

# **RISK ASESMENT**

for



**Training Centre:**  
North Business Park,  
Collooney Park,  
Sligo  
F91T9RP

**Per:**

Safety, Health & Welfare at Work Act, 2005  
Safety, Health & Welfare at Work (Construction) Regulations 2013 & 2021  
Safety, Health & Welfare at Work (General Application) Regulations, 2007 to 2023  
Safety, Health & Welfare at Work (REACH) Regulations, 2007  
Safety, Health & Welfare at Work (Confined Space) Regulations 2001  
Chemicals Act, 2008 & 2010  
All Standards, Regulations & Codes of Practice

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## Risk Assessments

### Introduction

A **hazard** is anything at the workplace which has the potential to cause harm to a person.

A **risk** is the likelihood of a person becoming harmed by a hazard, coupled with the severity of harm when it occurs.

A **risk assessment** depends on an identification of hazards and dangers and consists of an estimation of the risks arising from them with a view to their control, avoidance, or to a comparison of risks.

### Risk Assessment - Statutory Requirements

**Sections 19 & 20** of the **Safety, Health and Welfare at Work Act, 2005**, oblige all employers and self-employed persons to prepare a Safety Statement based on "an identification of hazards and an assessment of the risks to safety and health at the place of work to which the safety statement relates".

### Why carry out a Risk Assessment?

- To identify all hazards and potential hazards at the work place and to assess whether there has been enough done to reduce the risk or whether improvements is necessary to protect all persons.
- To ultimately prevent dangerous occurrences, illness and accidents.

### Hazard Identification and Risk Assessment Procedure:

For each workplace, work equipment, and work activity:

1. Identify the associated hazards
2. Identify who is at risk from the hazards identified
3. Assess the significance of the risk
4. Identify preventative and protective (i.e. control) measures that need to be implemented to reduce the significance of the risk associated with the hazards identified. The following '**hierarchy of controls**' should be used when deciding on control measures, starting with the first on the list and working down to the last control measure, as follows:
  - ⇒ **Elimination:** eliminating the hazard entirely from the workplace (the best way to control the hazard)
  - ⇒ **Substitution:** if it is not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a safer manner
  - ⇒ **Isolation:** separate or isolate the hazard from people
  - ⇒ **Engineering solutions:** reduce the chances of hazardous contact (e.g. enclose the hazard away from the person, interlock/cut-off switches, exhaust fans)
  - ⇒ **Administrative solutions:** management strategies which can be introduced (eg. training, information/instruction, job rotation, supervision, limit time of exposure, provide written procedures)
  - ⇒ **Personal Protective Equipment and Clothing:** should always be considered as a last resort
5. Assess the remaining risk level, when control measures are in place. (see step 3 guidelines)
6. Record the results of the risk assessment.

# Risk Assessment Matrix

		<u>LIKELIHOOD</u>		
		Low (1)	Medium (2)	High (3)
<u>S</u> <u>E</u> <u>V</u> <u>E</u> <u>R</u> <u>I</u> <u>T</u> <u>Y</u>	Low (1)	Low (1)	Medium (2)	Medium (3)
	Medium (2)	Medium (2)	Medium (4)	High (6)
	High (3)	Medium (3)	High (6)	High (9)

**Severity:** The extent of the harm, injury or ill health should the hazard occur.  
 Low: Negligible minor non disabling injury requiring first aid only.  
 Medium: Reversible injury, illness or temporary disability requiring a short recovery time.  
 High: Serious injury, permanent disability, fatality.

**Likelihood:** The chance of the hazard or event actually occurring.  
 Low: Could happen, but only rarely.  
 Medium: Could happen occasionally.  
 High: Could happen frequently.

**Risk Rating:** Likelihood \* Severity

**Note: The higher the Risk Rating, the more extensive the controls must be**

## Training Room Risk Assessments

Area –Training Room		Assessed by – Cynthia Bradley			Date – 10/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<u><b>hazard:</b></u> Cable Management  <u><b>Hazard Type:</b></u> Physical  <u><b>Injury/Illness</b></u> Trips Damage to equipment Electrical shorting	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Cables routed under desks.</li> <li>• Improve cable management beneath desks by using cable-ties or similar.</li> </ul>	Management	<u><b>RISK RATING BEFORE CONTROL MEASURES</b></u> <table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table> <u><b>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</b></u> <table border="1"> <tr> <td>1</td> <td>2</td> <td>2</td> </tr> </table>			2	2	4	1	2	2
2	2	4										
1	2	2										

Area –Training Room		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<b><u>Hazard:</u></b> Filing Cabinets  <b><u>Hazard Type:</u></b> Physical  <b><u>Injury/Illness:</u></b> Trap injuries Cabinets toppling	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>All filing cabinets purchased have interlocked drawers, preventing more than one drawer opening at any time.</li> <li>Issue a directive to all staff to load filing cabinets from the bottom up.</li> <li>Include this instruction as part of office induction, or place warnings on cabinets.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>			
				2	2	4	
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>			
			1	2	2		

Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR
<b><u>Hazard:</u></b> Furniture – Chairs, Tables etc  <b><u>Hazard Type:</u></b> Physical  <b><u>Injury/Illness:</u></b> Musculo- skeletal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• All furniture regularly inspected for damage</li> <li>• All repairs carried out immediately or items discarded / replaced.</li> <li>• All furniture subject to thorough cleaning</li> <li>• Maintenance schedule in place to weed out damaged items.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	2	4
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
1	2	2				



Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Housekeeping</p> <p><b><u>Hazard Type:</u></b> Slip, Trip, Fall Fire Obstruction of fire exits</p> <p><b><u>Injury/Illness:</u></b> RSI Injuries Musculo-skeletal Injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Supervision provided to ensure good housekeeping practice is employed.</li> <li>• All members of staff are charged with housekeeping duties.</li> <li>• Frequent cleaning takes place by staff at their workstations.</li> <li>• Regular inspections should be undertaken to prevent accumulation of waste (rubbish) particularly at points of access and egress, on fire routes and around mess facilities.</li> <li>• Walkways should be put in place</li> <li>• Aisles and access routes are kept clean and free from trip hazards.</li> <li>• Workshops are cleaned up on a daily basis.</li> <li>• Spills are mopped up immediately.</li> <li>• Fire extinguishers and fire-fighting equipment are freely accessible.</li> <li>• Chemicals are stored safely. Flammables are stored in designated, labelled steel cans or cupboards, and are kept separately from other chemicals.</li> <li>• Safe egress is provided from the workshop.</li> <li>• Storage of items is carried out safely, with no protrusions on aisles, and no poorly balanced objects at heights.</li> <li>• Heavy items which must be manually handled are stored at waist height</li> <li>• The Manager will ensure that before the employees are sent to a site under the overall control of another contractor, arrangements are made for storage areas and that safe access and safe places of work will be available for our employees to carry out their work safely.</li> <li>• Rubbish/waste will be cleaned-up and stored on an on-going basis daily.</li> <li>• Particular attention will be given to trestles and scaffold platforms which must be maintained in a clean and organised condition.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
				<p>1      3      3</p>		

Risk Assessments

Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b>Hazard:</b> Laptops</p> <p><b>Hazard Type:</b> Physical Physiological Ergonomic</p> <p><b>Injury/Illness:</b> Repetitive Strain Injury (RSI) Eye Tiredness Stress</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• A laptop is not covered by the <u>General Application Regulations</u> due to the fact that under these Regulations the keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands. A laptop does not have a separate keyboard and <b><i>should not be used for long periods of time</i></b> and a risk assessment must be carried out to assess the usage of the laptop and the set up of the temporary laptop workstation.</li> <li>• Never use laptop on knees due to extreme heat emitted.</li> <li>• Never leave chargers plugged in while unattended.</li> <li>• Conduct VDU assessments</li> <li>• Offer eye-tests (required by the VDU section of the General Application Regulations of 2007)</li> <li>• Plug in separate keyboard and screen o allow correct posture be maintained and avoid back injury.</li> <li>• Information and training on general principles of ergonomics, adjustment of screen, keyboard, lighting, proper posture etc. See guidelines attached in appendices.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR
<b>Hazard:</b> Lighting, Heating, Temperature & Ventilation  <b>Hazard Type:</b> Physical  <b>Injury/Illness:</b> Slips/ Trips / Falls, Stress, Eye Strain. Nausea, Flue like illness	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Lighting should be between 300 and 500 lux and should be suitable for the workstation involved.</li> <li>Lighting should not cause reflective glare on the screen.</li> <li>Lighting levels are normal throughout</li> <li>A competent electrician is used for maintaining the lighting fittings</li> <li>Lose cables are to be repaired.</li> <li>Temperature should vary from 18 to 24 degrees Celsius for sedentary work i.e. work involving little or no manual effort.</li> <li>Inspection &amp; maintenance of the system to be completed by qualified personnel.</li> <li>Ensure that all areas are well ventilated and that windows can be opened for circulation of fresh air.</li> <li>Obtain certificates from relevant contractor for emergency lighting.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	2	4
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
1	2	2				

Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR
<p><b><u>Hazard:</u></b> Office Machinery (Photocopier, printers, faxes, franking machines, laminator, stapler etc)</p> <p><b><u>Hazard Type:</u></b> Physical Chemical</p> <p><b><u>Injury/Illness:</u></b> Pinch Hazards Electricity Breathing of dusts leading to respiratory problems.</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Maintenance per manufacturer instructions</li> <li>• All equipment is CE marked.</li> <li>• Fumes from photocopier may cause irritation, keep close to external ventilation</li> <li>• See Fire and Housekeeping assessments.</li> <li>• Always read manufacturers instructions before use of office equipment.</li> <li>• Major faults must be repaired by a competent person.</li> <li>• All machines must have isolating switch near the machine and shall be accessible at all times.</li> <li>• Gaining access to the interior of photocopiers, care must be taken to avoid hot surfaces. Under no circumstances must the inside of the machine be tampered with</li> <li>• Ensure laminators are switched off when not in use</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	2	4
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
1	2	2				

