	Burns from hot surfaces and food. Fire from metal being placed in microwave.	Hot surface stickers are placed on the microwave. Signage on correct microwave usage posted next to the microwave.	2	4	8	N/A	2	4	8	Facility Manager	August 2024

Risk Matrix

↑ INCREASING CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		INCREASING LIKELIHOOD →				

Calculating risk

When calculating the 'Risk Rating' use the provided risk matrix.

How to control risk

1. Eliminate - Completely remove the hazard.
2. Reduce - Reduce the hazard. e.g. Carry less weight by reducing the load.
3. Prevent Contact - Stop people coming into contact with the hazard. e.g. Safety barrier.
4. Safe System of Work - Implement and follow safe procedures and practices.
5. Personal Protective Equipment (PPE) - Use the appropriate protective equipment.

Further information

For further information and guidance please contact the Facility Manager or a Health and Safety representative. Email: healthandsafety@futureworks.ac.uk or Call 0161 214 4600.

Review Date: August 2024

Signature: P.LIGGETT