

RISK ASSESSMENT 2015

I.

Activity: MOVING AROUND THE PREMISES

Potential Injuries: Sprains, strains & broken bones etc.

Initial Risk Rating

SEVERITY 3 x 5 LIKELIHOOD = 15 MEDIUM RISK

I.1 Remove or control hazards

- Keep all passageways, corridors & stairs free from obstructions that could cause people to trip.
- Reduce spillages & greasy floors by employing the following procedures:
 - Do not overfill containers with liquid.
 - Use a bowl to transfer chips from fat fryer to central cook line.
 - Do not remove a dripping fryer basket from over the fryers – bring your bowl to the fryer.
 - Keep extraction filters clean for optimal performance.
 - Clean floors in accordance with instructions on the chemical wall chart and Safe Way of Working.
 - Ensure all cleaning equipment is fit for purpose; if not, order new equipment from Alliance – deck scrubbers, plastic buckets, mops & brooms etc.
 - Report leaking equipment to the Central Repairs Desk and, if necessary, erect a “Caution – Wet Floor” sign and inform staff to take additional care.
 - All spillages must be cleaned up in accordance with the Safe Way of Working.
 - At all times be vigilant for spillages on the floor and, if any are spotted, immediately employ the Safe Way of Working for clearing spillages.
 - Where cleaning is undertaken ensure, wherever practicable, that floors are fully dry before opening, or that adequate warning signage is in place.

I.2 Always wear sensible footwear for the task that you are undertaking.

Sensible means it is sufficiently sturdy and provides reasonable friction with the floor. Do not wear open-toed or high-heeled shoes, flip flops, sandals and similar. For kitchen work shoes must have synthetic soles to minimise slip risk, and must be kept clean.

I.3 Deal with defective items as soon as you come across them.

- Any loose or uplifted floor finishes or stair nosings that may cause a trip hazard must be reported to the Central Repairs Desk as soon as possible. If the matter is a safety hazard then make sure that the recipient of your message understands this and will prioritise the work.
- Make a temporary repair to remove or minimise any potential trip hazard until contractors undertake remedial repair or replacement work.
- Temporary repair means taping or screwing down any uplifted carpet or strip. You may need to repeat this process to prevent the tape itself becoming a trip hazard. In some cases it may be possible to simply deny access to the area or to place an object such as a planter or table over the hazard. As a last resort, if you cannot remove the trip hazard, then a clear warning sign should be erected.
- Staff must monitor the condition of chairs & stools on a regular basis, remove any that are unstable, and arrange for repair or replacement.

Every week complete your “weekly Safe & Legal” on GKOne. This will record your action and refer any physical defects which create a safety hazard to your BDM.

1.4 Inclement Weather

- During wet weather consider how to prevent any floor becoming slippery, especially around entrance doors. This may include regularly drying the floor, providing additional matting or erecting a “Caution – Wet Floor” sign in such a place that it can be clearly seen by customers as they enter the site.
- During winter months, employ the “Winter Salting Policy” for external footpaths and entrances. This is available on GKOne > Tools > Documents & Forms > Health & Safety > Snow & Ice Guide

1.5 Low Beams ANY IN THIS SITE? YES NO

Where there is a risk of people coming into contact with a low beam or similar then, where practicable, the beam should be padded to reduce the risk of injury. Ideally use a contrasting colour to surrounding areas to enhance visibility. If necessary, place warning signage on approach; this will depend on the circumstances in each case.

1.6 Self-Closing Doors (fitted with a self-closing device)

On a weekly basis all self-closing doors should be visually checked to ensure that the door does not close excessively fast, and that there are no obvious leaks from the closer unit. This check is recorded on the weekly “Safe & Legal” report. Any defects should be reported to the repairs desk. Additional action may be required to remove the risk until repair is completed.

1.7 Finger or Hinge Guards ANY IN THIS SITE? YES NO

If you have a children’s internal play area all doors nearby which are likely to be used by children on a regular basis should be fitted with hinge guards to prevent finger entrapment. This may include the entrances to toilets in the immediate proximity. The condition of these should be monitored and repairs completed if any become defective.

1.8 Mezzanine floors ANY IN THIS SITE? YES NO

Where there is a mezzanine floor, or in the trading area where it is likely that unsupervised young children will be present, the balustrade must have gaps of less than 10cm in width to prevent the risk of fall. Where necessary the edges of mezzanine floors should have an edging board at floor level to prevent objects falling from height onto people below. If the gap exceeds 10cm or the board is required, contact repairs desk.

1.9 Use of Roofs including Flat Roofs

Access to roofs by GK employees & locally appointed contractors is expressly prohibited, including any flat roofs which form part of the business or staff accommodation. Only contractors appointed via head office may access roofs. The only exception to this is where a flat roof is designated for this purpose with a fixed perimeter rail of at least 95cm in height & a mid bar at 45cm at any edges. Only the property team can designate a flat roof for unrestricted access.

Resultant Risk Rating

Severity 3 x ___ Likelihood = _____

	YES	NO	ADDITIONAL CONTROLS / ACTION TAKEN TO RESOLVE	
APPLICABLE				
CONTROL SATISFACTORY				
SIGNATURE			DATE ACTION COMPLETED AND CONTROL SATISFACTORY	

There is a Safe Way of Working to accompany this Risk Assessment – See Certificate 1

