

RISK ASSESSMENT SCHEDULE		SCHEDULE No: Social		Sheet 1 of 1 Sheets									
Hazard		Current Control Measures				Risk			Further Controls to ensure ALARP (Required for risk factor scores < 15)		Residual Risk		
		L= Likelihood of risk (1-5) S= severity of risk (1-5 (death))				L	S	RF			L	S	RR F
<b>IN THE TEA BAR AREA</b>													
Children using hot water heater		Must be supervised. Notice to this effect for children under 12 on display by heater.				3	2	6	None		3	2	6
Burns/Scolds: from cooker		Maintain in safe condition. Keep access clear. Oven gloves available.				3	2	6	None		3	2	6
Burns/Scalds: from hot water heater and /or kettles		Maintain in safe condition. Keep access clear. Tea Bar Guidance Notes.				3	2	6	None		3	2	6
Sharp knives		Knives kept in draw. Children under 12 not allowed behind the tea bar.				3	2	6	None		3	2	6
Slips and falls		Floor kept clean and dry.				3	4	12	None		3	4	12
Electrocution		RCD fitted and PATS tests updated to be monitored by Maintenance Committee.				2	4	8	None		2	4	8
Explosion		Faulty electrical equipment repaired or disposed of. Gas appliances turn off automatically. Gas pipework replaced in 2014. Electrical wiring replaced in 2014.				2	5	10	None		2	5	10
Food preparation and hygiene		Fridge temperatures checked and logged. Probes used in hot/heated food. Surfaces disinfected. Manual for Tea Bar volunteers. Overalls provided and worn. Tea Bar instructions to dispose of food beyond 'use by' dates. Food prepared at home: members are advised of food hygiene via Tea Bar instructions. Food allergy notices and guidance posted to reflect new regulations introduced in 2015.				1	5	5	None		1	5	5
Crockery/utensils hygiene		Hot water and washing-up liquid available. Dishwasher is emptied regularly to change water and supplies are topped up weekly by the Thursday Maintenance Team.				1	5	5	None		1	5	5
Inappropriate access to chemicals.		Kept in locked cupboard either in galley or cleaners cupboard.				1	3	3	None		1	3	3
BBQ Burns		Stable BBQ used. Adult supervision. New BBQ grill fitted in 2015.				5	2	10	None		5	2	10
BBQ Food hygiene		Probes available to use.				2	4	8	None		2	4	8
Bar - Out of date goods		Stocks checked and disposed of.				2	2	4	None		2	2	4
Bar - Glass hygiene		Adequate hot water and washing-up liquid. Dishwasher supplies and water topped up routinely.				2	2	4	None		2	2	4
Bar - Cuts		Adults only behind the bar. First aid kit available.				2	3	6	None		2	3	6
Bar - Slips and falls		Floor kept clean and dry.				3	4	12	None		3	4	12
<b>REVIEW DATE</b>	2015	<b>This schedule is to be reviewed annually or after a significant change to the plant, process or activity</b>				<b>Signed</b> Prepared By <b>Name</b> <b>Proposed by Nicola Wilkinson - Commodore</b>				<b>Approved By</b> <b>Signed</b> <b>Name</b> <b>Membership &amp; Social Committees</b>			
<b>ISSUE</b>	6												
<b>DATE</b>	01/10/15												