



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								

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





Locker: houses housekeeping essentials / items: extension leads, sharps bin, Cable ties litter picker equipment. Brush and dustpan	Staff, volunteers	Limit objects on the higher shelves to light ones that can be easily lifted off. All users aware of the risks. Limit those in the kitchen.	L	L	L			
Top first aid station								
Cuts from edges and Falling objects								
Freezers	Staff, volunteers,	Care when stocking up or removing						
Freezer burn, Slips and falls from	and public for ice cream fridge.	stock. Prompt clearing and drying up						
water or ice.	cream muge.	spillages.						
Strains from pulling		Use wet floor sign and extra care	L	L	L			
door on upright.		when defrosting/						
Trapped fingers slide		Leave uprights door to release on						
top ice cream freezer.		own.						
Fridges	Staff, volunteers	Clear up spillages immediately, dry						
Injuries from stock not		and use wet floor signs.						
stacked correctly,		Leave door to release on own or						
Slips trips falls from		unlock.						
spills or outers when		Ensure stock is stacked correctly	L	L	L			
stocking up.		and when loading keep area clear						
Strains from pulling		of outers.						
door when locked or								
sealed								





Cupboards Injury from stock falling out. Injury from / to others when removing stock. Stainless steel construction of shelves might lead to cuts when cleaning from	Staff and volunteers	Correct storage of stock. Make others aware when stocking up or removing stock so they can stay out of the way. Awareness of there may be sharp edges when cleaning.	L	L	L			
Tables: stainless steel Wheel collapse: causing fall. Jolts from jammed wheels Cuts or abrasions: Sharp edges on stainless steel. Injury from falling items.	Staff and volunteers	Daily user check of condition of wheels. Awareness of sharp edges on metal tables. Store product safely on tables do not overload.	L	_	L			
Utensil drawers: Injury from incorrectly stored utensils Possible cuts grazes injury from stored items falling	Staff and volunteers	Do not over fill drawers. Store like items together Store graters, knives etc in appropriate safe manner in clearly marked sharps drawer. Store occasional use items in catering shed.	L	-	L			





Multi-purpose cookers Electric shock, electrocution. Burns / scalds from hot	Staff and volunteers	Check cables and plugs before use also the condition of the cooker. Care when filling and removing product or the cooker prevent spills and splashes.	L	L	L			
product		Clear up and clean area after food or oil spills use wet floor signage						
Dishwasher Water softener: Slips trips falls. Injury from canister Eye or skin allergy to salt	Staff or volunteers	Dish washer indicates when in need of salt. Remove the slide carefully as stainless steel could be sharp. Remove cap and pour sufficient salt into container, be aware of dust do not inhale replace lid and slide. Wash hands thoroughly.	L	_	L			
Soup kettles Burns and scalds from steam, metal as spills	Staff, volunteers, public	Use slow-cooker as alternative whenever possible as fewer issues. Ensure on a level surface away from where splashes could occur to public or touching hot surfaces. Check wires and plugs for condition prior to use. Annual PAT	L L	_	L			
Toaster x 2 Electrocution, electric shock Burns	Staff, volunteers	Check wiring and plug and general condition of elements and toaster. Keep cream one for gluten free food. Annual PAT test.	L	_	L			





Insectocuter Electrocution, falls.	Contractor, staff, volunteers	Serviced and cleaned by solo pest control. Not touched by LCC staff – if there is a problem contractor to be called.	L		L			
Ovens	Staff and volunteers	See separate Risk Assessment	M		L			
Commercial microwave Electric shock electrocution. Sprains or strains Burns from hot product or steam. Fire from over-heating blocked filters etc.	Staff and volunteers	2 people needed to move oven for cleaning or relocation. Caution when checking or removing hot contents. Check condition of wires, plug and equipment prior to use. Check the filters regularly. Open doors fully to load and unload. Remove cling film covering with care pierce before removing. Keep clean and check filters. PAT annually.	М	_	L			
Induction hobs Cuts from sharp stainless-steel edges. Scalds from hot liquids Burns from pans.	Staff and volunteers	Check cables and plug prior to use. Uses correct pans. Caution when checking or removing hot contents. Remove hot pans with a thick cloth to a safe clear area. Take care when decanting.	M	-	L			





Mixers, blitzers, food processer. Spills, slips and falls. Electric shock site away from water. Inhalation of product eg flour Cuts: from blades Burns and scalds from hot product.	Staff and volunteers	Clear and clean spills immediately. Site away from water on a level surface. Take additional care when using hot ingredients. Pour slowly and use a ladle. When adding powders, ensure face is away from mixer and pour slowly. Check cable and plug prior to use. Annual PAT.	L	L	L			
Boiler Slips falls trips. Electric shock Burns and scalds	Staff and volunteers	Mains water: check filter daily Mains and free-standing (portable) Check wires and plug prior to use. Boiler must not be covered. Ensure surface ids level and stable. Clear spills immediately Free standing: do not over fill, if not cool walled care when positioning and handling.	M	F	F.			
Boom box and Music system Trips and falls	Staff and volunteers	Check wires and plugs. Care when positioning use cable cover	L	L	L			





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	М	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			
Baking tins Burns	Staff and volunteers	Remove from oven with a thick folded dry cloth onto a clear level surface. Store safely	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			





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





Mop and bucket	Staff volunteers	Collection and disposal of water:						
Slips trips falls		Clear up spills immediately dry and put wet floor sign out.	L	L	L			
		Aware that in inclement weather the paving stones will be slippery either with algae or ice when emptying bucket.						
Knives and blades	Staff volunteers,	Staff trained in the correct use of						
Cuts. Stabs	opportunists	knives.						
		Used only by competent persons.						
Knife crime		Knives stored in drawer in kitchen						
		labelled sharps.						
		Carried point down and wrapped if	M	L	L			
		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						

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	Failure to follow safety instructions. Non-kitchen staff in kitchen
emergency situation?	
How could this emergency situation be prevented /	Full training and restricting access to the kitchens
controlled?	
Who should respond to a potential emergency situation and	First Aiders
how? Have staff been trained to respond to this emergency	
situation?	
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.

	Barbara Thompson			
Risk Assessor (s) Name(s):		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.			