Title:	**SAFE WORK PRACTICE SHEETS** *(to be read in conjunction with the Parent Safety Statement and associated Ancillary Safety Statement for the School of Business & Humanities)*				
Ref:	*SWPS*				
Issued by:	***Patricia Moriarty***	***Approved by:***	*FASC*	***Date:***	*June 2019*

Ref	Safe Work Practice Sheets	Where Applicable
031	Bus Hire	Business & Humanities
032	Chemical Agents	Business & Humanities
033	Display Screen Equipment	Business & Humanities
034	Electricity	Business & Humanities
035	MPC - Fitness Suite	Business & Humanities
036	Ladders	Business & Humanities
037	Rigging Lantern	Business & Humanities
038	Movement of Portable Whiteboards	Business & Humanities
039	Installation/Removal of ceiling mounted projectors	Business & Humanities
040	Routine maintenance of ceiling mounted projectors	Business & Humanities
041	Kitchen Safety General	Hospitality
042	Bowl Mixer	Hospitality
043	Bratt Pan	Hospitality
044	Bulk Boiling Pan/Tilting Kettle	Hospitality
045	Dish Washer	Hospitality
046	Electric Slicer	Hospitality
047	Extraction Canopies	Hospitality
048	Electric Carvery Lamp	Hospitality
049	Kitchen Aid Mixer	Hospitality
050	Grills	Hospitality
051	Microwave	Hospitality
052	Waste Disposal Unit	Hospitality
053	Bain Maire	Hospitality
054	Portable Bain Maire	Hospitality
055	Coffee Machine	Hospitality
056	Water Boiler	Hospitality
057	Soup Gun	Hospitality
058	Vac Packer	Hospitality
059	Flambe Lamp	Hospitality
060	Food Processor	Hospitality
061	Deep Fat Fryer	Hospitality
062	Robot Coupe	Hospitality
063	Manual Handling – Hospitality	Hospitality
064	Pastry Oven	Hospitality
065	Traditional Oven	Hospitality
066	Conveyor Toaster	Hospitality
067	Solid Top Electric	Hospitality
068	Solid Top Gas	Hospitality
069	Combi Oven	Hospitality
070	Off Site Activities	Business & Humanities
071	Dehydrator	Hospitality
072	Sous Vide	Hospitality

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
0	**May 2015**	Original copy approved by HOS / FASC.	
1	**June 2018**	New SWPS 070 – Off Site Activities added	SWPS 070
2	**June 2019**	New SWPS 071 – Dehydrator added New SWPS 072 – Sous Vide added	SWPS 071 SWPS 072

Safe Work Practice Sheet Bus Hire – Business & Humanities	**Ref:** *SWPS 031* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards
Road traffic accidents as a result of unqualified bus drivers or poor quality unsafe buses

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Buses are hired in from various companies for use on student trips

Controls

- The School only uses the services of reputable bus companies who can provide documentary evidence of the following;
  - Insurance
  - Certificate of roadworthiness for each bus
  - Name, and copies of licence and certificates of competence for each driver
- Minibuses must be fitted with operational seat belts. Students are required to waer the belts. The group leader will alert the students to this requirement. Where larger buses are fitted with belts these must be worn.
- Where equipment or luggage must be carried on the bus (not in a boot) it must be secured so as not to form a projectile in the event of a sudden stop. It must not be stowed at the exit door.
- In the event of a fire on the bus group leader should ensure that all occupants evacuate to a distance of 30 metres from the bus.
- Group leaders should alert Student Services or the person responsible for hiring the bus if they consider the bus to be unsafe or the service provided is unsafe.

Checks & Inspections

- Copies of documents should be sought from each bus company on an annual basis.

Information, Instruction & Training
Not applicable

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6 High Risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)							
Probability :	**1**	x	Severity	**2**	=	Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Chemical Agents	**Ref:** *SWPS 032* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

Exposure to certain chemical agents can cause a range of injuries from minor to serious long term damage. Exposure may be through ingestion, inhalation, skin absorption, absorption through the mucous membranes.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Staff and students may be exposed to a small number of chemicals in the School including but not limited to; dark room chemicals, glues and paints

Exposure frequency and duration is variable depending on the activity.

Controls

- Material safety data sheets are obtained for all potentially hazardous chemicals or chemical agents and hard copies are kept with the School Safety Statement.
- A chemical agents risk assessment form (attached to this Safe Work Practice Sheet) is completed for each activity involving the use of chemicals as required by the Chemical Agents Regulations.
- Where a number of chemicals are associated with an activity they must be assessed together.
- The hazards associated with each chemical substance and the precautions that must be taken are brought to the attention of the users through the chemical agents risk assessment form.
- Where necessary local exhaust ventilation is installed and maintained.
- Appropriate personal protective equipment (PPE) is provided for staff. Students are alerted to the requirement for PPE.
- Hazardous chemicals are stored in accordance with the requirements set out in the Material Safety Data Sheet. Chemicals re not decanted into unmarked containers. Where chemicals are placed in other containers an appropriate hazard warning label is attached.

Checks & Inspections

- Dark room local exhaust ventilation should be checked annually to ensure it is extracting efficiently.

Information, Instruction & Training

The hazards associated with each chemical substance are brought to the attention of the users (Senior technical staff are responsible for informing other technical staff, lecturers are responsible for informing students)

Personal protective equipment required (last resort)

Care must be taken in the selection of personal protective equipment, eg. select the correct glove to ensure that the chemical does not readily break through

Personal protective Equipment should be CE marked.

Initial Risk Rating (without any control measures)

Probability :	**2-3**	x	Severity	**2-3**	=	Risk Factor	**4-9**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **variable** x Severity **variable** = Risk Factor **variable**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Display Screen Equipment	**Ref:** *SWPS 033* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Eye strain
- Postural problems leading to neck, back and wrist pain
- Fatigue and Stress

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Use of PCs for 1 or more hours per day.

Controls

On joining the Institute a workstation assessment will be carried out and the new staff member will be shown the correct workstation set up. A copy of the assessment will be kept by the School and a copy made available to the staff member.

It is the policy of the School to supply PCs, desks and chairs which comply with the Display Screen Equipment Regulations;

Work desk or work surface

(i) The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
(ii) The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement.
(iii) There shall be adequate space for users to find a comfortable position.

Work chair

(i) The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
(ii) The seat shall be adjustable in height.
(iii) The seat back shall be adjustable in both height and tilt.
(iv) A footrest shall be made available to any user who requires one.

Staff will be directed to plan activities in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity, which reduce workload at the display screen.

Every employee who habitually uses a VDU as a significant part of normal work (1 hour or more per day) has a right to opt for an eye test and an eyesight test, which will be made available at a cost to the Institute except where there may be a social welfare entitlement.

The eye test should be made before commencing display screen work and at regular intervals there after (approximately every two years) and or if an employee experiences visual difficulties which may be due to display screen work

Where eye tests carried out by the doctor or optometrist reveal that particular lenses are required for VDU work, the costs of minimum requirement frames and lenses will be borne by the Institute, taking account of any social welfare entitlement that might apply. Where an employee already wears glasses to correct a visual defect (normal corrective appliances), and routine change of lenses arises, if these glasses are adequate also for VDU work, the Institute is not liable as regards meeting the cost.