Area –Training Room		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p><b><u>Hazard:</u></b> Overhead Storage</p> <p><b><u>Hazard Type:</u></b> Physical</p> <p><b><u>Injury/Illness:</u></b> Falls from ladders Falling items Personal Injury</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Correct Manual Handling technique to be applied at all times.</li> <li>• If steps are available they must be inspected regularly to ensure safe use.</li> <li>• Ensure staff are instructed to check steps before use</li> <li>• Implement schedule of checks for this equipment.</li> </ul>	Management	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p> <p>2      2      4</p> <p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p> <p>1      2      2</p>			

Area –Training Room		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b>Hazard:</b> Public Interface &amp; Safety, Personal Security &amp; Violence</p> <p><b>Hazard Type:</b> Physical Mechanical</p> <p><b>Injury/Illness:</b> Crushing Musculo-skeletal injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>▪ Ensure certain areas are secure and appropriate rooms locked at all times.</li> <li>▪ When handling cash on the premises ensure it is locked away safely.</li> <li>▪ When banking cash ensure you have someone with you.</li> <li>▪ Only sound an alarm if you feel it is safe to do so.</li> <li>▪ If you have not been trained in conciliation techniques, do not get involved in an argument.</li> <li>▪ Avoid confrontation. Do not get involved in a physical situation. Do not try to apprehend anyone even if you have had training in self-defence techniques.</li> <li>▪ If problems arise with irate or difficult customers, such as aggression and violence stay calm and listen carefully. Do not use a loud or aggressive tone. Call for help in this situation immediately and discreetly.</li> <li>▪ If staff are dealing with a new client, or are aware of behavioural changes in existing clients, they should always take another staff member with them.</li> <li>▪ For extra safety where a problem may arise with a person being upset or aggressive, slowly walk to an area where you can put a barrier between you i.e. table or counter and carry on talking in a quiet and calm manner.</li> <li>▪ Signs to be erected directing the public where they are allowed access and where access is prohibited.</li> <li>▪ No access is available to restricted areas</li> <li>▪ All pathways are kept clear and free from obstacles</li> <li>▪ Emergency Exit routes are clearly signposted</li> <li>▪ No hazardous materials or equipment are left in areas to which the public have access</li> <li>▪ Every effort is made by all staff members to safeguard visitors and customers</li> <li>▪ Visitors book to be available in reception.</li> <li>▪ Supervisor to maintain visitors book.</li> <li>▪ Visitors accompanied by staff member at all times</li> </ul> <p><b><u>Extreme care for all persons attending the premises, living in the area and visiting local residents</u></b></p>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				2	3	6
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
				1	3	3

Risk Assessments

Area –Training Room		Assessed by – Cynthia Bradley			Date – 10/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<p><b>Hazard:</b> Visual Display Units (VDU) (Computer Monitors etc)</p> <p><b>Hazard Type:</b> Physical Physiological Ergonomic</p> <p><b>Injury/Illness:</b> Repetitive Strain Injury (RSI) Eye Tiredness Stress</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Modern equipment that meets the requirements of the work equipment regulations and VDU regulations is supplied to staff</li> <li>• Conduct VDU assessments</li> <li>• Offer eye-tests (required by the VDU section of the General Application Regulations of 2007)</li> <li>• Devise policy for procurement of seating, computer equipment, desks etc.</li> <li>• Support pads are provided to staff to avoid RSI's</li> <li>• Maintenance per manufacturer instructions</li> <li>• All equipment is CE marked.</li> <li>• See Fire and Housekeeping assessments.</li> </ul>	Management	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p> <table border="1"> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> </table> <p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p> <table border="1"> <tr> <td>1</td> <td>3</td> <td>3</td> </tr> </table>			2	3	6	1	3	3
2	3	6										
1	3	3										

Area –Training Room		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<b>Hazard:</b> Spills / Slippery Floors  <b>Hazard Type:</b> Physical  <b>Injury/Illness:</b> Slip / Fall Personal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Cleaning equipment and substances available to clean up spills / grease etc.</li> <li>• If it spills, clean it up immediately</li> <li>• Use warning signs and clean up immediately</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b> 2      2      4			
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b> 1      2      2			



