

Kitchen Risk Assessment Template ●

Kitchen risk assessments should be carried out by a competent person who has sufficient training and knowledge to do so. This template has been created as an example of some of the common hazards you might find in your workplace kitchen. **It must not be used as a replacement for your own kitchen risk assessment.**

Business Name: _____ **Name of Assessor:** _____ **Date:** _____

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Manual handling of heavy ingredients such as sacks of potatoes, also manual handling of equipment, such as moving heavy and awkward benches during cleaning.	Any staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.	<ul style="list-style-type: none"> Ingredients bought in package sizes that are light enough for easy handling. Commonly used items and heavy stock stored on shelves at waist height. Handling aids provided for movement of large/heavy items. Staff trained in how to lift safely. 	Train staff in team handling so they can work together to move heavier or more awkward items.	Manager	01/11/2019	01/11/2019
Walk-in fridges and freezers.	Any staff who may need to go in them, especially those not trained in how to operate the emergency alarm from inside. If trapped, employees could develop hypothermia. There is also a slip risk to staff from spills on the floor	<ul style="list-style-type: none"> Training all staff on how to open the door from inside, and how to activate the alarm. Regular cleaning to prevent slips. Adopting a 'clean as you go' policy to ensure any spills are cleaned up right away. Providing first aid training should it be needed. 	None			
Use of abrasive cleaning chemicals.	All staff who clean and those who regularly use abrasive chemicals could develop skin irritations.	<ul style="list-style-type: none"> Train staff in safe use of chemicals and make sure they don't use stronger chemicals than necessary. 	Arrange PPE for use of all staff.	Manager	01/11/2019	03/11/2019

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Fire.	All staff and anyone in the premises could be at risk of injury from fire, such as smoke inhalation.	<ul style="list-style-type: none"> Completed a Fire Risk Assessment. Always ensure that good practice, such as regularly cleaning equipment and fixing any damaged electrical machinery, is maintained. 	Review Fire Risk Assessment annually.	Manager	01/04/2020	
Deep fat fryers.	Those who work with or near deep fat fryers could be at risk from injury of hot oil splashes and from slipping on spilt oil.	<ul style="list-style-type: none"> Replacing the oil in fryers before service or after service has finished to minimise the number of people nearby. Change the oil when it's cold to prevent burns. Providing full training in how to work with them, and how to clean them. Also provide PPE to protect staff. 	None.			
Overheating.	Those working in the kitchen during extreme temperatures may experience heat stress which could cause fatigue and increase accidents in the workplace. Accidents and mistakes in the kitchen may have a further impact on customers, for example through accidental contamination of food.	<ul style="list-style-type: none"> Maintenance of extraction to provide clean, cool air. Providing cold drinks when needed to hot staff. 	Encourage staff to take breaks where possible to cool down and rest.	Duty Manager	As and when	

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Hot cooking equipment e.g. the hot plate.	Staff working on or nearby hot surfaces could experience burns and scalds.	<ul style="list-style-type: none"> ● Staff training on how to move about in the kitchen. ● Staff training for all staff on first aid procedures, should it be needed. 	None.			
Machinery.	Those who use machinery in the kitchen, such as a meat slicer, could be at risk from cuts and entanglement. Electrical equipment also carries the risk of electric shock if not used safely.	<ul style="list-style-type: none"> ● Electrical machinery must be safe for purpose, for example don't use domestic appliances in commercial kitchens. ● Ensure all electrical equipment is checked regularly. 	Remind staff to report any damaged or faulty equipment.	Manager	01/11/2019	01/11/2019
Shelving.	Any passerby could be harmed by racks and shelving that hasn't been used correctly. Shelves could collapse or items could fall off. There is also a risk of harm if access to shelves is difficult.	<ul style="list-style-type: none"> ● Store heavy items waist height and lower, with lighter items on the higher shelves. ● Ensure staff are trained in how to put deliveries away correctly. ● Make sure nothing is stored on the floor or is in the way of the shelves. 	Get some stepladders and train staff in their use for ease of access to higher shelves.	Manager	01/11/2019	04/11/2019