Where laptops are used by staff in the workplace the School will supply a separate keyboard and mouse and will either provide a platform or holder for the laptop to raise the screen to a suitable height or will provide a separate screen.

Checks & Inspections
Staff should report any defects in equipment to the Head of Department. Decefective equipment should be removed from service.

Information, Instruction & Training
Staff are provided with information about correct set up duringt he workstation assessment.

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **1-2** = Risk Factor **2-4 Low-medium risk**

	KEY	
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **1** = Risk Factor **1 Low risk**

Risk Assessment Review

When the staff member moves desk.

Safe Work Practice Sheet Electricity	**Ref:** *SWPS 034* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Electrocution
- Electric shock
- Burns
- Inadvertent starting of machines

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description. A range of electrical appliances are used in the School. This Safe Work Practice Sheet covers Portable Appliance Testing and general electrical safety

Controls

- **General**
- Installation or repair work may only be carried out by qualified electricians.
- New installations will comply with the requirements of the General Application Regulations and the Electro-Technical Council of Ireland publication 'National Rules for Electrical Installations'.
- Flexible cables will be adequately protected against external mechanical and heat damage.
- Flexible cables should not be run across floors or walkways. Where electrical cables have to be run across open floor areas ramps will be placed over them to prevent the tripping and damage to cables.
- Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment.
- RCDs should be tested at the beginning of each term
- Areas around fuse boards will be kept clear of flammable materials and the fuse board cabinets will be kept closed at all times.
- Work on electrical appliances by contractors or work requiring isolation of electrical supplies requires an Electrical Work Permit. Buildings and Estates must be contacted.
- Staff must report defective equipment and take out of service
- Portable AC electrical appliances that may be subject to deterioration as a result of their use such as power supplies and oscilloscopes must be visually inspected and tested at regular intervals. The schedule of testing should be determined by following the Electrical Technical Councils guidelines available at www.etci.ie/docs/ET215(2008).pdf. A record of testing and inspection must be kept by the relevant departments.
- Live working is prohibited except in circumstances where it is not possible to carry out the work in any other manner. The following precautions must include as appropriate;
    - the use of people who are properly trained and competent to work safely on live equipment
    - the provision of adequate information to the person carrying out the work, about the live parts involved, the associated electrical installation and the likely risks,
    - the use of suitable tools including insulated tools, equipment and protective clothing For example, insulating gloves, insulating boots and insulating rubber matting,
    - the use of suitable insulated barriers or screens,
    - the use of suitable instruments and test probes,
    - accompaniment by a second person who is trained and able to act in an emergency, e.g. switch off power and give first aid treatment for electric shock,
    - effective control of any area where there is danger from live parts.

- A safe system of work must be drawn up.

Sound equipment

- Any item of sound equipment which is mains-powered should either be double-insulated or correctly fitted with a protective (safety) earth.
- If a number of items are connected together, it is possible that cable screens (the braided metal protective layer of the cable), together with protective earths, form loops resulting in 'mains hum' on the system.
- If this happens, do **NOT** remove protective earth connections.
- Removal of earths is one of the common causes of entertainers receiving electric shocks, some of which have been fatal.
- Good quality sound equipment should not cause hum, although in some cases you may need to disconnect the screen at one end (only) of interconnecting audio cables. In other cases rearranging the equipment, so that the wires do not crisscross, can solve the problem.
- It should be noted that some equipment has a facility for disconnecting the 'signal' earth from the safety earth without affecting safety.
- **Electricity supply**
- Sometimes it may be necessary to site a mixing desk at some distance from the power amplifiers, interlinked by multi-core signal cables. Microphones etc may have their own power supply (not phantom-powered from the mixing desk). It is preferable that all the different parts of the sound system are powered from the same phase of the electricity supply. If not, the risk of mains hum will be increased and people may be tempted to remove the earths from the equipment.
- **Connections**
- The terminals of amplifiers and the wiring and connections to loudspeakers may carry dangerous voltages It is essential that wiring with adequate insulation is used, and that
- any connectors should be safe for use at the appropriate voltage and current.
- **Ventilation**
- Amplifiers must be properly ventilated. High power amplifiers can get very hot if the ventilation around them is blocked, for example by stacking other equipment on or near them. This could cause a fire. Most amplifiers are fitted with thermal protection devices as a precaution against fire and if this protection operates it will shut the system down (possibly during a performance).

Lighting

- **Supports**
- Unless specifically designed for use at a low level, put lighting rigs out of reach of performers and the audience.
- If cables to lights are run overhead, support them along their length (preferably by an earthed strain wire) unless the cable is of the special type which incorporates its own strain wire. Take the strain off the flexible cable of suspended light fittings by supporting them with chains or other suitable devices
- **Circuit separation**
- If possible take the electrical supply for lighting from sockets which are separate from those used for audio equipment. This avoids problems that may occur with RCDs on lighting circuits. The audio equipment needs reliable RCD protection.
- **Residual current devices**
- RCDs may not always be appropriate for lighting circuits. Some types of dimmer control have a relatively high electrical leakage which may cause nuisance tripping when a number of units are fed from one RCD. Other dimmers produce a direct current which can prevent some types of RCD operating correctly.
- If considering putting an RCD on the secondary (output) side of a dimmer to give additional protection to a lighting rig, particularly where it is positioned at low level, remember some RCDs which contain electronic components do not operate satisfactorily at voltages much

lower than 230 so the additional protection may not work. Check with the manufacturer of the RCD.

- **Three-phase supplies**
- If lighting is connected to two or three phases of the electrical supply, use separate dimmer cubicles on different phases to avoid confusion. Only supply a single phase to any one boom.
- **Connections**
- If you have lighting on a bar or boom connect the individual lights to the boom by plug and socket.
- High power lights, eg 5 kW 'follow' spots, need correspondingly high power sockets, usually a 32 amp industrial type or the sort used for theatre or location lighting.
- The metalwork of individual lights and the bar or boom should be adequately connected to the protective earth conductor.
- Always disconnect the supply **locally** before changing any lamps. The use of plugs and sockets makes this easier as well as providing flexibility for different lighting arrangements.
- **Cables**
- Make sure flexible cables are properly secured in a cable grip at the plug or other termination.
- Multi-core power cables should not be used to feed more than one phase to a boom.
- All plugs and sockets should be adequate in terms of voltage and current ratings and they should be in good condition; the protective earth connection is particularly important.
- Every circuit should have its own line and neutral conductors. If earth connections are looped, you must take care that the wire size is adequate along its whole length.
- **Earthing**
- Dimmer control cubicles also provide the marshalling points for cables to the lighting booms. All the exterior metalwork of the cubicles should be adequately earthed
- There should be no provision in control cubicles for 'lifting' (ie disconnecting) earths.
- **Special effects**
- Lasers, strobes and other high-intensity lighting may use high voltages internally so it is particularly important to ensure they are in good condition and properly earthed if necessary.
- There may be non-electrical risks such as radiation or epilepsy-induction from such equipment as well

Checks & Inspections

- Portable appliance testing must be carried out on certain portable AC electrical equipment
- RCDs tested once per term
- Electrical circuits tested every 3 years

