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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **049RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Domestic Kitchen Appliances** | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer *Risk Assessment Guideline (015G)*) | | **Step 3: Reducing the risk:** What do you believe can be done to reduce the risk? (Refer *Risk Assessment Guideline (015G)*) | | |
| **What could cause harm?** | | **What could go wrong?** | | **Controls** | | |
| **Hazardous Manual Tasks**   * Incorrect storage of equipment * Workstations incorrectly set up * Inadequate lighting * Positioning of appliances in kitchen/staff room areas * Poor work area design * Design of work area | | * Sprains / strains * Burns / scalds * Appliance falling or being knocked from work benches * Damage to infrastructure from fire/steam/smoke | | Appliances are not cluttered on work benchesWorkers are aware of how to safely use appliancesBoiling water appliances are placed at working height and on stable surfacesNon drip taps are placed on boiling water appliancesAppliances not in use are stored in cupboards“ZIP” hot water units are installed at a suitable level to minimise the risk of burnsAppliances in kitchen/staff areas are located to minimise injuryRegular workplace inspections are conductedKitchen/canteen/staff room to be included on workplace inspections and inspected 6 monthly. | | |
| **Machinery & Equipment**   * Leaving appliance unattended when in use (e.g. toaster) * High temperature of equipment (e.g. sandwich press, iron) | | * Smoke * Fire * Electric short / fusing of element * Boiling/steam * burns | | Appliances are not left unattended when in use.Clean appliance regularly to ensure crumbs etc are removedNever place objects inside appliance (e.g. knife)Appliances turned off when not in use | | |
| **Electricity**   * Flexible electrical cords on appliances * Electrical cords becoming trapped in/on hot surfaces * Frayed / loose cords * Faulty appliances * Water on electrical equipment * Overheating equipment * Overloading power sockets * Damaged power boards | | * Electric Shock * Electrocution * Cords trapped/melting on hot surfaces * Fire * Slips, trips and falls | | Kitchen/staff rooms have a fire extinguisherAppliances are tested and taggedElectrical circuits have RCD’s fitted and testedElectrical cords are kept neat and tidy at all timesRCD’s are within current test dateElectrical equipment must not be "repaired" except by a competent person.Kitchen/staff rooms have a fire extinguisherNo appliance with exposed mains terminals should be used.Ordinary electrical equipment must not be used where it may get wet. Water may cause a dangerous short circuit.Water affected equipment must not be switched on until the equipment has been tested. Anyone to whom the equipment is taken for testing must be informed about what has happened. | | |
| **Machinery & Equipment**   * Incorrect usage of appliances | | * Metal objects placed into microwaves * Heating water and placing objects into boiling liquid (super-heated water) * Food and liquids causing burns * Burn/Scalds from oil/hot surfaces and steam * Electrical shock * Electrocution * Fire * Smoke * Lacerations * Musculoskeletal injuries * Entanglement | | Staff are aware of how to safely operate appliancesInstruction manuals for appliances are available to workersWorkers are aware of the dangers of super-heated liquidsWhere possible, appliances are placed at bench heightTest and tag of electrical equipmentAppliances are not left unattended when in useWorkers receive hazardous manual tasks training three yearlyHot water urns left to cool before emptyingAppliances are guarded and maintainedSOP’s are developed and training provided for all workers/volunteers | | |
| **Biological**   * Contamination of appliances due to improper cleaning techniques | | * Bacteria and infection | | Appliances are thoroughly cleaned after each useAppliances are properly dried-off prior to storageAppliances stored in well-ventilated area | | |
| **Gravity**   * Slips, trips and falls through cables left lying on ground * Items falling from benches * Wet floors | | * Bruising * Burns * lacerations | | ‘Wet floor’ signs availableRegular inspections to ensure floors are clean and clear of rubbishAnti-slip coating applied to floors where applicable | | |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |