

**RISK ASSESSMENT FINDINGS**

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| --- | --- |
| **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 Persons  P = Public  C = Contractors  V = Visitors  EM = 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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