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| **Hazard** | **Persons Who**  **May Be Harmed** | **Property That**  **May Be Harmed** | **Level of Risk (Low/Medium/High)** | **Action Required to Reduce Risk Level** |
| Grinder/Burrs | All | None | Medium | Unplug grinder before exposing burrs |
| Hot Water Tap | All | None | High | Explain burn risk to all students before use |
| Cupping | All | None | Medium | Ensure the cups have cooled before students begin tasting. |
| Broken Glass | All | Glassware | Medium | Ensure safe and clear space for use. Swift clean-up plan. |
| Sizing Screens (splinters) | All | None | Low | Ensure all edges and corners are sanded down. |
| Sizing Screens (dropped) | All | Screens | Low | Ensure students use the screens over tabletop. |
| Trip Hazard | All | None | Low | Before each session begins, sweep floor for hazards. If laptop cables are used, ensure they do not trail on the floor. |
| Slip Hazard | All | None | Medium | If spills occur, stop session and ensure swift clean-up. |
| Chemical Contamination | All | None | Medium | Ensure all cleaning supplies are stored correctly away from any food/beverage areas. Only to be used after coffee/milk is removed from area. Ensure cleaning solution instructions are followed. |

This risk assessment forms part of the Health & Safety program forGreater Goods Coffee Roasters. It is only to be completed by the training lab manager and must not be amended. Risk assessments are reviewed on a six month basis, or as updates are required.

Copies of risk assessments are kept on file and are available on request via email to: sarah@ggroasting.com