Information, Instruction & Training

- Persons carrying out portable appliance testing must be trained.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	2	x	Severity	2	=	Risk Factor	4 Medium risk

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet MPC Fitness Suite	Ref: *SWPS 035* Assessed: June 2019	Approved by: *FASC* Issued by: *P. Moriarty*

Hazards

- Incorrect lifting technique
- Attempting to lift something that is too heavy
- Lifting awkward objects
- The main injuries associated with use of fitness suite are:
- Cardiovascular incident
- Back strain, slipped disc, hernia
- Lacerations, crushing injuries (hands, fingers, toes)
- Various sprains, strains
-

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☑ Visitors

Work Description

Controls

Ensure machines are switched off/ left in good order when not in use

Ensure that a maintenance schedule is upheld x 2 per year for all gym equipment
Ensure that appropriate and qualified supervision is available at opening times.
Where this is not possible, ensure that clients have correct knowledge of gym safety procedures

Checks & Inspections

- Visual inspection daily, maintenance inspection twice per year

Information, Instruction & Training

Inductions must be carried out by a suitably qualified instructor

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6 High Risk**

	KEY	
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced) 4 Medium risk

Probability : **1** x Severity **3** = Risk Factor **3 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet **Ladders**	**Ref:** *SWPS 036*	**Approved by:** *FASC*
	Assessed: June 2019	**Issued by:** *P. Moriarty*

Hazards

- Falls from heights
- Fatality
- Materials dropped
- Serious personal injury

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Ladders are used for rigging lanterns, scenery erection etc.

Controls

- Ladders are primarily a means of access, not a work platform, and should be used for light work where hand hold and stability can be maintained and only if it is not practicable to use other temporary work platforms such as scaffold, trestles.
- Ladders must be industrial grade - NEVER use domestic ladders
- Ladders to be CE marked.
- Ladders must have a unique identifying mark so that it can be recorded in the inspection form GA3 (see below).
- Ladders must be checked before use for cracks, loose or missing rungs, damage, missing stays, missing feet rubbers, rungs supported by nails, screws, decayed timber or corrosion of fittings and must be taken out of service if any of these are found
- Ladder must be on firm, stable footing and secured top and bottom
- Face the ladder when climbing
- Keep both hands free to grip and ensure three points of contact at all times when using ladder
- Wear footwear with good grip
- Never carry materials or tools while climbing a ladder when there are other people in the vicinity use a shoulder bag, tool belt or hoist up or lower afterwards.
- A second person should hold the ladder when in use.
- Do not stand on the top step of the leader.

Checks & Inspections

- A ladder register (Health and Safety Authority Form GA 3 attached) must be completed by technical staff either on a weekly basis or before use whichever is the less frequent. The form must be available for inspection by the Health and Safety Authority.

Information, Instruction & Training

All students required to use ladders will receive instruction.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **Medium Risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

GA3 – Report of Results of Inspections of: Work Equipment for Work at Height

Inspection carried out on behalf of DKIT, Dublin Road, Dundalk

Location and Description of Equipment & any identification numbers / marks	Date & Time of Inspection	Results of Inspection * including defects and locations	Detail of Any Corrective Actions Taken	Details of Any Further Action Necessary	Name & Position of Person Making Inspection	Signature of Person Making Inspection

* Must specify details of any matters identified, that could give rise to a risk to the safety or health of any employee

Safe Work Practice Sheet Rigging Lantern	**Ref:** *SWPS 037* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards
Work at height on ladder
Electrocution or burns from faulty lanterns
Unsecured lanterns or tools falling on persons below
Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Students and staff change lighting configurations in the theatre

Controls

- Students are provided with a 2 hour training session on rigging before they are allowed to operate independently.
- All lanterns are fitted with a safety chain which must be attached when rigging.
- Students or staff are not permitted to rig on their own. A second person must be present at all times.
- An A framed ladder is used and must be visually checked before each usage. Ladder checks must be formally recorded (see Safe Work Practice Sheet Ladders) either on a weekly basis or before each usage whichever is the less frequent.
- Tools should be carried up in pockets. Tools must not be left on lanterns.
- Staff or students must keep clear of the area under the lanterns while rigging is being carried out.
- Cables should never be tightly wound round bars; excess cable should be coiled and taped on top, or loosely looped over a couple of times at the most
- PVC insulation tape should be used to secure cables to bars. Though the cables should be held securely, the tape should be easy to undo by hand (try and leave the end easy to peel). Where multiple cables run along a bar together try and avoid taping each cable separately under the others or crossing them, so it is easy to remove them singly
- Enough spare flex should be left to allow lanterns to be pointed and focused but ensure cables will not snag on scenery or other objects
- Be aware of running cables on the floor as they are a trip hazard. Where possible run along walls/edges and over doorways.
- Any defects in lanterns or safety chains must be reported and the lantern taken out of service.

Checks & Inspections

- Ladder inspection

Information, Instruction & Training

- Students provided with 2 hour rigging training session.

Personal protective equipment required (last resort)
Closed in flat shoes with a good grip
Gloves

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6 High Risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Movement of Portable Whiteboards	**Ref:** *SWPS 038* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Incorrect lifting technique
- Attempting to lift something that is too heavy
- Fingers catching in steel joints
- Sliding boards nipping fingers

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☑ Visitors

Work Description

- Everyday working environment

Controls

- Lecturer staff and students should not move the portable white boards between class rooms.
- Ensure that portable whiteboards are only moved by trained members of care taking staff.
- All caretaking staff receive manual handling training

Checks & Inspections

- Visual inspection prior to moving operation
- Maintenance inspection annually as part of general classroom inspection process.

Information, Instruction & Training

- Manual handling regulations apply, requiring all caretaking staff to receive manual handling training .

Personal protective equipment required (last resort)

Risk Reduction Rating (after controls introduced) 3 Medium risk

Probability :	**1**	x	Severity	**1**	=	Risk Factor	**1 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Installation/Removal of ceiling mounted projectors	**Ref:** *SWPS 039* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Working at heights
- Incorrect method of lifting
- Sprains, strains etc
- Back strain, slipped disc,
- Electrical shocks
- Dust / residue in eyes
- Electrocution or burns from faulty wiring
- Unsecured projectors or tools falling on persons below
- Use of power tools
- Manual handling injuries

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description

AV Technicians install ceiling mounted LCD projectors in lecture rooms

Controls

- Installation workers receive appropriate safety instruction prior to projector installation process
- The installation or removal of projectors should not be carried out alone; there should always be at least 2 competent persons present.
- The classroom / lab should be not be in use (no classes should be taking place or students present.)
- An " A" framed ladder should be used and should be visually inspected before use as per SWPS 013 Working at Height requirements.
- The area underneath the projector should be kept clear.
- The power supply should be isolated during the installation process
- Projectors should be secured using appropriate fit for purpose ceiling brackets, taking account of the size and weight of the projector
- Where hand tools are required, users must follow the control measures outlined in SWPS 27 and 28.

Checks & Inspections.

