

Activities Covered by this Assessment	Kitchen Equipment	Reference:	TRA11
Site Address / Location	1620s House & Garden	Department / Service / Team	Adult & Communities Museums and Heritage
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Small portable electrical equipment Electric shocks	Kitchen staff and volunteers	Only those working in the kitchen permitted to be in there. Always site away from water, and not have any trailing wires. Pre- and post-use condition check (including plugs) Catering team trained on how to use properly. Only used by catering. Annual PAT testing	M	L	L							
Asbestos in electric meter cupboard in kitchen. Asbestosis	Staff contractors	Notice on cupboard about the asbestos. No access permitted and nothing stored in cupboard. Contractor signing in sheet includes asbestos information. Formal monitoring of condition and external condition reports.	M	L	L							

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Non-electrical equipment Falling items	Staff, volunteers	Store and stack safely	L	L	L							
Cheese wire Cuts : from damaged or broken wire Injury if falls	Staff volunteers	Site on a level surface, use the full length of the wire do not twist site securely on the draining board to dry after cleaning	M	L	L							
Cooking pans: some are heavy could cause strain or sprain if incorrectly handled. Burns and scalds. Slips and falls from spillages	Staff, volunteers	Lower the contents of heavy pans prior to moving. Use thick folded dry cloths to move hot pans. Clear up spillages immediately dry off and put wet floor signs out if safe to do so.	L	L	L							
Baking tins Burns	Staff and volunteers	Remove from oven with a thick folded dry cloth onto a clear level surface. Store safely	L	L	L							
Bins Compost and composter Trips and falls	Staff and volunteers	COMPOST BIN - Awareness: Slips from juices coming out of bin bag on removal from bin. Trips and falls from taking from kitchen via courtyard patio to the rear of the barn up 3 steps across uneven ground and sticks on way	L	L	L							

<p>Recycling Injury from bins lids Strains and sprains from high bins or moving bins.</p> <p>Glass Injury during transporting Strains, injury from other road users</p> <p>General Waste</p>		<p>to composter Access via a willow gate.</p> <p>Recycling Removal from barn to bin compound through a willow gate. The bins are high with a lift-up top: secure lid back when putting bin bags in the bin.</p> <p>Glass Bin Removal to car via rear gate, high lift then taken to local recycling bins.</p> <p>General waste. Removal from barn to bin compound through a willow gate. The bins are high with a lift up top: secure lid back when putting bin bags in the bin.</p> <p>Spillages clear up and clean, dry put wet floor signs out.</p>										
<p>Sink and drainer.</p> <p>Spills: slips and falls Cuts: from stainless stainless-steel edge.</p>	<p>Staff volunteers</p>	<p>Spills cleared up dried wet floor sign out if safe to do so.</p> <p>Wear gloves when cleaning sharp edges.</p>	<p>L</p>	<p>L</p>	<p>L</p>							

Mop and bucket Slips trips falls	Staff volunteers	Collection and disposal of water: Clear up spills immediately dry and put wet floor sign out. Aware that in inclement weather the paving stones will be slippery either with algae or ice when emptying bucket.	L	L	L							
Knives and blades Cuts. Stabs Knife crime	Staff volunteers, opportunists	Staff trained in the correct use of knives. Used only by competent persons. Knives stored in drawer in kitchen labelled sharps. Carried point down and wrapped if to be used elsewhere on site. Kept staff side of service counter, rounded end knives used where possible on bar for cakes etc. Do not place sharp knives in sink	M	L	L							

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Failure to follow safety instructions. Non-kitchen staff in kitchen
How could this emergency situation be prevented / controlled?	Full training and restricting access to the kitchens
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	First Aiders
Could any non – routine changes affect the safety	New equipment – risk minimised by appropriate training

arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Higher catering volume required – limit numbers for events, pre-preparation of additional cakes etc for large events.
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Risk Assessor (s) Name(s):	Barbara Thompson	Risk Assessor(s) Signature (S):			
Authorised By:	Liz Esnouf	Authoriser Signature:			
Date Conducted:	18 March 2025	Date Review Due	Date of Review	Initial	
		1 March 2026			

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium

	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
	Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.