

<b>Area/Activity Assessed</b>	Bistro	<b>Date Completed</b>	23.01.24
		<b>Review Date</b>	23.01.25
<b>Assessment Completed By</b>	Keith Wilkinson (NEBOSH and NEBOSH Fire)	<b>Person(s) Consulted</b>	Rob Beard (Site Manager – Jayne Ecclestone (Finance Manager)

<b>Persons Exposed</b>	<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractors</b>	<input type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input type="checkbox"/>	<b>Visitors and/or Public</b>	<input type="checkbox"/>	<b>Trespassers</b>	<input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b>	<input type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input type="checkbox"/>	<b>More than 8 hrs</b>	<input checked="" type="checkbox"/>

<b>Probability</b>	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
<b>Severity</b>	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
1.	Slips, trips and falls	<ul style="list-style-type: none"> <li>All employees are aware of the need for good housekeeping throughout the premises.</li> <li>All access routes, walkways and general floor areas are suitably illuminated using an appropriate level of lighting.</li> <li>Appointed cleaning maintains the areas on a daily basis including the cleaning of floor surfaces.</li> <li>Floor surfaces of the premises areas are subject to on-going visual inspections by all employees throughout the working day.</li> <li>Designated walkways have been established where appropriate and all employees are aware that they must remain free from obstruction.</li> </ul>	3	2	6	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
		<ul style="list-style-type: none"> <li>Storage is not permitted in any designated walkway.</li> <li>On-going supervision completed by nominated personnel who ensure employees are adhering to safe working practices.</li> </ul>				
2.	Electrocution	<ul style="list-style-type: none"> <li>Fixed electrical installation inspected.</li> <li>Equipment is in excellent condition.</li> <li>PAT testing completed annually.</li> </ul>	5	1	5	
3.	Fire	<ul style="list-style-type: none"> <li>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>The assessment considers the provision of preventative measures, means of raising the alarm, staff training and provision of firefighting equipment.</li> <li>All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>Smoking prohibited in the building in line with current legislation.</li> <li>Fire extinguishers present.</li> <li>Fire alarm and detection present.</li> <li>All escape routes are unobstructed.</li> </ul>	5	1	5	
4.	Cuts, bumps and bruises	<ul style="list-style-type: none"> <li>Equipment in good condition</li> <li>Low level storage.</li> <li>First Aid available on site.</li> </ul>	3	1	3	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
5.	Housekeeping	<ul style="list-style-type: none"> <li>All storage well maintained.</li> <li>No trailing cables.</li> <li>Rubbish removed by kitchen staff and cleaning undertaken by appointed persons.</li> </ul>	3	1	3	
6.	Unauthorised access	<ul style="list-style-type: none"> <li>All entrance doors have suitable security locks in place and are secured when not in use.</li> </ul>	3	2	6	
7.	Hygiene/Infection control	<ul style="list-style-type: none"> <li>Regular cleaning procedure in place.</li> <li>Rubbish is removed by appointed cleaning.</li> <li>Rubbish bins are emptied daily.</li> <li>Cleaning completed by appointed persons.</li> </ul>	3	1	3	
8.	Materials/equipment storage leading to falling objects. <i>Staff and 3<sup>rd</sup> parties could suffer severe personal injury or worse because of materials falling onto them</i>	<ul style="list-style-type: none"> <li>All materials stored appropriately on shelving.</li> <li>Storage areas are maintained by nominated personnel who ensure that the shelving is not overloaded.</li> <li>Employees are responsible for ensuring that any/all materials or products are stored in a manner that does not create a hazard for anyone.</li> <li>On-going supervision completed by nominated personnel.</li> </ul>	4	2	8	
9.	COSHH	<ul style="list-style-type: none"> <li>Substances controlled by competent personnel.</li> <li>Kitchen staff are training in the safe use of COSHH.</li> <li>COSHH assessments completed.</li> <li>SDS and COSHH file available on site.</li> </ul>	5	1	5	
10.	Exposure to Asbestos Containing Materials (ACM's)	<ul style="list-style-type: none"> <li>Location of ACM's was established by previous survey.</li> </ul>	5	1	5	

No	Hazard	Existing Control Measures	Residual Risk			Additional Control Measures
			Severity	Probability	Risk	
	<i>Exposure to inhalable or ingestible ACM fibres could lead to Asbestos related disease for those affected</i>	<ul style="list-style-type: none"> <li>ACM's are subject to on-going monitoring by the school management team following the guidance provided by the survey.</li> <li>ACM register information is given to all outside contractor personnel who may be required to work in the location where ACM's are present.</li> </ul>				

## ACTIONS ARISING FROM THE RISK ASSESSMENT

Hazard number	Risk Rating	Who will be responsible for the additional control measures? Name(s)	When will the actions be complete?	Date complete and any comments or note

## Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date