- Two competent persons present
- Ladder inspection completed
- Classroom vacant

Information, Instruction & Training

- Manual handling training /information required for AV technicians

Personal protective equipment required (last resort)

- Closed in flat shoes with a good grip

- Gloves/face mask required for dusty ceiling environments

Initial Risk Rating (without any control measures)

Probability : **3** x Severity **3** = Risk Factor **9**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **3** Risk Factor **3**

Risk Assessment Review *As and when process changes or yearly*

Safe Work Practice Sheet Routine Maintenance of Ceiling Mounted Projectors	**Ref:** *SWPS 040* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Working at heights
- Sprains, strains etc
- Back strain, slipped disc,
- Electrical shocks
- Dust / residue in eyes
- Electrocution or burns from faulty wiring
- Unsecured projectors or tools falling on persons below
- Use of power tools
- Manual handling injuries while moving step ladders between classrooms

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description

AV Technicians service and maintain ceiling mounted projectors in lecture rooms

Controls

- AV Technicians receive appropriate safety instruction prior to projector servicing/maintenance process
- The classroom / lab should be not be in use (no classes should be taking place or students present.)
- An " A" framed ladder should be used and should be visually inspected before use as per SWPS 013 Working at Height requirements.
- The area underneath the projector should be kept clear.
- Where hand tools are required, users must follow the control measures outlined in SWPS 27 and 28.

Checks & Inspections.

- Ladder inspection required
- Vacant classroom

Information, Instruction & Training

- Competent persons who are trained in audio visual maintenance should be present
- Manual handling training /information required for users

Personal protective equipment required (last resort)

- Closed in flat shoes with a good grip
- Gloves or mask if required for dusty environments

Initial Risk Rating (without any control measures)

Probability : **3** x Severity **3** = Risk Factor **9**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **3** Risk Factor **3**

Risk Assessment Review *As and when process changes or yearly*

Safe Work Practice Sheet Kitchen Safety	**Ref:** *SWPS 041* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

Slips , trips and Falls

- Slips -caused by obstructions.
- Spills of liquids and oils are a common occurrence.
- Trailing cables can be a common occurrence.

Cuts and Bruises

- Cuts from knives and equipment containing blades
- Bruising from equipment

Burns and Scalds

- Burns from hot oil or from touching hot surfaces
- Scalds from hot liquids and steam

Manual Handling

- Lifting equipment or containers
- Handling raw materials/finish products

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen/Restaurant area

Controls

Slips, Trips, Falls

- Clean as you go.
- Keep floors , access routes and stairs clean and clear
- Wear correct footwear. Do not ware open-toe shoes
- Do not rely on others to tidy.
- Use proper storage areas
- Report and deal with spills , training cables or obstructions immediately
- Walk, do not run. Organise properly for busy periods. Allow sufficient time for the task required
- Ensure lighting is adequate
- Where possible use one way system- in and out doors
- Clean floors at quiet times `
- When mopping or cleaning up spillages, place wet floor signs around area and always remove when floor is dry.

Cuts and Bruises

- Cut away from yourself, keep fingers bent under your hand when slicing
- Always cut on a solid surface/chopping board
- Store knives safely
- Do not put knives or cutters in wash up sink with general utensils. Wash knives separately

- Never cut in your hand
- Select a suitable knife for the job. Ensure knives are sharp and in good condition
- Carry knife blades downwards and always hand over handle first
- Do not get distracted or distract others while using knives
- Use correct tools for opening cans, remove lid completely and dispose of safely
- Clean up broken glass immediately, using a separate clearly marked container for disposal of broken glass and crockery
- Ensure proper guards are in place when using equipment with blades
- Avoid catching swing doors by the edge, use push plates
- Exercise caution when polishing glasses by hand
- When electrical equipment is in use keep clear of blades, whisks etc., until machine has come to a complete stop. Use spatulas etc., where provided
- Identify and exercise great caution with equipment that is particularly hazardous, such as mandolins, graters etc.

Burns and Scalds

- Ensure personnel are trained and aware of the risks and hazards pertaining to cooking and service of hot food and liquids
- Do not carry hot containers, utensils or equipment unless unavoidable. Get help as required and use provided trolleys
- Never carry or pass hot food over customers
- Ensure work area is clear and clutter free
- Use oven gloves or suitable cloths when handling hot trays, utensils or equipment
- Do not reach across hot surfaces. Do not lean over boiling liquids, sources of steam, or candles
- Turn in handles of pots, pans etc., to avoid accidental spillage
- Open saucepan lids away from you. Stand back from oven doors when opening and open away for you
- Lower food slowly into hot oil and ensure food is not wet
- Use long handled baskets and scoops for deep fat frying
- Do not use wet cloths to handle hot equipment or utensils
- Do not leave ovens ranges, grills, deep fat fryer, chaffing dishes or candles unattended
- Ensure equipment is switched off and cooled down prior to cleaning or maintenance operations
- Do not climb or stand on cooking equipment
- Wear protective clothing and footwear while cooking and serving hot food and dish washing

Manual Handling

- Do not carry heavy or awkward containers or equipment unless unavoidable. Get help as required and use provided trolleys.
- Manual handling training or information provided to users (see SWPS 014 for manual handling)

Checks & Inspections

- Visual inspection prior to use and electrical equipment testing for portable appliances (PAT) annually.
- Regular inspection and sharpening of knives
- Major pieces of kitchen equipment (cookers, hops, extraction fans, fridges) are serviced annually

Information, Instruction & Training

- Manual handling training / information for users
- Induction training for students
- Electrical testing must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Bowl Mixer	**Ref:** *SWPS 042* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Entanglement in the paddle, hooks or other accessories causing fractures or lacerations
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of the bowl mixer
- All mixers must have an operational guard and the guard must be in position when the mixer is in operation.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Users must not attempt to put their hand or a utensil into the bowl when the paddle is rotating.
- The mixer must be isolated from power (unplugged) when cleaning.
- Annual Portable Appliance Testing (PAT) required on all portable mixing bowl units

Checks & Inspections

- Visual inspection prior to use and PAT annually.

Information, Instruction & Training

- Induction information for students
- PAT must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x	Severity	**2**	=	Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Bratt Pan	Ref: *SWPS 043* Assessed: June 2019	Approved by: *FASC* Issued by: *B Erraught*

Hazards

- Burns from hot fat
- Scalds from steam
- Slip hazard from liquid spillages
- Manual handling injuries

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of the brat pan
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- To prevent spilled liquid creating a slip hazard, suitable floor drainage channels should be provided beneath the discharge point as per manufacturer's installation recommendations.
- Brat pans should never be used for deep fat frying.
- Caution is required when opening lids due to the potential for steam discharge.
- Clean up spilled liquid immediately.
- Allow equipment to cool down before cleaning

Checks & Inspections

- Visual inspection prior to use and PAT annually.

Information, Instruction & Training

- Induction information for students
- Manual handling training /information required for users
- PAT must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Bulk Boiling Pan / Tilted Kettle	**Ref:** *SWPS 044* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Scalds from steam or hot liquid
- Burns from the hot hob
- Manual handling injuries

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of bulk boiling pan.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Caution required when opening lids due to the potential for steam discharge.
- Avoid touching hob as it may be hot
- Isolate the pan or kettle from the electricity supply and allow to cool prior to cleaning..

Checks & Inspections

- Visual inspection prior to use and PAT annually.

