



HEALTH AND SAFETY RISK ASSESSMENT

FOR

THE LUXURY CATERING COMPANY LTD

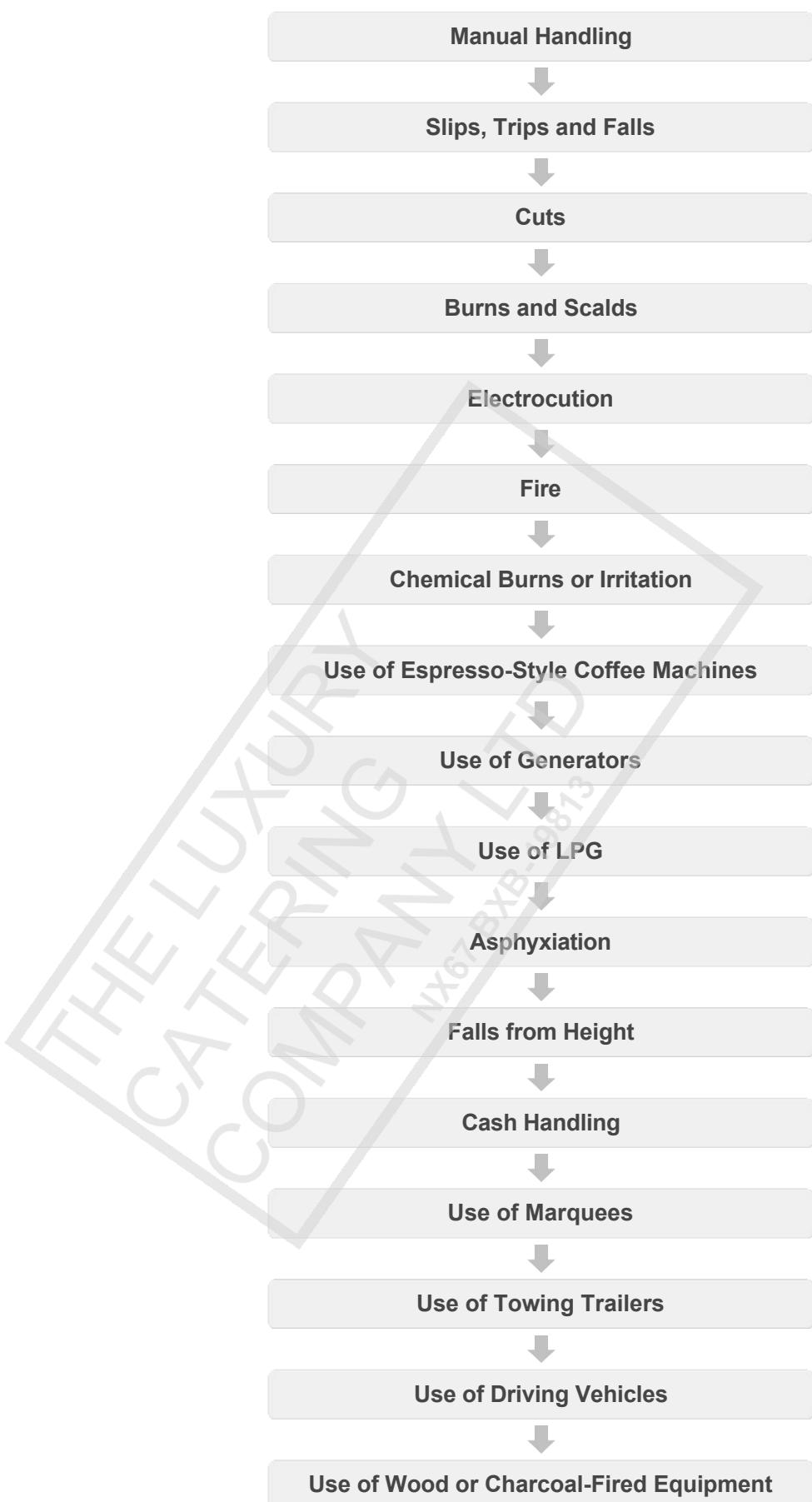
Membership Number **16835**

Responsible Person - **Nathan Thompson**

Unit Name	Creation Date	Next Renewal Date
NX67 BXB	13/Dec/2017	08/Jan/2019

As part of managing the health and safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