## **Warehouse Risk Assessments**

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Chemicals &amp; Hazardous Substances - incl. Diesel, Petrol, Solvents, Adhesives</p> <p><b><u>Hazard Type:</u></b> Chemical Physical</p> <p><b><u>Injury/Illness:</u></b> Skin irritations Breathing affects, Toxicity, Fire, Explosion, Spills into water course</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Include Chemical Safety as part of Safety Induction Process.</li> <li>• Train employees in the safe use and handling of substances.</li> <li>• Follow instructions on all warning hazard labels.</li> <li>• Obtain Safety Data Sheets and file for reference.</li> <li>• Follow guidelines in relation to register of chemical (where applicable) from the SHWW Reach Regulations 2007</li> <li>• Store all chemicals in a locked cupboard away from other equipment.</li> <li>• Always follow warning instructions on labels.</li> <li>• See Risk Assessments for “Fire”</li> <li>• Ensure adequate ventilation</li> <li>• Ensure adequate Eye Wash station, washing and first aid facilities</li> <li>• Clean all spillages immediately</li> <li>• Dispose of all waste properly</li> <li>• Spill kits are recommended</li> <li>• PPE - Personal Protective clothing and equipment is worn at all times.</li> <li>• Fire Extinguishers are on site and are in service.</li> <li>• Chemical spill procedure recommended</li> <li>• Ensure Emergency Exits are always clear</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>3      3      9</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b><u>Hazard:</u></b> Electricity  <b><u>Hazard Type:</u></b> Physical  <b><u>Injury/Illness:</u></b> Electrocution Burns Fire Death	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>▪ All electrical circuits go back to RCD's for the protection of persons in the event of Earth Leakage.</li> <li>▪ All electrical circuits go back to MCB's for the protection of equipment in the event of overload.</li> <li>▪ Obtain electrical certificate from RECI registered electrician in respect of conformance with the National Wiring Rules (ET101).</li> <li>▪ Obtain certificates form relevant contractor for fire alarm and sprinkler system.</li> <li>▪ Establish that electrical contractors have isolation procedures including "Lock Out / Tag Out" procedures.</li> <li>▪ Establish schedules for Portable Appliance Testing (PAT) for all Portable Electrical Equipment.</li> <li>▪ See Risk Assessment on fire.</li> </ul> <p><b><u>Access</u></b></p> <ul style="list-style-type: none"> <li>▪ Doors to switchboard rooms, transform rooms, generator rooms and areas with electrical equipment operating at voltages in excess of 650 Volts, are locked, preventing general access to such areas.</li> <li>▪ Doors and covers on electrical equipment are kept closed and are replaced when damaged.</li> <li>▪ Areas with electrical equipment are kept tidy and free of spillages, dust, water, oil and flammable materials.</li> </ul> <p><b><u>Maintenance &amp; Testing</u></b></p> <ul style="list-style-type: none"> <li>▪ Electrical circuits, including earthing, are tested by a competent person after installation or alteration.</li> <li>▪ Installation, repair, examination or testing of electrical equipment is carried out only by a competent person.</li> <li>▪ When welding, the return current conductor and material being welded are earthed.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	3	6

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Risk Assessments

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b><u>Hazard:</u></b> Electricity cont'd  <b><u>Hazard Type:</u></b> Physical  <b><u>Injury/Illness:</u></b> Electrocution Burns Fire Death		<ul style="list-style-type: none"> <li>▪ If a circuit is tripping, blowing fuses, sparking or showing other intermittent faults, it is reported immediately to Manager / Supervisor, so that the cause can be quickly identified and repaired by a competent person.</li> <li>▪ Employees report defective electrical equipment or cables to management immediately. The use of such defective equipment is discontinued until properly repaired/replaced</li> </ul> <p><b><u>Damaged Electrical Equipment</u></b></p> <ul style="list-style-type: none"> <li>▪ Employees are instructed never to touch fallen or damaged cables or electrical equipment.</li> <li>▪ Damaged cables / electrical equipment are reported to Manager / Supervisor for immediate repair or replacement. Where necessary damaged cables, etc., are reported to ESB.</li> <li>▪ Employees are trained in the rescue of persons in contact with live electrical conductors.</li> <li>▪ Employees are trained to watch out for potential hazards, and report them immediately to management.</li> <li>▪ Relevant notices are posted in appropriate locations in accordance with Statutory Regulations.</li> <li>▪ It is never assumed that cable / electrical equipment is dead. Confirm power source has been fully isolated before contact.</li> </ul> <p style="text-align: center;"><b><u>Only registered Electricians may carry out any electrical installations or maintenance on domestic or commercial projects.</u></b></p>		<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
				1	3	3

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b><u>Hazard:</u></b> Fire  <b><u>Hazard Type:</u></b> Noise Explosion Burns  <b><u>Injury/Illness:</u></b> Death from Burns	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Fire Extinguishers are installed throughout site</li> <li>• Maintenance records are kept in the Safety File.</li> <li>• Emergency Lights are to be maintained.</li> <li>• Emergency exits are to be kept clear at all times.</li> <li>• All staff to receive Fire extinguisher training.</li> <li>• Fire Drill carried out twice per annum</li> <li>• Suitable fire-fighting equipment for electrical fires is provided.</li> <li>• Employees are trained in the procedures to be followed in case of electrical fire, and in the use of fire-fighting equipment.</li> <li>• Fires are only fought when it is safe to do so.</li> <li>• Escape routes and location of fire-fighting equipment are displayed on fire maps in Company Buildings. (Ref: Office)</li> <li>• Employees are informed of evacuation procedures, fire assembly points and roll-call procedures.</li> <li>• Employees are informed never to return to their workstations until it is safe to do so.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	3	6
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
			1	3	3	