Information, Instruction & Training

- Induction information for students
- Manual handling training /information required for users
- PAT must be carried out by a trained person**.**

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability :	**2**	x Severity	**2**	= Risk Factor	**4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x Severity	**2**	= Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Dish Washer	**Ref:** *SWPS 045* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Scalds from steam or hot water
- Injury from moving parts
- Burns from concentrated detergent
- Manual handling injuries during loading and unloading

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of dish washer.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance etc.
- Make sure all guards provided are in position before use.
- Never place hands in dishwasher while it in operation.
- Never try to adjust or repair any part of the dishwasher unless you have received appropriate training.
- Ensure water level does not exceed maximum level for the dishwasher.
- Concentrated detergent can burn skin and eyes. Always wear protective clothing provided when handling, diluting or cleaning up detergent spillages.
- Caution is advised after final rinse as the side panels may be very hot.
- Do not wear loose clothing, or have cloths that could get caught in moving parts.

Checks & Inspections

- Visual inspection prior to use
- Annual maintenance service required

Information, Instruction & Training

- Induction information for students
- Manual handling training / information for users

Personal protective equipment required (last resort)

- PPE required when handling cleaning detergent

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x Severity	**2**	= Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Electric Slicer	**Ref:** *SWPS 046* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Cuts from blades
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

The electric slicer is used by Hospitality students to slice various types of meat and food

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of electric slicer.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Ensure machine is isolated from power when not in use and especially before cleaning, maintenance etc.
- The edge of the blade must be guarded (blade guard) except at the cutting section.
- A thumb guard should be provided at the operator's side of the carriage
- The carriage should have a last slice device or meat pusher to prevent the operator's hand slipping onto the blade.
- Keep the blade sharp. The operator has to use more force with a blunt blade.
- The slice thickness plate should be set at zero when not in use
- On gravity feed slicers a suitable carriage guard should be fitted at the operator's side of the carriage
- Make sure all guards provided are in position before use.

Checks & Inspections

- Visual inspection prior to use and PAT annually

Information, Instruction & Training

- Induction information for students
- PAT must be carried out by a trained person**.**

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Extraction Canopies	**Ref:** *SWPS 047* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Fire caused by the ignition of accumulated grease and fat in the hood and the associated ducting.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

- Extraction Canopies are used to extract the excess steam and smoke from the air above the cooker during cooking.

Controls

- A grease filter should be installed in the ventilation hood in a readily accessible position.
- The extraction ducting is isolated for kitchen extraction purposes only and is not connected to any other ducting system within the building
- Cooker surfaces and hoods are cleaned weekly.
- Oil and condensation channels are emptied and cleaned twice annually.
- Filters are removed and cleaned twice annually.
- Clean the inside surfaces of ducting, and fan blades, every three months.
- Before duct cleaning, switch fan off and allow sufficient cooling time.
- Never hang combustible articles such as clothes, towels and cloths over or near cooking equipment with a fume ventilation hood.
- Only trained staff, using a safe means of access where necessary, should clean grease and oil from hoods, fume ducts and extraction equipment.

Checks & Inspections

- Visual inspection prior to use
- Annual maintenance service required

Information, Instruction & Training

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **1** x Severity **3** = Risk Factor **4 Medium risk**

	KEY	
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x	Severity	2	=	Risk Factor	2 Low risk

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Electric Carvery Lamp	**Ref:** *SWPS 048* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns from hot lamps/surfaces
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of carvery lamp.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Ensure lamp is cool before cleaning
- Annual Portable Appliance Testing (PAT) required on carvery lamp

Checks & Inspections

- Visual inspection prior to use and annual service
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- Induction information for students

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Kitchen Aid Mixer	**Ref:** *SWPS 049* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Entanglement in the paddle, hooks or other accessories causing fractures or lacerations
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of the bowl mixer
- All mixers must have a bowl in place when the mixer is in operation.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Users must not attempt to put their hand or a utensil into the bowl when in operation.
- The mixer must be isolated from power (unplugged) when cleaning.
- Annual Portable Appliance Testing (PAT) required on all portable mixing bowl units

Checks & Inspections

- Visual inspection prior to use and annual service
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- Induction information for students

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x	Severity	**2**	=	Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Grills	Ref: *SWPS 050* Assessed: June 2019	Approved by: *FASC* Issued by: *B Erraught*

Hazards

- Burns from heat source or hot trays
- Impact injuries to hands or feet from falling parts

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of grills
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Clean and remove carbonised fat regularly
- Keep gas jets clear by normal cleaning procedures and if blockages occur–call a gas service engineer.
- Use an oven cloth or oven gloves to handle hot trays.
- Take special care to avoid burns to the eyes and face.

Checks & Inspections

- Visual inspection prior to use and annual service by gas service engineer

Information, Instruction & Training

- Manual handling training /information for users
- Annual service carried out by trained service person
- Induction information for students

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Microwave	**Ref:** *SWPS 051* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Fire
- Electrical shocks
- Microwave radiation if mesh shield not in place
- Steam burns

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

- Microwaves used to defrost, heat, cook, steam and blanch different types of food and ingredients.

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of microwaves
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Metal or tin foil must not be used in the microwave oven
- If food is covered, be careful when removing covering, as steam burns can occur
- Use an oven cloth when removing cooked items from the oven.
- Ensure that the microwave oven is not operated when empty
- Cooking oil should not be heated in the microwave oven

Checks & Inspections

- Visual inspection prior to use and annual service inspection.

Information, Instruction & Training

- Annual service carried out by trained service person
- Induction information for students

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **1** = Risk Factor **2 Low risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)							
Probability :	**1**	x	Severity	**1**	=	Risk Factor	**Low risk**
Risk Assessment Review *As and when process changes or yearly*							

Safe Work Practice Sheet Waste Disposal Unit	**Ref:** *SWPS 052* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Impact injury to hands/fingers from cutter unit
- Manual handling injuries

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of the waste disposal unit
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance etc.
- Remove all unsuitable material, such as plastic and metal, from waste.
- Switch on the water supply and the disposer before feeding waste in.
- Feed the waste at an even rate.
- Always isolate or unplug the machine waste unit from the power supply if it becomes blocked
- Never, even if the machine has stopped, put your hand or any implement you are holding inside the feed hopper while the machine is switched on.
- The machine must never be operated without the feed hopper guard in place.
- Isolate power supply before the feed hopper guard is removed.
- When operating machine do not wear loose clothing or jewellery which may become entangled in moving parts.