This should be inserted in Section 8 of your Due Diligence Folder



Manual Handling

Hazard - Manual Handling			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Incorrect posture.	Provide training in correct lifting.	
	Heavy items.	<p>Consideration should be given to the correct sizing and weighting of loads in accordance with the persons likely to handle them.</p> <p>Consider substituting with a lighter option.</p> <p>Train staff in team working for moving heavy items.</p> <p>Provide handling aids such as sack trucks.</p>	
	Large items.	<p>Provide appropriate lifting equipment for heavy items.</p> <p>Consider substituting with a smaller option.</p> <p>Train staff in team working for moving awkward items.</p> <p>Provide handling aids such as sack trucks or trolleys, consideration to be given to the ability of staff to push trolleys or trucks.</p>	
	Cramped conditions.	Ensure adequate space is available to safely access stock.	
	Provision of gloves.	Gloves should be provided if there is a possibility of injury whilst handling the load.	

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Slips, Trips and Falls

Hazard - Slips, Trips and Falls			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public. Contractors.	Stairs.	<p>Ensure clear marking for steps.</p> <p>Make sure steps are maintained in a good condition.</p>	
	Poor or insufficient cleaning of floors.	<p>Cleaning up spillages immediately.</p> <p>Consider using slip-resistant flooring.</p> <p>Regularly review your cleaning schedule.</p> <p>Use footwear with good grip.</p>	
	Trailing cables.	<p>Where possible do not use trailing cables, but if used:</p> <ul style="list-style-type: none"> - cover and secure. - do not site across walkways or on stairways. 	
	Items left on floors.	<p>Make sure used packaging is broken down and stored in the bin area.</p>	
	Equipment or supplies not stored properly.	<p>Ensure equipment and supplies are not left on floor.</p> <p>Retrain in good housekeeping.</p>	
	Marquee guy ropes.	<p>Ensure that guy ropes are clearly identified using fluorescent rope.</p> <p>Check ropes and their condition every day, prior to operation.</p>	
	Poor lighting.	<p>Provide good lighting everywhere including storage areas.</p>	
	Equipment faults.	<p>Ensure equipment faults leading to leaks are reported promptly.</p>	
	Change of level. Footwear Barriers and signage.	<p>Provide signs to highlight all changes of level.</p> <p>Footwear should have flat heels and covered / protected toes.</p> <p>Use barriers and signage to warn of potential hazards.</p>	

Cuts

Hazard – Cuts			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poorly or incorrectly guarded equipment.	Provide training on how to safely use equipment. Ensure guards are in correct position and not damaged or removed. Remove and isolate dangerous equipment.	
	Knives.	Ensure staff are trained on how to safely handle knives. Make sure knives are suitably stored when not in use.	
	Footwear	Ensure no open toe shoes are worn by staff.	



Burns and Scalds

Hazard - Burns and Scalds			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Customers.	Contact with hot surfaces.	<p>Provide adequate protective clothing and gloves.</p> <p>If cloths are used for cleaning coffee machine wands train staff to double over the cloth to avoid scalds.</p>	
	Contact with steam and hot fluids.	<p>Train staff in risk of oils and in the procedure for emptying and cleaning fryers.</p> <p>Train staff in the operation of all equipment producing heat or steam.</p> <p>Ensure oil has cooled adequately prior to emptying fryers.</p>	
	Handing hot drinks to customers.	<p>Provide drinks that are not boiling hot.</p> <p>Use insulated cups with sip lids.</p>	
	Spillage of hot liquids.	<p>Make sure the workspace is sufficiently unobstructed.</p> <p>Display signs wherever there are hot liquids.</p>	
	Inappropriate equipment.	<p>Ensure suitable utensils are available.</p> <p>Make sure the site checklist with all required equipment is available prior to leaving for site.</p>	

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Electrocution

Hazard – Electrocution			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Customers.	Poor plug wiring.	Visual checks of plug condition by nominated and suitably trained staff. Keep equipment maintenance records.	
	Incorrect use of generators.	Suitably trained person only to handle generators.	
	Water.	Keep electrical sockets and equipment away from areas where they are at risk of coming into contact with water. Install residual current devices (RCDs). Train staff on the location of the fuse box and how to safely shut off electricity.	
	Handling plugs or cables with wet hands.	Staff training. Provide warning notices to remind staff.	
	Faulty equipment.	Regular visual checks of equipment by nominated staff. Regular PAT test on appliances at intervals dependent on equipment (this must be determined and stated by business). Train staff to check equipment before use and to report any defects immediately. Remove and isolate faulty appliances from area immediately. Diarise review dates based on an electrician's advice on how often equipment should be inspected and tested.	

