

RPM Trust: Risk Assessment Form

<b>Assessor(s):</b>	Su Hepburn	<b>Date:</b>	27 Aug 2021
<b>Task / Activity:</b>	Food Handling		
<b>Workplace / Site:</b>	Royal Pavilion & Museums Trust		
<b>Review Date:</b>	Aug 2022		
<b>Persons affected by Task / Activity:</b>	Staff and visitors		
<b>Other Vulnerable Persons affected by Task / Activity:</b>	Children and young people		

INCREASING CONSEQUENCE ↑	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	INCREASING LIKELIHOOD →					

<b>17-25</b>	<b>UNACCEPTABLE</b> Stop activity and make immediate improvements
<b>10-16</b>	<b>TOLERABLE</b> Look to improve within specific timescale
<b>5-9</b>	<b>ADEQUATE</b> Look to improve at next review
<b>1-4</b>	<b>ACCEPTABLE</b> No further action, but ensure controls are maintained

Likelihood		Consequence
Almost impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major (death of serious injury)
Almost Certain	5	Catastrophic (multiple deaths)

Potential Hazards		Initial Assessment of Risk			Control Measure Applied	Assessment of Residual Risks		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
1	Condition of equipment used in activities (e.g. physical damage such as rust, glass, splinters, breakage)	2	1	2	Equipment checked pre and post each visit to ensure good condition All equipment cleaned with washing up liquid in hot water Signs outlining procedures displayed in kitchen	1	1	1
2	Cross contamination of ingredients	2	1	2	No food is eaten or cooked at any time during the activity All ingredients must be thrown away at the end of the day	1	1	1
3	Careless use of equipment	2	1	2	Verbal instruction before activity commences Adult supervision and aid when necessary Staff supervision at all times First aid box to hand and first aider contactable Visiting schools should always bring own first aider	1	1	1
4	Poor storage of food preparation ingredients	2	1	2	Supplies stored on site in sealed containers, in cool, dark conditions All on site ingredients replaced after 6 weeks or prior to sell by date Storage cupboard cleaned every 6 weeks with anti-bacterial cleaner Food set out for session is covered	1	1	1
5	Contamination of food preparing equipment by members of the public	1	1	1	Equipment is covered	1	1	1
6	Hand washing	2	2	4	Staff and visitors hands must be cleaned	1	1	1

					with alcohol rub or washed before any food prep is done A water bowl can be used during the session to clean sticky hands but alcohol rub must be reapplied Be aware of water spills and clean these up immediately			
7	Cuts and wounds (staff)	2	2	4	Coloured plasters worn where appropriate	1	1	1
8	Food allergies	2	2		No food is taken off site. Schools weigh dry ingredients such as lentils and beans. Lemons are squeezed and the juice added to bicarbonate of soda to make lemonade. Text on website - <i>We will be using lemons and bicarbonate of soda during the session please let us know if anyone has any allergies.</i>	1	1	

Additional Control Measures (if applicable)		Additional Comments and Observations	
Pre visit teacher visits are free and recommended to allow teachers to complete their own RA			
Visiting schools should always bring own first aider			
<b>Circulation of Risk Assessment:</b> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Client(s) <input type="checkbox"/> Other occupiers of Premises <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Visitor(s)      Others:.....			
<b>Signed by Assessor(s):</b>	Su Hepburn	<b>Date:</b>	27 Aug 2021