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- Manual handling training/information for users
- User instruction in the proper use of equipment
- PAT carried out by trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**1**	x Severity	**2**	= Risk Factor	**2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Bain Maire	**Ref:** *SWPS 053* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Fire
- Burn and Scalds
- Manual handling when filling and emptying

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of Bain Maire.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Do not touch the units hot surfaces or lamps
- Hold containers over the trough to let hot water or steam drip off.
- Use an oven cloth or wear gloves when handling hot food containers.
- Do not leave serving utensils projecting over the edge of the food containers.
- Turn off the heat source when serving is completed.
- Mobile equipment should be located near the power supply to avoid trailing cables.
- Ensure electrical connections, e.g. cables supplying lights, are kept in good repair.
- Use trolleys to transport food to and from Bain Maire

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal

Information, Instruction & Training

- Manual handling training/information for users
- User instruction in the proper use of equipment

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced) Probability : **1** x Severity **2** = Risk Factor **2 Low risk**
Risk Assessment Review *As and when process changes or yearly*

Safe Work Practice Sheet Portable Bain Maire	**Ref:** *SWPS 054* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Fire
- Burn and Scalds
- Manual handling when filling and emptying
- Slips and Trips from trailing cables
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of portable Bain Maire
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- When in operation, do not touch the top or sides of the unit or lamps as surfaces may be hot, causing burns.
- Hold containers over the trough to let hot water or steam drip off.
- Use an oven cloth or wear gloves when handling hot food containers.
- Drain the heating water into suitable containers and carry them carefully
- Do not leave serving utensils projecting over the edge of the food containers.
- Turn off the heat source when serving is completed.
- Unit should be located near the power supply to avoid trailing cables.
- Allow unit to cool before cleaning
- Annual Portable Appliance Testing (PAT) required on all portable Bain Marie units

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- Manual handling training/information for users
- User instruction in the proper use of equipment

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Coffee Machine	**Ref:** *SWPS 055* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Scalds from steam or hot water

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of coffee machine
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance etc.
- Ensure machine is placed on a solid surface with cables routed to avoid any cables protruding over surface edges
- Ensure coffee pot is in place before switching on the machine
- Do not remove coffee pot when percolation is still in process

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal

Information, Instruction & Training

- Manual handling training/information for users
- User instruction in the proper use of equipment

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

	KEY	
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x	Severity	2	=	Risk Factor	2 Low risk

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Water Boiler	**Ref:** *SWPS 056* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns and Scalds

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of water boiler
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Make sure the cold water supply is fully on before unit is switched on
- Do not alter the heating control settings on automatic units.
- Keep the pressure gauge and safety devices clean.
- Keep the drip tray in position.
- Keep the receiving vessel up to the tap to minimise splashing.
- Turn off and electrically isolate the boiler before cleaning.

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal

Information, Instruction & Training

- Manual handling training/information for users
- User instruction in the proper use of equipment

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Soup Gun	**Ref:** *SWPS 057* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Lacerations/amputation - mixing blade rotating at high speeds can cause severe injury to the fingers.
- Burns/Scalds from hot liquid splashes during mixing
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of soup guns.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Care should be taken when submerging blade unit into hot liquids to avoid excessive splashing of liquids.
- Caution is advised when handling the blade unit, particularly while washing. .
- The equipment must be isolated from power when cleaning.
- Annual Portable Appliance Testing (PAT) required on all soup guns.

Checks & Inspections

- Visual inspection prior to use
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- User instruction in the proper use of equipment
- PAT carried out by trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Vac Packer	**Ref:** *SWPS 058* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Crush injuries to fingers
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of vac packer
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- When closing unit, ensure fingers are not placed underneath lid prior to sealing.
- Turn off and-electrically isolate the vac packer before cleaning.
- Annual Portable Appliance Testing (PAT) required on vac packer

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal

Information, Instruction & Training

- User instruction in the proper use of equipment
- Portable Appliance Testing (PAT) carried out annually

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Flambe Lamp	**Ref:** *SWPS 059* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *P. Moriarty*

Hazards

- Fire or explosion during refuelling (for meths fuelled lamp), or while changing the butane cartridge

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen/Restaurant area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of flambé lamp.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Extinguish any source of ignition in the vicinity before refuelling a flambé lamp.
- Do not refill flambé lamp in a restaurant or kitchen.
- Do not change a butane cartridge in the restaurant or kitchen.
- Always refill, or change cartridges, in the open air.
- Keep the flambé lamp upright when changing the cartridge.
- Do not over-tighten the butane cartridge.
- Let the lamp cool before refuelling with meths.
- Store spare butane cartridges and meths away from sources of ignition.
- Ensure user clothing is not flammable

Checks & Inspections

- Visual inspection prior to use

Information, Instruction & Training

- Induction information for students

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x	Severity	2	=	Risk Factor	2 Low risk

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Food Processor	Ref: *SWPS 060* Assessed: June 2019	Approved by: *FASC* Issued by: *B Erraught*

Hazards

- Cuts - from the mixing blade rotating at high speeds can cause severe injury to the fingers.
- Scalds - hot ingredients which can be ejected from the bowl and cause scalding.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Controls

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance etc.
- Slicing, dicing, grating and chipping devices
- Feed chutes and pusher devices should prevent access to the cutter. Machines are usually designed so that cutter plates can be changed quickly. The blade cover should interlock the power supply. A time- delay interlock may be needed to prevent access to the cutter before it has stopped.
- Mixing and liquidising bowls must be fitted with a lid to prevent material being ejected or fingers reaching the moving mixing blades. The lid should interlock to the drive motor. The feed chute should be designed to prevent fingers touching the blades.

Checks & Inspections

- Regular checks and Annual service
- Electrical testing must be carried out by a trained person

Information, Instruction & Training

- Training in the proper use of the machine

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Deep Fat Fryer	**Ref:** *SWPS 061* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Fire
- Burns from hot oil
- Manual handling when filling or emptying fryer

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen area

Controls

- Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of deep fat fryer.
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- Care must be taken when filling the fryer with oil. Oil containers must not be left upside down to drain on the fryer.
- Only staff trained in manual handling should move ~~the~~ oil containers.
- Move free standing fryers with great care so as not to jar them and spill oil. They should not be moved when the oil is hot.
- Allow oil to cool before emptying and cleaning the fryer. Open oil containers must not be left in walkways. While oil is draining place warning signs in vicinity.
- Keep sleeves rolled down at all times when using fat fryer.
- Ensure the fryer is turned off after use.
- In the event of a fire, only trained staff should attempt to tackle the fire.
  F type extinguisher should be used. Fat fires can reignite when other extinguisher types are used.
- Extract ducting above the fryers must be cleaned at least annually to prevent the build-up of grease which can result in a fire hazard.

Checks & Inspections

- Fryers should be serviced annually.
- Extraction system serviced annually

Information, Instruction & Training

- Induction information for students
- Manual handling training /information required for users

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Robot Coupe	**Ref:** *SWPS 062* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Lacerations/amputation - mixing blade rotating at high speeds can cause severe injury to the fingers.
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Equipment users receiver appropriate safety instruction and equipment operation procedures prior to use of robot coupe
- Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service.
- The food processor is interlocked to prevent movement of the blades when the lid is removed.
- Care must be taken when handling the blade.
- The equipment must be isolated from power when cleaning.

Checks & Inspections

- Visual inspection prior to use
- Portable Appliance Testing (PAT) carried out annually

Information, Instruction & Training

- User instruction in the proper use of equipment
- PAT carried out by trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Manual Handling Specific to Hospitality	**Ref:** *SWPS 063* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Incorrect method of lifting
- Attempting to lift something which is to heavy
- Lifting sharp/awkward shapes
- The main injuries associated with manual handling and lifting are:
- Back strain, slipped disc, hernia,
- Lacerations, crushing of hands or fingers.
- Repetitive Strain Injury.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Staff and students may be required to lift or move heavy or awkward items from time to time including gym equipment, ladders, lighting, film equipment, theatre seating.

