

# Risk assessment

**Company name: Karuna Action**

**Assessment carried out by: Simon Hannington**

**Date of next review: 16/05/24**

**Date assessment was carried out: 16/05/23**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Slips and trips</b>	Staff, volunteers and customers may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>Good housekeeping – work areas kept tidy; goods stored suitably etc.</li> <li>Kitchen equipment maintained to prevent leaks onto floor.</li> <li>Equipment faults leading to leaks quickly reported to manager.</li> <li>Drainage channels and drip trays provided where spills more likely.</li> <li>Staff/volunteers to clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.</li> <li>Suitable cleaning materials available.</li> <li>Good lighting in all areas including cold storage areas.</li> <li>No trailing cables or obstruction in walkways.</li> <li>Steps and changes in level highlighted.</li> </ul>	Remind staff /volunteers to maintain good standard of housekeeping. Suitable footwear to be worn.	Karuna staff/café manager	Immediately and on-going	17/05/21
<b>Manual handling</b> Handling heavy items, eg. trays of crockery, delivery of stock, moving tables, chairs	Staff and volunteers may suffer injuries such as strains or bruising from handling heavy/bulky objects	<ul style="list-style-type: none"> <li>Ingredients bought in package sizes that are light enough for easy handling.</li> <li>Commonly used items and heavy stock stored on shelves at waist height.</li> <li>Sink at good height to avoid stooping.</li> <li>Staff/volunteers trained in how to lift safely.</li> </ul>	Ensure working together to deal with heavier items and deliveries	Karuna staff/café manager	Immediately and on-going	17/05/21

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Contact with steam and hot water	Staff and volunteers may suffer scalding or burns injuries	<ul style="list-style-type: none"> <li>Staff and volunteers using coffee machines or other equipment to be trained in the use and risks.</li> <li>Water mixer taps provided.</li> </ul>	Display 'hot water' signs at sinks and 'hot surface' signs where needed. Ensure staff trained in use of coffee machine	Karuna Staff/café manager	Immediately and on-going	17/05/21
Food handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.	<ul style="list-style-type: none"> <li>Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands.</li> <li>Food grade, single- use, non-latex gloves are used for tasks that can cause skin problem.</li> <li>Where handling cannot be avoided, hands are rinsed promptly after finishing the task.</li> </ul>	Staff reminded to thoroughly dry hands after washing. Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.	Karuna Staff/café manager	Immediately and on-going	17/05/21
Contact with bleach and other cleaning chemicals	Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Dishwasher used instead of washing up by hand.</li> <li>All containers clearly labelled.</li> <li>Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Staff to be trained in use of cleaning chemicals and equipment.</li> <li>Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>Staff wash rubber gloves after using them and store them in a clean place.</li> </ul>	Staff reminded to thoroughly dry hands after washing. Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.	Karuna staff/café manager	Immediately and on-going	17/05/21

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Electrical	Staff could suffer serious/fatal injuries as a result of electric shock.	<ul style="list-style-type: none"> <li>• A competent person to visually inspect the system once a year.</li> <li>• System inspected and tested by an electrician every five years.</li> <li>• Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.</li> <li>• Staff know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>• Plugs, sockets etc suitable for kitchen environment.</li> <li>• Access to fuse box kept clear.</li> <li>• Residual current devices installed on supplies to hand-held and portable appliances.</li> </ul>	<p>Karuna staff, café manager to inspect plugs, cables etc regularly.</p> <p>Get electrician to inspect electrical equipment and advise on how often these should be inspected and tested.</p>	Karuna staff/caf�� manager	Immediately and on-going	17/05/21
Fire	Staff or customers could suffer serious/fatal injuries from burns/smoke inhalation.	Fire risk assessment done by Porton Fire Services and necessary action taken.	None	Karuna Staff/caf�� manager	Ongoing	26/04/21

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<b>Machinery</b> Coffee machines, coffee grinders	Staff risk serious injury from contact with dangerous or moving parts of machinery.	<p>Staff trained in cleaning, assembly and operating procedures.</p> <ul style="list-style-type: none"> <li>• All dangerous parts to machinery suitably guarded.</li> <li>• Daily checks of machinery guards before use.</li> <li>• Staff trained to spot and report any defective machinery.</li> <li>• Safety-critical repairs carried out by competent person.</li> <li>• Operating instructions easy to locate.</li> </ul>	Remind staff to always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work.	Karuna staff/café manager	Immediately and on-going	17/05/21

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<b>Covid19</b>	Staff, volunteers and customers could be infected with Covid19 and spread the virus to others	Following Government guidelines for mask wearing and social distance seating and use of screens- these may or may not be in use depending on guidelines.	Reminding staff, volunteers and customers of the risks. Reminding staff and volunteers to wash their hands with hot water and soap regularly.	Karuna staff/café manager	Immediately and on-going	17/05/21

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Outdoor Seating						

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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