

Risk Assessment Guidance

Title General Craft Service

This risk assessment guidance covers the catering services for the company. The whole craft team receives training in health, safety and hygiene. The level of training is dependent on what is required.

All vehicles, machines and equipment supplied by the Catering contractor are in good condition and regularly inspected and serviced as required.

Any site or location rules, requirements and restrictions communicated to the Catering staff will be incorporated into our arrangements and procedures for the company being served.



Job Sequence	Hazard Identification	Controls
Slips and trips	All personnel working on site may be injured if they trip over objects or slip on spillages	<p>Good housekeeping – work areas kept tidy, goods stored suitably etc.</p> <p>Kitchen equipment is maintained to prevent leaks onto the floor.</p> <p>Equipment faults leading to leaks reported promptly to the supervisor.</p> <p>Drainage channels and drip trays provided where spills are more likely.</p> <p>Staff clean up spillages (including dry spills) immediately and leave the floor/worktops dry.</p> <p>Suitable cleaning materials available.</p> <p>Good lighting in all areas.</p> <p>No trailing cables or obstruction in walkways. External cables are ramped where they cross access routes.</p> <p>Steps and changes in level highlighted.</p> <p>Remind staff to maintain a good standard of housekeeping.</p> <p>When entering and exiting the catering trailer or back of vehicles take care and ensure (where applicable) steps are lowered and in good order.</p> <p>Ensure suitable footwear with good grip worn by staff.</p>
Manual handling Handling heavy items such as flour sacks, ingredients, boxes of food, drinks etc.	Craft Service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects	<p>Ingredients should be ordered to be bought in package sizes that are light enough for easy handling.</p> <p>Commonly used items and heavy stock stored on shelves at waist height.</p> <p>Service van parked close to the Craft Service Unit to minimize distance traveled when carrying.</p> <p>Sink at a good height to avoid stooping.</p>

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		<p>Staff trained in how to lift safely.</p> <p>Mechanical aids used where appropriate.</p> <p>Ensure team working for moving heavier items.</p>
Fire	<p>Emergency response to fire.</p> <p>Extinguishing of fire Flammable materials.</p>	<p>There is a fire blanket, water and CO² fire extinguishers located in the Craft Service vehicle. These are all within test date. If there is a fire on the cooking plate/grill the gas supply must be isolated and the fire blanket used. Staff have been instructed to leave the vehicle unit immediately.</p> <p>The use of fire extinguishers should be limited to persons trained to use them. Heat sources must be kept clear of flammable materials.</p>
Gas Safety	<p>Staff, crew and any personnel working on site.</p> <p>Gas connections.</p> <p>Gas appliances.</p>	<p>It is the responsibility of Craft Service to ensure all gas cylinders used for these works are managed in accordance with the Companys 'Gas Cylinder' risk assessment. Gas cylinders must not be left connected overnight.</p> <p>Cylinders kept in a well-ventilated cupboard (4 x vents) with 'Flammable Gas' warning signs on doors.</p> <p>All pipe work used for gas and connections must be suitable for the task and regularly inspected. If there is a small amount of gas – supplies must be isolated immediately and the equipment checked before being reused.</p> <p>All gas appliances should be inspected at regular intervals and tested every six months.</p> <p>Daily check of gas appliance controls.</p> <p>Inspection, service and test carried out by Gas Safe registered engineers every 12 months.</p> <p>Staff know where the main isolation tap is and how to turn supply off in an emergency.</p>
Electrical	Craft Staff, crew and any personnel within close vicinity..	<p>A competent person visually inspects the electrical system.</p> <p>Portable electrical appliances have been inspected and deemed safe for use within the last 12 months.</p> <p>Staff trained to check equipment before use and to report any defective plugs, discolored sockets or damaged cable and equipment.</p> <p>Staff know where the fuse box is and how to safely switch off electricity in an emergency.</p> <p>Plugs, sockets etc. are suitable for kitchen environments.</p> <p>Access to the fuse box kept clear.</p> <p>Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.</p>
Appliances and machinery	Staff risk serious injury from contact with dangerous/ moving parts on machinery.	<p>Staff trained in cleaning, assembly and operating procedures.</p> <p>All dangerous parts to machinery suitably guarded.</p> <p>Checks of machinery guards before use.</p>