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Fire

Hazard – Fire			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public. Contractors. Property.	Electrical installation.	<p>Have all electrical equipment PAT tested by a suitably trained person. PAT testing should be carried out at intervals suggested by the manufacturer, but as a general guideline:</p> <ul style="list-style-type: none"> Hand held appliances - every 6 months Fixed appliances - every 12 months <p>Have your installation certified by a competent person.</p> <p>Diarise your electrical testing programme.</p>	
	Equipment being too close to flammable materials.	<p>Install wind / splash guards.</p> <p>Keep appliances 300mm from flammable vertical surfaces.</p> <p>Complete visual checks.</p>	
	Fryers being over filled.	<p>Check that fryers are not over-filled every time they are used.</p> <p>Provide the correct firefighting equipment and training in its use.</p> <p>Complete and annual check on firefighting equipment and staff training.</p>	
	Equipment not being cleaned or serviced adequately.	<p>Ensure filters and ducts are cleaned regularly.</p> <p>Keep an equipment cleaning and maintenance records and diarise regular maintenance.</p>	
	Gas leaks.	<p>Obtain a gas safety record and check by a suitably qualified Gas Safe engineer at least annually.</p> <p>Provide staff training on what to do in case of a leak.</p> <p>Ensure staff are aware of the location of the Emergency Control Valve (ECV)</p>	
	Incorrect, out of date firefighting equipment.	<p>Ensure the correct equipment is available and clearly marked.</p> <p>Ensure firefighting equipment is serviced regularly.</p> <p>Diarise the annual inspection date and keep records.</p>	
	Lack of sufficient firefighting equipment training.	<p>Ensure at least one person with adequate training is always on site.</p> <p>Keep training records up to date and assess needs.</p>	
	Use of non-fire retardant materials.	<p>Ensure all materials including linings are fire retardant.</p> <p>If the item came with a certificate, keep a copy of it.</p>	

Chemical Burns or Irritation

Hazard - Chemical burns/irritation			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Cleaning fluids.	<p>Provide correct personal protective clothing & equipment (PPE).</p> <p>If caustic solutions are being used goggles will be required.</p> <p>Rinse gloves after use and store in a clean, dry place.</p> <p>Wear masks when using caustic cleaning fluids.</p> <p>Train staff in safe use and storage of cleaning chemicals and protective equipment.</p> <p>Source safer alternative cleaning chemicals.</p>	



Use of Espresso-Style Coffee Machines

Hazard – Espresso-style coffee machine			
Who would be at risk?	Cause of risk?	How do we control the risk?	Date additional controls completed/implemented
Staff.	Pressure systems such as coffee machines and steamers not being tested on a regular basis.	Employ a qualified engineer to carry out thorough examination. Diarise a review date based on the engineer's advice on how often equipment should be inspected and tested. Ensure water is available and turned on prior to operation.	



Use of Generators

Hazard - Generators			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Refuelling.	<p>Never refuel a generator while it is running or hot.</p> <p>Do not keep excessive amounts of fuel on site.</p> <p>Store fuel away from public access and direct heat or sunlight.</p> <p>Do not store combustible materials near the generator.</p> <p>Only allow nominated, trained staff to undertake refuelling.</p>	
	Poor or inadequate maintenance.	<p>Ensure regular maintenance and servicing according to the manufacturer's instructions.</p> <p>Isolate and do not use damaged or faulty generator(s).</p> <p>Keep equipment records and diarise service intervals.</p>	