Controls

- Risk assessments must carried out on manual handling tasks normally performed by staff As a rule of thumb an assessment is required where weights are above the guideline weights set out by the Health and Safety Authority and reproduced overleaf in figure 1. The assessment should be in writing and set out on form 1 Manual handling assessment attached to this procedure.
- Manual handling will be avoided where possible. Mechanical or other means of moving or lifting will be used such as trolleys and winches.
- Staff will be provided with manual handling training where manual handling is a regular part of their job.
- Seek assistance where possible when lifting heavy items.
- Consideration must be given to the arrangement of stored items so that heavier items are not stored near floor or above shoulder height.

Checks & Inspections

- Senior technician to monitor that correct manual handling technique is being used by other technical staff.
- Trolleys should be visually checked before use. Trolleys with damaged wheels should be taken out of service.

Information, Instruction & Training

- Manual Handling Training provided to relevant staff.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**3**	x	Severity	**3**	=	Risk Factor	**High Risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	**2**	x	Severity	**1-2**	=	Risk Factor	**2-4 Low-medium risk**

Risk Assessment Review

As and when process changes or yearl

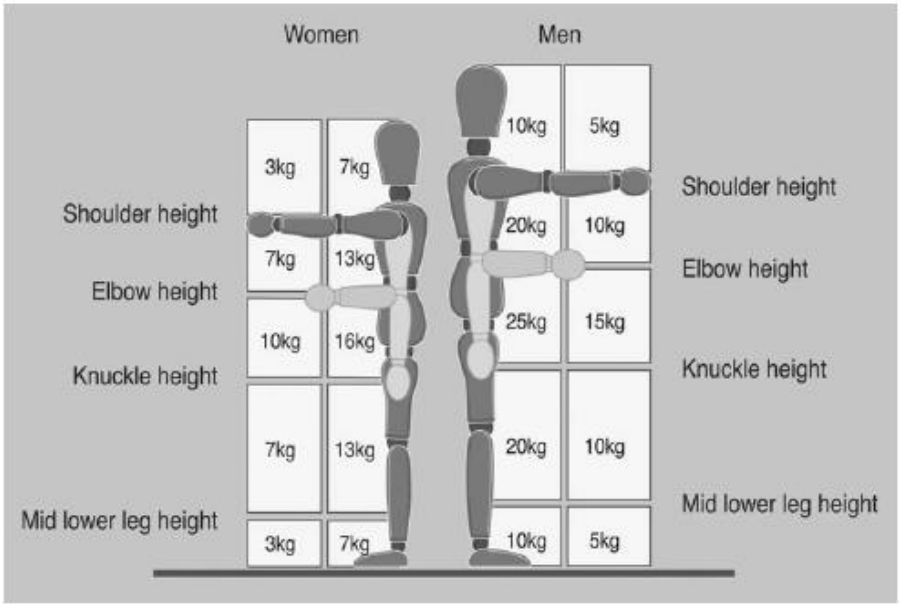

Figure 1. Guideline weights issued by the Health and Safety Authority.

Form 1 Manual handling risk assessment

Section A – Preliminary *** Circle as appropriate**

Job Description Hospitality/ Catering Factors beyond the limits of the guideline weights? (See SWPS Manual handling)	Is an assessment needed? (i.e. Is there a potential risk for injury, and are the factors beyond the limits of the guidelines?) Yes / No

If 'yes' continue. If 'no' the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Hospitality Training Kitchen and Stores Personnel involved: Technical Staff, Lecturers and Students Date of assessment:	Diagrams or other information:

Section B – See over for detailed analysis

Section C – Overall assessment of the risk of injury? Low/Med/High*

Section D – Remedial action to be taken:

Remedial steps that should be taken, in order of priority:

1.

2.

3.

4.

5.

6.

7.

8.

Date by which action should be taken:

Date for reassessment:

Assessor's name: Signature:

Section B – More detailed assessment, where necessary:					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken).	Possible remedial action (Possible changes to be made to system/task, load, workplace/space, environment. Communication that is needed.
	Low	Med	High		
The tasks – do they involve: • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movements? • long carrying distances? • strenuous pushing or pulling? • unpredictable movement of loads? • repetitive handling? • insufficient rest or recovery? • a work rate imposed by a process?		√ √ √		Carrying saucepans of hot liquids- such as soups	Manual Handling training Allow liquids to cool before carrying
The loads – are they: • heavy? • bulky / unwieldy? • difficult to grasp? • unstable / unpredictable? • intrinsically harmful (e.g. sharp / hot)?		 √ √			Allow liquids to cool before carrying. Use suitable cloths or gloves to carry hot objects Ensure area where items is to be placed is clear before heavy item is lifted

The working environment – are there: • constraints on posture? • poor floors? • variations in levels? • hot/cold humid conditions? • strong air movements? • poor lighting conditions?					
Individual capability – does the job: • require unusual capability? • hazard those with a health problem? • hazard those who are pregnant? • call for special information / training?	√				Those who are pregnant should avoid carry heavy items
Other factors: Is movement or posture hindered by clothing or personal protective equipment?	YES / NO√				

Safe Work Practice Sheet Pastry Oven	**Ref:** *SWPS 064* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns
- Scald from steam

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Never place items in the oven above eye level
- Open oven carefully ensuring face is averted to avoid scalds from steam/vapour from the oven
- Use suitable cloths or gloves to remove hot objects for the oven
- Never use a damp or wet cloth to remove hot items from the oven

Checks & Inspections

- Visual inspection prior to use

Information, Instruction & Training

Manual handling training
Electrical testing must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Traditional Oven	**Ref:** *SWPS 065* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns
- Scald from steam

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Ensure pilot light is on before turning on the oven
- Open oven carefully ensuring face is averted to avoid scalds from steam/vapours from the oven
- Use suitable cloths or gloves to remove hot objects from the oven
- Never use a damp or wet cloth to remove hot items from the oven

Checks & Inspections

- Visual inspection prior to use
- Visual inspection and testing at least annually

Information, Instruction & Training

Manual handling training
Electrical / Gas testing must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

	KEY	
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Conveyor Toaster	**Ref:** *SWPS 066* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Ensure machine is placed on a solid surface before use
- Ensure machine is not tampered with by inserting metal or other objects
- Any defects must be reported immediately, marked appropriately and the equipment must be taken out of service
- Users must not attempt to put their hand into the toaster when it is on
- The toaster must be isolated from power (unplugged) when cleaning

Checks & Inspections

- Visual inspection prior to use
- Visual inspection and testing at least annually

Information, Instruction & Training

Manual handling training
Electrical must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Solid Top Electric	Ref: *SWPS 067* Assessed: June 2019	Approved by: *FASC* Issued by: *B Erraught*

Hazards

- Burns
- Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Use suitable cloths or gloves to remove hot objects from the cooker
- Never use a damp or wet cloth to remove hot items from the cooker
- Ensure saucepan handles do not protrude over the sides of the cooker
- Allow surfaces to cool down before cleaning
- Ensure cooker is switched off when not in use

Checks & Inspections

- Manual handling training
- Electrical testing must be carried out by a trained person

Information, Instruction & Training

Manual handling training
Electrical must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Solid Top Gas	Ref: *SWPS 068* Assessed: June 2019	Approved by: *FASC* Issued by: *B Erraught*

Hazards

- Burns

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Ensure pilot light is ignited before turning on the ring
- Use proper fitting is in place before placing small saucepan on a ring
- Use suitable cloths or gloves to remove hot objects from the cooker
- Ensure saucepan handles do not protrude over the sides of the cooker
- Allow surfaces to cool down before cleaning
- Ensure cooker is switched off when not in use

Checks & Inspections

- Visual inspection and testing at least annually

Information, Instruction & Training

Manual handling training

Electrical testing must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Combi Oven	**Ref:** *SWPS 069* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught*

Hazards

- Burns
- Scalds from steam

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Everyday working environment in Kitchen area

Controls

- Open oven carefully ensuring face is averted to prevent scalds from steam / vapour from the oven
- Use suitable cloths or gloves to remove hot objects from the oven
- Never use a damp or wet cloth to remove hot objects from the oven
- Never place items in the oven above eye level
- Ensure drip trays are attached to the oven doors when the oven is in use.