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		<p>Staff trained to spot and report any defective machinery.</p> <p>Safety-critical repairs carried out by competent personnel.</p> <p>Operating instructions are easy to locate.</p> <p>Remind staff to always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work.</p>
Contact with steam, hot water, hot oil and hot surfaces	Craft Service staff may suffer scalding or burns injuries.	<p>Staff trained in risks of hot oils.</p> <p>Staff trained in risks of release of steam.</p> <p>Water mixer taps to be provided.</p> <p>All staff are told to wear long sleeves.</p> <p>Heat-resistant gloves/cloths/aprons provided.</p> <p>Display 'hot water' signs at urns, sinks and 'hot surface' signs at hot plates.</p> <p>Ensure handles on pans are safely maintained.</p> <p>Ensure staff are trained in the use of coffee machines.</p>
Clean Up	<p>Staff burnt by grill and hot plate/Panini maker.</p> <p>Food disposal</p>	<p>Grill and hot-plate/Panini maker will not be left unattended until they have cooled, they will be thoroughly cleaned after each use.</p> <p>All supplies to cooking equipment will be isolated when not in use.</p> <p>All waste food will be placed in sacks and placed in the appropriate waste receptacles; no waste food will be left in the food preparation or service areas over-night.</p>
Knives and sharps	Staff involved in food preparation and service could suffer cuts from contact with blades.	<p>Staff trained to handle knives.</p> <p>Knives suitably stored when not in use.</p> <p>First-aid box provided and nominated first-aider always on site.</p> <p>Staff told to not use knives to remove packaging – suitable cutters will be provided.</p>
Equipment	Dirty/contaminated cutlery/cooking implements.	<p>No glass equipment is used or stored in the Service area.</p> <p>All implements are thoroughly washed before and after use to ensure that risks from bacterial infection are sufficiently controlled.</p> <p>Raw and cooked foods will be kept separate.</p>
Food handling	<p>Frequent hand washing can cause skin damage.</p> <p>Some foods can cause some staff to develop skin allergies</p>	<p>Where possible and sensible, staff use tools (cutlery, tongs, scoops etc) to handle food rather than hands.</p> <p>Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling etc.</p>

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		<p>Where handling cannot be avoided, hands are rinsed promptly after finishing the task.</p> <p>Staff are reminded to thoroughly dry hands after washing.</p> <p>Provide nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</p> <p>Remind staff to check for dry, red or itchy skin on their hands and to tell the appointed medical personnel if this occurs.</p>
Contact with bleach and other cleaning and washing chemicals	<p>Prolonged contact with water, particularly in combination with detergents, can cause skin damage.</p> <p>Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapor may cause breathing problems.</p>	<p>Dishwasher used instead of washing up by hand. All containers clearly labeled.</p> <p>Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</p> <p>Long-handled mops and brushes, and strong rubber gloves, provided and used.</p> <p>Staff wash rubber gloves after using them and store them in a clean place.</p> <p>Staff are reminded to thoroughly dry hands after washing.</p> <p>Provide nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</p> <p>Remind staff to check for dry, red or itchy skin on their hands and to tell the appointed medical personnel if this occurs.</p>
Food and Workplace temperature	Craft staff may suffer ill health when they overheat in hot working conditions.	<p>Foods kept in the fridge have temperature readings taken daily.</p> <p>Fans and extractors provided to control air temperature.</p> <p>Staff are encouraged to take rest breaks in cooler conditions when required.</p> <p>Staff are encouraged to take regular drinks of water.</p>
Vehicles & Trailers	<p>Competence</p> <p>Parking and positioning vehicles and trailers</p> <p>Poor ground conditions</p>	<p>Only people who hold a suitable license are permitted to drive vehicles, site speed limits should be adhered to.</p> <p>When moving or parking trailers a banks man will guide the vehicle operator.</p> <p>Vehicles should be used to position trailers and moving by hand avoided wherever possible.</p> <p>When leveling vehicles or trailers operators must ensure wheels are locked or brakes are on, that ground conditions are suitable for jacks and or blocks.</p> <p>Once vehicles and trailers have been sighted that there is good access and egress to them and that emergency routes are not obstructed.</p>
Accidents	<p>Reporting.</p> <p>First aid.</p>	<p>All accidents must be reported to the supervisor, if medical treatment is required the appointed medical personnel should be contacted and an accident report issued to the appointed Health and Safety personnel.</p> <p>Make sure you are aware of the first aid provisions in place.</p>

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		All accidents & near misses must be reported to your Supervisor
Eating/drinking area	Craft Service staff, crew and any personnel working on site.	Risks from slips/trips and manual handling covered in previous sections. Ensure sufficient lighting is provided at night.
General Safety		Easy-up's to be secured down using weights and pegs. Where 2 or more are used they need to be joined using cable-ties. Jacking wheel to be fully lowered and handbrake applied when the Craft Service Unit is in position. Regular checks to be made on the Nitro Gas Struts on the service hatch.

All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
Gas Cylinders	May be required dependent on products used	Required	HACCP
Name			
Signed		Date	