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Use of LPG

Hazard - LPG			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Improper use or connection of gas cylinders.	<p>Use correct equipment that is designed for use with LPG installations and equipment.</p> <p>Diarise a review date based on a qualified engineer's advice on how often equipment should be inspected and tested.</p>	
	Not having gas safety shut off valves.	<p>Properly label the emergency shut off valve, providing signage to help staff locate it.</p> <p>Train staff in its use.</p>	
	An excessive amount of cylinders.	Bring only the required amount of cylinders to run the equipment and the same in reserve.	
	Inappropriate storage of cylinders.	<p>Store cylinders away from heat sources.</p> <p>Secure cylinders in an upright position.</p> <p>Store cylinders in such a way to minimise risk of tampering (you'll need to work out how to do this for your business needs).</p> <p>Ensure adequate warning signage is displayed.</p> <p>Ensure correct manual handling procedures are observed and adequate equipment is available for moving or handling.</p>	

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Asphyxiation

Hazard – Asphyxiation

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poor ventilation.	Ensure that equipment is not operated in confined spaces without sufficient ventilation.	
	Incorrect use of cleaning fluids.	Only use chemicals as directed by manufacturer. Source safer alternative cleaning chemicals if needs be.	
	Poorly installed or maintained equipment.	Make sure all equipment is installed and maintained by a competent engineer. Fit an appropriate monitoring device.	



Falls from Height

Hazard - Fall from Height			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poorly maintained steps or ladders.	Conduct equipment checks prior to use by staff. Store stock at low levels whenever possible to avoid working at height.	
	Use of steps or ladders.	Ensure steps and/or ladders are properly secured. Provide staff training in use of ladders and steps.	
	Inappropriate equipment.	Only use steps and ladders that are suitable for the task. Ladders used for commercial purposes should conform to BS2037 class 1	

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Cash Handling

Hazard - Cash Handling			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Theft.	Hold cash in a register (or similar), and away from public reach. Remove cash to a secure place on a regular basis.	



Use of Marquees

Hazard – Marquees			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Uneven site.	Survey site prior to arrival.	
	Untrained marquee erection team.	Ensure all staff are suitably trained.	
	Bad weather.	Get a recent weather report and put appropriate measures in place to mitigate against poor weather. E.g. Provide extra ballast/pegs to account for strong winds. Ensure that the structure will stand when closed up in strong wind. Do not take part in the event if conditions are unsafe.	
	Use of non-fire retardant materials.	Ensure all materials including linings are fire retardant.	

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Use of Towing Trailers

Hazard - Towing Trailers			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Incorrect loading of trailers.	<p>Distribute load properly.</p> <p>Do not exceed manufacturer's max gross laden weight (GLW).</p> <p>Take trailer to weigh bridge with typical load and check it doesn't exceed the max GLW.</p> <p>Ensure towing vehicle and trailer loading weight information is available to staff.</p>	
	Incorrect towing vehicle / trailer weight ratio.	<p>Ensure staff are trained in correct loading.</p> <p>Check nose weight.</p> <p>If the unit is unstable, stop and redistribute the load.</p>	
	Travelling at too high a speed.	<p>Do not exceed speed limit.</p> <p>Add speed limiting device to vehicles.</p>	
	Reversing on site.	<p>Train drivers in reversing with a trailer.</p> <p>Regularly check all drivers' licences and retain copies.</p> <p>Provide banksman to assist with reversing the trailer.</p>	

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Use of Driving Vehicles

Hazard - Driving Vehicles			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Driving under the influence of alcohol or drugs.	<p>Enforce a zero alcohol or drugs policy.</p> <p>If staff are on prescribed medication whilst working, ensure the medication doesn't affect driving.</p>	
	Falling asleep at the wheel.	<p>Minimise the distance staff have to drive after a shift.</p> <p>Ensure drivers take regular breaks, and that they do not drive if drowsy.</p> <p>Permit staff to stay on site between shifts when possible.</p> <p>Review timesheets.</p>	
	Poorly maintained vehicles.	<p>Regularly maintain vehicles.</p> <p>Ensure that staff report any damage immediately.</p>	
	Collision when reversing.	<p>Take extra care whilst reversing with visual checks and mirrors.</p> <p>Use bamsman to assist with reversing.</p>	

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Use of Wood or Charcoal-Fired Equipment

Hazard - Wood/Charcoal Fired Equipment			
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Embers igniting other materials. Inadequate ventilation leading to carbon monoxide poisoning.	Use fire bucket with a lid to remove embers prior to moving. Provide a site checklist with all required equipment prior to leaving for site. Provide adequate ventilation. Do not leave coals to burn out when you have been trading in a confined space. Install a CO alarm.	