Checks & Inspections

- Visual inspection and testing at least annually

Information, Instruction & Training

Manual handling training

Electrical / Gas testing must be carried out by a trained person.

Personal protective equipment required (last resort)

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium risk**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low risk**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Off Site Activities	**Ref:** *SWPS No.070*	**Approved by:** *FASC*
	Assessed by: M. McCorry	**Issue No:** 01
	Date: June 2019	**Issued by:** *P Moriarty*

Hazards

Person Exposed to Risk

■ Students ■ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Hillwalking and outdoor adventure activities.

Hillwalking, camping and camp craft, canoeing, sailing, mountain biking**.** Off-campus activites.

Controls

1. Appropriate attire for all activities
2. Functional, serviced equipment
3. Qualified leadership and supervision
4. Appropriate ratio of supervisors/leaders to participants.
5. Appropriate level of instruction prior to, and during activities
6. Qualified first aiders and availability of first aid kit
7. PAR-Q forms completed by participants.

Checks & Inspections

Inspection of all equipment prior to each use

Information, Instruction & Training

All instructors to be appropriately qualified in all activities to be instructed.

Personal protective equipment required (last resort)

Activity specific waterproof clothing that is appropriate to each activity.

Initial Risk Rating (without any control measures)

Probability :	**2**	x Severity	**3**	= Risk Factor	**6**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)							
Probability :	**1**	x	Severity	**2**	=	Risk Factor	**2**
Risk Assessment Review As and when process changes or yearly							

Safe Work Practice Sheet Dehydrator	**Ref:** *SWPS 071* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught / Alan McCabe / Derick Englishby*

Hazards
Burn Injury
Faulty Equipment
Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

1. Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of Dehydrator.
2. **Operate and use as per manufactures instructions**
3. Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service. Before using the Dehydrator, check that all parts are operating properly and perform the intended functions. Check for alignment of moving parts, binding of moving parts, mounting and any other conditions that may affect the operation. Do not use if power cord is damaged or frayed.
4. Do not touch hot surfaces.
5. To protect against electrical hazards do not immerse any part of the dehydrator, cord, or plug in water or other liquid.
6. Close supervision is necessary when any appliance is used near children. Keep the appliance and cord away from children or unauthorised personnel.
7. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.
8. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged in any manner. Return appliance to the nearest authorised service facility for examination, repair, or adjustment.
9. The use of accessory attachments not recommended by the appliance manufacturer may cause hazards.
10. Sharp utensils should not be used inside the dehydrator.
11. Do not let cord hang over the edge of the table or counter, or touch hot surfaces.
12. Do not use outdoors.
13. Do not place on or near a hot gas or electric burner, or in a heated oven.
14. Always plug cord into the wall outlet before turning machine on. To disconnect, turn switch to “off” before removing plug from wall outlet.
15. Do not use appliance for other than intended use.
16. Do not remove the ground pin on your power cord.
17. Avoid contacting moving parts.
18. Clean only sides and bottom, don’t wipe any electrical components.
19. This appliance should not be used by children under 8 years old or persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge of using the CAUTION HOT SURFACE: The dehydrator does get hot to the touch.

Follow Safe Operating Procedures as per the Manufactures Instructions Manual at all times;

1. Begin by plugging in your unit. Then using both hands (to prevent tipping) carefully slide trays loaded with food into position. Once the trays are in place, replace door and set the thermostat to the correct temperature.

2. Place the dehydrator on a smooth, dry surface.
3. Load the trays with food.
4. Only persons who properly understand the safe use of the appliance the hazards involved shall use this appliance.
5. This appliance is not intended to be operated with an external timer or separate remote control system.

Checks & Inspections

- Visual inspection prior to use
- Annual service carried out by trained service personal

Information, Instruction & Training

- Visual inspection prior to use
- Annual service carried out by trained service personal

Personal protective equipment required (last resort)

Oven gloves when required.

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2 Low**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Sous Vide	**Ref:** *SWPS 072* **Assessed: June 2019**	**Approved by:** *FASC* **Issued by:** *B Erraught / Alan McCabe / Derick Englishby*

Hazards
Burn Injury
Manual Handling
Faulty Equipment
Electrocution

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Everyday working environment in Kitchen/Restaurant area

Controls

1. Equipment users receive appropriate safety instruction and equipment operation procedures prior to use of Sous Vide.
2. **Operate and use as per manufactures instructions.**
3. Any defects must be reported to appropriate person (lecturer/technician) immediately, marked appropriately and the equipment must be taken out of service. Check for damaged parts. Before using the Sous Vide, check that all parts are operating properly and perform the intended functions. Do not use if power cord is damaged or frayed.
4. Do not touch hot surfaces.
5. Ensure Sous Vide is placed on a stable, smooth surface.
6. Ensure maximum and minimum fill levels are adhered to when filling Sous Vide reservoir with liquid.
7. Ensure only fluids compatible with the Sous Vide are used in the reservoir. Refer to Manufactures Instructions booklet. Do not use a flammable liquid as a bath medium as a fire hazard may result.
8. Do not move Sous Vide when the reservoir is filled with liquid.
9. Use jug to decant liquid to and from Sous Vide. Ensure liquid is cool were possible prior to decanting.
10. These units are equipped with over-temperature protection (Safety Set). A low-liquid level or failure to set the Safety Set and properly immerse the heater may result in heater burn out and triac failure. While operating, do not allow the heater to contact any potentially flammable materials, such as plastic trays or the sides of plastic tanks, as a fire hazard may result. After filling the reservoir with fluid, you must set the Safety Set and the Software High Limit as well as your desired control set point temperature.
11. Do not use appliance for other than intended use.
12. Sous Vide to be calibrated and maintained on a regular basis.
13. The heater should be kept clean. If deposits build up on the heater, they may be removed by scrubbing with a non-metallic (plastic) abrasive pad. Do not use steel wool.
14. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.

Checks & Inspections

- Visual inspection prior to use

- Annual service carried out by trained service personal

Information, Instruction & Training

- Visual inspection prior to use
- Annual service carried out by trained service personal

Personal protective equipment required (last resort)

Oven gloves when required.

Initial Risk Rating (without any control measures)

Probability :	2	x Severity	2	= Risk Factor	4 Medium

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x Severity	2	= Risk Factor	2 Low

Risk Assessment Review

As and when process changes or yearly