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b>Hazard:</b> Hand/Power Tools incl. cable snips, hack saws, wrenches, screwdrivers, knives, pliers, spanners, chisels</p> <p><b>Hazard Type:</b> Physical</p> <p><b>Injury/Illness:</b> Risk of fatal or serious injury such as laceration, crush injury, and eye injury as a result of misuse of loose hand tools / electrocution, breathing or heart failure as a result of misuse of electrical power tools. / damaged or ill-fitted attachments to power tools (e.g. discs, bits).</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Ensure only suitably selected hand tools appropriate for the task are available and utilised. Always select the correct tool type, size and shape for the task.</li> <li>• Always use correct PPE e.g. gloves and goggles</li> <li>• Use tools with insulated handles and non-conductive shafts for electrical work</li> <li>• Do not use a screwdriver to test for live circuits - use a suitable circuit testing device</li> <li>• Retractable Blade type knives only.</li> <li>• Include information hand tool safety as part of the safety induction process.</li> <li>• Establish schedule of random inspection to “weed out” defective equipment. Repair or discard all defective equipment</li> <li>• Hand tools should only be maintained and sharpened by trained and competent personnel.</li> <li>• Trained Operators only. The training in the proper use and adjustment of tools includes understanding the limitations of the tools</li> <li>• All portable power tools over 125v to be PAT tested</li> <li>• Hand tools are checked by operator before use All tools are visually inspected to check for damage, cracks, etc., before use to ensure they are in safe working order.</li> <li>• All tools are inspected regularly in accordance with manufacturer’s instructions.</li> <li>• Safety features are a significant consideration in the purchase of all tools, with attention given to tool design, insulation, noise, vibration, operational velocity, guarding and all other factors which affect the safety of the operator</li> <li>• Where possible, power tools are double-wound insulated and operate at 115 volts. Where 220 volt power tools are used, then a Residual Circuit Device (RCD) is fitted to the socket outlets and an armoured cable installed.</li> <li>• The fitting of power tool attachments, e.g. cutting discs to grinders, is restricted to trained and authorised staff.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      2      4</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      2      2</p>						

Risk Assessments

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Housekeeping</p> <p><b><u>Hazard Type:</u></b> Slip, Trip, Fall Fire Obstruction of fire exits</p> <p><b><u>Injury/Illness:</u></b> RSI Injuries Musculo-skeletal Injury</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Supervision provided to ensure good housekeeping practice is employed.</li> <li>• All members of staff are charged with housekeeping duties.</li> <li>• Frequent cleaning takes place by staff at their workstations.</li> <li>• Regular inspections should be undertaken to prevent accumulation of waste (rubbish) particularly at points of access and egress, on fire routes and around mess facilities.</li> <li>• Walkways should be put in place</li> <li>• Aisles and access routes are kept clean and free from trip hazards.</li> <li>• Workshops are cleaned up on a daily basis.</li> <li>• Spills are mopped up immediately.</li> <li>• Fire extinguishers and fire-fighting equipment are freely accessible.</li> <li>• Chemicals are stored safely. Flammables are stored in designated, labelled steel cans or cupboards, and are kept separately from other chemicals.</li> <li>• Safe egress is provided from the workshop.</li> <li>• Storage of items is carried out safely, with no protrusions on aisles, and no poorly balanced objects at heights.</li> <li>• Heavy items which must be manually handled are stored at waist height</li> <li>• The Manager will ensure that before the employees are sent to a site under the overall control of another contractor, arrangements are made for storage areas and that safe access and safe places of work will be available for our employees to carry out their work safely.</li> <li>• Rubbish/waste will be cleaned-up and stored on an on-going basis daily.</li> <li>• Particular attention will be given to trestles and scaffold platforms which must be maintained in a clean and organised condition.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

Risk Assessments

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Human Infection, Dermatitis and other Skin Diseases</p> <p><b><u>Hazard Type:</u></b> Physical</p> <p><b><u>Injury/Illness:</u></b> Leptospirosis (Weils Disease), Brucellosis, Bovine TB/ Orf, Lyme Disease and E.coli</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Avoid unnecessary contact with waste.</li> <li>• Ensure use of adequate and correct PPE</li> <li>• Suitable gloves are worn when handling potentially infectious material.</li> <li>• Cuts and abrasions are covered with water proof plasters.</li> <li>• Vermin control programme must be in place.</li> <li>• Hand washing facilities with soap and towels are available on all sites.</li> <li>• Appropriate hand washing results in a reduced incidence of infections.</li> <li>• Hand washing with plain soap (detergents) is effective in removing most transient microbial flora. <b>The components of good hand washing include using an adequate amount of soap, rubbing the hands together to create some friction, and rinsing under running water.</b> The mechanical action of washing and drying removes most of the transient bacteria present.</li> <li>• Wash hands promptly and thoroughly after contact with blood, body fluids, secretions, excretions, and equipment or articles contaminated by them isolation precautions.</li> <li>• <b><i>To help protect exposure to infectious materials, wash your hands:</i></b> Before/after work, Before/after eating, Before/after smoking, Before/after using PPE, Before/after handling raw and cooked foods, Before/after putting in contact lenses, Before/after using the toilet, Before/after applying makeup</li> <li>• Wear gloves to provide a protective barrier and to prevent cross contamination of the hands when touching blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin.</li> <li>• Wear gloves to reduce the likelihood that microorganisms present on the hands of personnel will be transmitted further.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				2	2	4



Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b>Hazard:</b> Human Infection, Dermatitis and other Skin Diseases Cont'd		<ul style="list-style-type: none"> <li>• Wearing gloves does not replace the need for hand washing, because gloves may have small, in-apparent defects or may be torn during use, and hands can become contaminated during removal of gloves.</li> <li>• Dermatitis is contracted through skin contact with substances such as oils, chemicals, tars and cement. In cement, it is the chrome which is the source of the contagion.</li> <li>• Once contracted, dermatitis cannot be cured.</li> <li>• Always wash your hands after coming into contact with any of the above listed substances.</li> <li>• Always try to avoid contact with such substances.</li> <li>• Use a suitable barrier cream.</li> <li>• Use gloves when you are working to provide a barrier between your skin and the substance.</li> <li>• If an irritation begins on any part of the body, consult your doctor without delay.</li> <li>• Follow the doctor's instructions and avoid contact with the substance.</li> </ul>		<b>RISK RATING  AFTER ALL  CONTROL  MEASURES  ARE  IMPLEMENTED</b>		
				1	2	2

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Impact Equipment/Tools e.g. Kangos, Drills, Hammers, Whackers</p> <p><b><u>Hazard Type:</u></b> Compressed air injection Noise Ejection of material</p> <p><b><u>Injury/Illness:</u></b> Puncture wounds Contact by flying debris Noise Induced Hearing Loss</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>Daily maintenance checks.</li> <li>All staff to wear PPE, Glasses, Gloves, Ear Protection, Overalls and Dust Masks.</li> <li>All portable power tools over 125v to be PAT tested</li> <li>Windows and door are left open to ensure good air supply</li> <li>Establish preventative maintenance programme for all equipment in use on the site.</li> <li>All equipment must be inspected daily, and any damaged equipment must be must out of use and repaired</li> <li>See First Aid section.</li> <li>See risk assessment on noise, Always select the correct tool for the relevant job</li> <li>Hand tools/Power tools to be in good condition.</li> <li>Guards to be in place</li> <li>Staff member to be trained in use e.g. consaw training</li> <li>Only 110volt appliances allowed to be used on site if required</li> <li>Vibration controls when using Jackhammers</li> <li>Anti-whip lines to be installed on air compressor connections</li> <li>Dust suppression to be in place where required.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b><u>Hazard:</u></b> Manual Handling  <b><u>Hazard Type:</u></b> Physiological  <b><u>Injury/Illness:</u></b> Back Injuries Personal Injury from poor lifting posture or from dropping items. Slip / Trip / Fall	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>The company is required under the Chapter 4 Part 2 of The General Application Regulations, 2007 to eliminate, where possible, the need to perform manual handling.</li> <li>Mechanical Aids e.g. lifts, hand trolleys, teleporter, pulley etc must be used where possible.</li> <li>Where manual handling cannot be avoided, staff must be assessed to determine whether they require formal instruction in manual handling techniques.</li> <li>Those identified as requiring manual handling training should be given it.</li> <li>Persons who have received manual handling training must be supervised to ensure they apply the techniques they have been taught.</li> <li>Training for Manual Handling must be tailored to reflect the actual type of handling the individual will perform.</li> <li>Assess all weights being lifted, per the Safety, Health &amp; Welfare Regulations &amp; reduce these to acceptable levels.</li> <li>Minimise all manual-handling tasks where possible.</li> <li>Provide Manual Handling training to all staff.</li> <li>PPE including gloves, and boots or shoes with steel toecaps to be provided.</li> <li>Machine controls and instrumentation designed and arranged for best control and posture</li> <li>Work locations designed to eliminate over-reaching.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>					
				<table border="1"> <tr> <td style="width: 33px; height: 33px;">2</td> <td style="width: 33px; height: 33px;">3</td> <td style="width: 33px; height: 33px;">6</td> </tr> </table>			2	3	6
2	3	6							
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>					
				<table border="1"> <tr> <td style="width: 33px; height: 33px;">1</td> <td style="width: 33px; height: 33px;">3</td> <td style="width: 33px; height: 33px;">3</td> </tr> </table>			1	3	3
1	3	3							

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Personal Protective Equipment (PPE)</p> <p><b><u>Hazard Type:</u></b> Physical Mechanical</p> <p><b><u>Injury/Illness:</u></b> Respiratory Hearing Loss Dust Dermatitis Muscular Skeletal Damage due to impact/collision</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• PPE must be worn at all times</li> <li>• PPE Register is provided, and all personnel sign this register</li> <li>• Hard Hat, Steel Toe Boots, Hi vis, Ear defenders is mandatory</li> <li>• Dust masks, gloves, flame retardant hi vis, visors face shield etc are required for specific tasks</li> <li>• Any garments with strings is strictly forbidden on site, disciplinary procedure will follow if worn on site after induction</li> <li>•</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b>Hazard:</b> Rubbish / Waste Materials  <b>Hazard Type:</b> Physical Biological  <b>Injury/Illness:</b> Puncture wounds, Vermin – Weils Disease	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Ensure stockpiles of combustible rubbish materials remain as small as is practicable.</li> <li>• Ensure that rubbish bags are left out for collection shortly before collection.</li> <li>• Review provision of fire fighting capacity to manage fires in waste store.</li> <li>• Ensure Rubbish is not left up against building for collection for any long periods.</li> <li>• Ensure existing fire extinguishers are near rubbish store.</li> <li>• Ensure fire fighting equipment is kept clear at all times</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	2	4
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
1	2	2				

Area –Warehouse		Assessed by – Cynthia Bradley		Date – 13/05/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Vehicle Pedestrian Movement / Outside Areas</p> <p><b><u>Hazard Type:</u></b> Mechanical Physical Vehicles reversing into Employees / Maintenance personnel</p> <p><b><u>Injury/Illness:</u></b> Crushing Musculo- skeletal injury Serious injury to Personnel / Collisions</p>	<p>Staff Visitors Drivers Contractors Public</p>	<ul style="list-style-type: none"> <li>• Signs to be erected directing the public where they are allowed access and where access is prohibited.</li> <li>• Trained competent drivers</li> <li>• Strictly adhere to signage and walkways in place</li> <li>• Mirrors fitted to all plant to cover off all blind spot areas for Drivers.</li> <li>• Walkways/routes are in place</li> <li>• Speed limits in place and strictly adhered to.</li> <li>• Supervisor to maintain visitor’s book.</li> <li>• No access is available to restricted areas</li> <li>• All pathways are kept clear and free from obstacles</li> <li>• Emergency Exit routes are clearly signposted</li> <li>• No hazardous materials or equipment are left in areas to which the public have access</li> <li>• Every effort is made by all employees to safeguard visitors and customers.</li> <li>• Adequate lighting must be in place.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
<p>1      3      3</p>						

## **PART (D<sub>2</sub>): Canteen Risk Assessments**

Area –Canteen		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b>Hazard:</b> Catering Equipment – Ovens / Cookers / Microwaves / <b>Hazard Type:</b> Thermal Radiological <b>Injury/Illness:</b> Burns Scalds Electricity	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• See Risk Assessment for “Electricity”</li> <li>• Conduct PAT tests on all electrical equipment</li> <li>• Staff engaged in working with equipment shall be informed as to the risks, instructed as to good safe working practices and trained for competence in carrying out the activities.</li> <li>• All Equipment shall be stored properly so as to prevent damage.</li> <li>• All staff is required to report without unreasonable delay any defects or damage in equipment, systems of work or any health problems to the Manager.</li> <li>• Before use, check all equipment for suitability for the task. Under no circumstances use equipment for work that is it not designed to do.</li> <li>• Guards will be fitted where appropriate on all equipment to comply with the relevant legislation.</li> <li>• Carry out all operations as per the operator’s manual. Keep a copy of the Standard Operating Procedures (SOP) for the use of equipment on or near the equipment.</li> <li>• Records will be kept of inspection, testing and maintenance activities relating to all Equipment.</li> <li>• Do not work while under the influence of alcohol/drugs, including prescribed drugs.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2      3      6		
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
1      3      3						



Area –Canteen		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<b><u>Hazard:</u></b> Dishwasher  <b><u>Hazard Type:</u></b> Physical  <b><u>Injury/Illness:</u></b> Burns & Scalds, Cuts	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• See Risk Assessment for “Electricity”</li> <li>• Never allow build up of dirty dishes.</li> <li>• Ensure dishwasher is cleaned thoroughly once per week.</li> <li>• Do not open dishwasher during operation to avoid scalds</li> <li>• Discard all damaged dishes and cutlery immediately.</li> <li>• Conduct PAT tests on all electrical equipment</li> <li>• Cleaning schedule strictly adhered to at all times.</li> <li>• Ensure correct temperatures and detergents used at all times.</li> <li>• Ensure warning signs are in place.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>		
				2	3	6
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>		
		1	3	3		

Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<p><b><u>Hazard:</u></b> Fridges &amp; Freezers</p> <p><b><u>Hazard Type:</u></b> Food poison</p> <p><b><u>Injury/Illness:</u></b> Nausea/ Vomiting / Diarrhoea</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Strictly adhere to mandatory temperature requirements on fridges.</li> <li>Ensure fridge temperature is always running at 1 – 4 degrees.</li> <li>All dairy products including eggs must be refrigerated.</li> <li>Keep fridge scrupulously clean at all times.</li> <li>All food stored must be labelled.</li> <li>Always use stock rotation (F.I.F.O) First in, First Out.</li> <li>Out of Date food must be disposed of immediately.</li> <li>Any food left in the fridge for longer than 3 days will be disposed of by management</li> </ul>	Management	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p> <table border="1"> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> </table> <p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p> <table border="1"> <tr> <td>1</td> <td>3</td> <td>3</td> </tr> </table>			2	3	6	1	3	3
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Area –Canteen		Assessed by – Cynthia Bradley		Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating		
				L	S	RR

