

Intructions for Use of the Excel Spreadsheets

There are three tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety Kitchen & Food Preparation Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required



Slips, Trips and Falls

Falling Objects

Electrical Hazards

Substances

Work Equipment

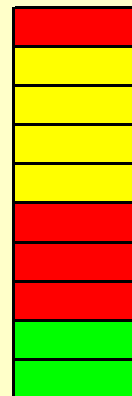
Fire

Ventilation

Manual Handling

Hygiene

Accidents and First Aid



Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Slips, Trips and Falls				
Do you ensure risk is reduced of a slip,trip or fall from stored materials, food boxes, storage bins, pallets, etc?	3		0	
Do you ensure risk is reduced of a slip,trip or fall from moveable electrical equipment?				
Do you ensure risk is reduced of a slip,trip or fall from trailing leads supplying kitchen implements, blenders, mixers, etc?				
Do you ensure risk is reduced of a slip,trip or fall from loose mats and/or decking?				
Do you ensure risk is reduced of a slip,trip or fall from wet floors?				
Do you ensure risk is reduced of a slip,trip or fall from greasy floors?				
Do you ensure risk is reduced of a slip,trip or fall from slippery floor surfaces (polished or smooth surfaces)?				
Do you ensure risk is reduced of a slip,trip or fall from uneven floors?				
Do you ensure risk is reduced of a slip,trip or fall from access routes blocked by general debris, waste bins, etc?				
Do you ensure risk is reduced of a slip,trip or fall from open access panels in the floor?				
Do you ensure risk is reduced of a slip,trip or fall from unguarded stairwells?				
Do you ensure risk is reduced of a slip,trip or fall from unguarded edges on ramps and loading bays?				
Do you ensure risk is reduced of a slip,trip or fall from cleaner's equipment such as vacuum cleaners, floor polishers?	3		0	
	6	0	0	

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Falling Objects				
Do you ensure there are no objects that could fall on people such as foodstuffs and kitchen implements on shelves and racking?	3	2	66.67	
Do you ensure there are no objects that could fall on people such as unstable freestanding stacks of goods or materials?				
Do you ensure there are no objects that could fall on people such as pots and pans?				
Do you ensure there are no objects that could fall on people such as objects carried by overhead hoists?				
Do you ensure there are no objects that could fall on people such as loose electrical or mechanical equipment: lighting, pipework, ventilation equipment, etc?				
Do you ensure there are no objects that could fall on people such as loose ceiling tiles?	3	2	66.67	
Do you ensure there are no objects that could fall on people such as ladders or access equipment?	3	1	33.33	
	9	5	55.56	
Electrical Hazards				
Do you ensure there are no loose or broken: sockets, switches, light fittings, conduits and trunking, etc?	3	2	66.67	
Do you ensure there are no worn, frayed or split cables or conduits?				
Do you ensure there are no missing lids on trunking and control panels?				
Do you ensure there are no trailing leads?				
Do you ensure there are no overloaded extension leads or multi-socket adaptors?				

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure there are no exposed cables into plugs, kettles, mixers, microwaves, etc?				
Do you ensure there are no exposed live parts of electrical switchgear: controls, motors, pumps, etc?				
Do you ensure all items of portable electrical equipment subject to portable appliance test (PAT)?				
Do you ensure there are no items of electrical equipment poorly or dangerously positioned?				
	3	2	66.67	

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Substances				
Do you ensure that any substances used cannot cause harm from contact or inhalation, such as cleaning or degreasing chemicals?	3	2	66.67	
Do you ensure that any substances used cannot cause harm from contact or inhalation, such as dusts from powdered goods or supplies? (e.g. flour dust can cause asthma)	3	2	66.67	
Do you ensure that any substances used cannot cause harm from contact or inhalation, such as smoke or exhaust fumes?	3	2	66.67	
Are procedures for cleaning up organic and chemical substance spills adequate?	3	2	66.67	
Is the disposal of waste products from spills adequate?	3	2	66.67	
Have you ensured there is no asbestos in fire retardant panelling, ceiling tiles or oven linings?	3	2	66.67	
Do you have procedures so that any staff member can report any persistent or increasing allergic reactions: running nose or eyes, coughing, sneezing, itching skin, etc?	3	2	66.67	
	21	14	66.67	
Work Equipment				
Do you ensure work equipment is installed and used in a safe manner to minimise danger to others from moving or rotating parts of machinery that require guarding?	3	2	66.67	
Is existing machinery guarding adequate?				
Do you ensure materials cannot be ejected from moving machinery (e.g. meat from a bandsaw)?				

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Do you ensure that noise levels are acceptable (I.E. if you have to raise your voice above the working noise it is likely the noise levels are too high and hearing protection may be necessary)				
Do you ensure workers are protected against the effects of vibrating tools or machinery?				
Do you ensure hot surfaces cannot burn skin if contact is made?				
Do you ensure hot oil fryers are guarded effectively?				
Do you provide protection against using sharp implements (knives, cleavers, etc)?				
Do you ensure staff are trained in the use of sharp implements?				
Do you ensure staff are trained in the use of hot items (oils, burners, ovens, etc)?	3	2	66.67	
	6	4	66.67	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Fire				
Do you ensure no flammable substances are on or near sources of heat or direct sunlight?	3	0	0	
Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, adhesives, etc.)?				
Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment?				
Do you ensure flammable waste materials are not left in waste bins overnight?				
Do you ensure ovens are not covered by towels or clothing?				
Do you ensure heaters in ovens, fryers etc are not left on unattended or overnight				
Do you ensure oily paper towels or rags are disposed of properly?	3	0	0	
Do you ensure there are no clogged or greasy extract filters?	3	0	0	
Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)?	3		0	
	12	0	0	
Ventilation				
Is there sufficient ventilation, natural and forced?	3	2	66.67	
Do you ensure no fumes get into the area caused by delivery vehicles (lorries, fork-lift trucks, etc.)?	3		0	
Do you ensure there is no contamination of air conditioning filters by dust or bacteria?	3		0	
	9	2	22.22	
Manual Handling				

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture over benches or kitchen equipment?	3		0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
Is all kitchen equipment subject to regular inspection and not showing signs of damage or imminent collapse (benches, shelving, steps, etc.)?	3		0	
Hygiene	15	0	0	
Is hot water temperature adequate to prevent legionella risk (60°C)	3	5	166.7	
Is toilet and hand basin cleaning adequate?				
Are hand washing and drying facilities adequate?				
Do you issue rubber gloves to reduce contamination?				
Is the provision of barrier creams and hand cleaners adequate?				
Do you ensure foodstuffs are well segregated (cooked from uncooked)?				
Do monitor fridges and freezers storage temperatures?				
Do you ensure staff are trained in food and/or personal hygiene?				
Are drinks vending machines cleaning adequate?				

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Are drinks vending machines overflow draining adequate?				
	3	5	166.7	

Kitchen and food Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Accidents and First Aid				
Are there adequate accident treatment provision?	3	3	100	
Do you have a qualified first aider on site at all times?	3	3	100	
Are those trained as first aiders within certificate provision? (required every 3 years)	3	3	100	
Do you review and analyse accident records?	3	3	100	
Do you ensure everything in the first aid boxes is within its use by date?	3	3	100	
Are there adequate first aid box provision?	3		0	
	18	15	83.33	