

**RISK ASSESSMENT FINDINGS**

|  |  |
| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Dining Hall**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| --- | --- | --- | --- | --- | --- |
| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Defective flooring – slips, trips, falls |  | * Inspection of flooring
* Prompt maintenance of defects
 |  |  |  |  |  |  |
| Spillage of food/liquids – slips /falls |  | * Regular cleaning of floors
* Prompt cleaning of spillages
 |  |  |  |  |  |  |
| Obstacles - causing trips & falls |  | * Walkways to be kept clear of bags etc.
* Adequate space allowed between tables for access
* Adequate levels of supervision
 |  |  |  |  |  |  |
| Defective furniture – causing injury |  | * Regular inspection routine with prompt remedial action
* Reporting procedure for defects
 |  |  |  |  |  |  |
| Hot food / drinks – causing burns / scalds |  | * Appropriately trained staff
* Trays provided
* Adequate levels of supervision
 |  |  |  |  |  |  |
| Electrical equipment and sockets – electrocution |  | * Portable appliance testing and regular visual inspection
* Fixed installation testing
 |  |  |  |  |  |  |
| Broken glass - cuts |  | * Reusable plastic items preferred
* Breakages cleared up promptly
* Damaged items discarded safely
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