<p><b><u>Hazard:</u></b> Food Poisoning</p> <p><b><u>Hazard Type:</u></b> Physical sickness</p> <p><b><u>Injury/Illness:</u></b> Serious injury of Vomiting / headaches / nausea</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>Strictly adhere to use by dates on all food products.</li> <li>Food safety management procedures based on the principles of HACCP in operation.</li> <li>Staff wear and maintain appropriate PPE. Personal Protective equipment i.e. hat, aprons, gloves, non slip foot wear.</li> <li>Ensure that the premises is hygienic, kept scrupulously clean and properly equipped.</li> <li>Food must be safely and hygienically handled and staff must observe good personal hygiene practices.</li> <li>Labelling of all foods is mandatory; ensure all deliveries are clearly labelled with use by dates.</li> <li>Record the temperatures of all foods required in the HACCP system. i.e. Deliveries, fridges, freezers, cold holding units, transport vans. Ensure all records are up-to-date and kept on file in date order.</li> <li>Be up to date and act in accordance with all legal requirements and relevant legislation.</li> <li>Use separate storage in this instance for fresh and frozen foods.</li> <li>Do not over stack boxes. Stack safely and secure all sections.</li> <li>Obey all food safety signs.</li> <li>Always use F.I.F.O (First In, First out for rotating of all foods, in fridges, freezers and on shop floor.</li> <li>Out of Date Food must be disposed of immediately.</li> <li>Stringent control and monitoring of the HACCP system is crucial to ensure a safe operation from receipt of foods to delivery to the customer.</li> <li>Ensure Pest contractor is in place and all inspections are recorded and kept on file.</li> </ul>	<p>Management</p>	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p>		
				<p>2      3      6</p>		
				<p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p>		
				<p>1      3      3</p>		

Risk Assessments

Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<b>Hazard:</b> Kettles / Boiler / Toaster  <b>Hazard Type:</b> Physical  <b>Injury/Illness:</b> Scalds/ Burns	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Be aware of hot liquids and steam</li> <li>• Discard damaged equipment on an ongoing basis</li> <li>• Ensure kettle, boiler and toaster are secured to prevent them falling or being pulled over.</li> <li>• Use Warning signs where required.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>			
				2	2	4	
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>			
			1	2	2		

Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<u><b>Hazard:</b></u> Knives / Sharps  <u><b>Hazard Type:</b></u> Physical  <u><b>Injury/Illness:</b></u> Lacerations	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Container in place for use and storing of knives</li> <li>• Cupboard to be provided for storage of crockery to prevent contamination.</li> <li>• Do not leave knives dumped in sink or left on benches</li> </ul>	Management	<u><b>RISK RATING BEFORE CONTROL MEASURES</b></u> <table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table> <u><b>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</b></u> <table border="1"> <tr> <td>1</td> <td>2</td> <td>2</td> </tr> </table>			2	2	4	1	2	2
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Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<b>Hazard:</b> Microwave Oven  <b>Hazard Type:</b> Thermal Radiological  <b>Injury/Illness:</b> Burns Scalds Electricity	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Ensure staff are trained to recognise hazards associated with microwave ovens.</li> <li>• Conduct PAT tests on all electrical equipment.</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b>			
				2	2	4	
				<b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b>			
			1	2	2		

Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024		
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating			
				L	S	RR	
<p><b><u>Hazard:</u></b> Personal Hygiene</p> <p><b><u>Hazard Type:</u></b> Food poison</p> <p><b><u>Injury/Illness:</u></b> Nausea/ Vomiting / Diarrhoea</p>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Always ensure protective clothing is worn if using chemical cleaners etc</li> <li>• Wash hands regularly.</li> <li>• Gloves must be worn where required.</li> <li>• Strictly adhere to the safety signs and all cleaning schedules.</li> </ul>	Management	<p><b><u>RISK RATING BEFORE CONTROL MEASURES</u></b></p> <p>2      2      4</p> <p><b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b></p> <p>1      2      2</p>			

Area –Canteen		Assessed by – Cynthia Bradley			Date – 10/07/2024							
Hazard / Injury	Exposed Persons	Control Measures to Reduce the Risk	Person Responsible	Risk Rating								
				L	S	RR						
<b>Hazard:</b> Spills / Slippery Floors  <b>Hazard Type:</b> Physical  <b>Injury/Illness:</b> Slip / Fall Personal Injury	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Cleaning equipment and substances available to clean up spills / grease etc.</li> <li>• If it spills, clean it up immediately</li> <li>• Use warning signs and clean up immediately</li> </ul>	Management	<b><u>RISK RATING BEFORE CONTROL MEASURES</u></b> <table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table> <b><u>RISK RATING AFTER ALL CONTROL MEASURES ARE IMPLEMENTED</u></b> <table border="1"> <tr> <td>1</td> <td>2</td> <td>2</td> </tr> </table>			2	2	4	1	2	2
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