

Hazard	Who Might Be Harmed	Is the Risk Adequately Controlled, or is More Needed	Review and Revision
Tripping, Falling and Slipping on uneven surface	Staff and customers	<p>Floor to be kept clean and free from trip hazards</p> <p>Spills to be cleaned immediately</p> <p>Cooking access restricted to Café Staff only</p> <p>Walking in working areas only</p> <p>Not to stand on chairs, tables etc</p> <p>Matting in high risk areas</p>	
Food Contamination caused by clothing	Staff and Customers	<p>Café Staff to wear clean apron, reserved solely for food preparation and serving</p> <p>Aprons to be worn only in food serving and prep areas and removed when leaving</p> <p>Long sleeves to be rolled up</p> <p>Loose clothing to be secured or removed</p> <p>Long medium length hair to be tied back</p>	
Food Contamination caused by hair, nail polish, rings and bacteria on hands	Staff and Customers	<p>All staff are to wear the hats provided</p> <p>Prior to food handling, hands to be washing in accordance with hand washing policy</p> <p>Hand wash facilities available</p> <p>Ensure checks are made in the toilet</p> <p>Hand Sanitizer in the toilet to be checked</p> <p>'Wash Hands' signage</p>	
Food Contamination caused by cuts, sores, boils and dressings	Staff and Customers	<p>Blue plasters to be used to cover cuts and sores</p> <p>More extensive existing injuries must be covered by vinyl gloves</p>	
Food Contamination caused by bacteria spread by illness	Staff and Customers	<p>No Café staff member feeling sick or unwell to be permitted into food prep and serving area</p> <p>No Café Staff suffering or recently recovered from sickness or diarrhoea, within 48 hours, to be permitted into the food prep and serving area</p>	

Food Contamination caused by bacterial growth during incorrect storage of food	Staff and Customers	<p>Temperature checks to be done in accordance with temperature policy</p> <p>All foods types to be separated and covered to prevent cross contamination</p> <p>Wash hands in accordance with Hand wash policy</p>	
Food Contamination caused by bacteria from equipment, surfaces and environment	Staff and Customers	<p>Surfaces to be cleaned with appropriate sanitizer and disposable cloths</p> <p>No outdoor/indoor bags and clothing etc to be placed on cooking/prep areas</p> <p>Cooked and raw ingredients to be separated both in storage and prep</p> <p>Equipment to be hot washed and air dried before storage</p> <p>Chopping boards and plastic bowls to be scrubbed with detergent, hot water and to be air dried immediately after use</p> <p>Food cleaning agents and cloths never to be stored with equipment</p>	
Food Contamination caused through waste on table, in bins or on the floor	Staff and Customers	<p>Bins to be lined, full bags to be tied and disposed of promptly</p> <p>Accidental spillages of food to be cleaned immediately</p> <p>Bins to be emptied at the end of each service or when full.</p> <p>Litter to be picked up using a litter picker as needed</p>	
Reactions to food allergy or intolerance	Staff and Customers	<p>Health and Safety Food signage to be displayed appropriately</p> <p>Food to be kept in original packaging or retained for allergy advice</p> <p>People with allergies/intolerances to be made aware of possible contamination via signage</p> <p>Allergen sheets available for examination</p> <p>Preparation areas and equipment to be sanitised and dried after each item type prepared and allergens listed</p>	
Dangers from heat, fire and electrical hazards	Staff and Customers	<p>Flammable materials not to be stored or situated near to heat sources</p> <p>Cookers including fryers to be operated by adults only</p> <p>Emergency evacuation policy to be in place and understood by all participants</p> <p>Emergency exits to be kept clear at all times</p> <p>Fire blankets and suitable fire extinguishers to be available at all times</p> <p>Isolate heat sources from Customers</p>	

Burns from Ovens, Equipment, Liquids or Food Stuffs	Staff and Customers	<p>Adults only in cooking areas and essential staff only</p> <p>Allocated staff only to be used in hot cooking areas</p> <p>Suitable foot wear and clothing to be worn in cooking areas</p> <p>No running</p> <p>Keep work areas clean and tidy</p> <p>Remove trip hazards</p> <p>Be aware of other staff around you and voice your intentions</p> <p>Caution sign to be placed at Hot Drink station</p> <p>Staff are to place hot drinks/ hot food items on table rather than handing over to customers</p>	
Accidental cuts and grazes from knives and graters	Staff and Customers	<p>Ensuring knives and graters are not left in washing up bowls</p> <p>When knives and graters are not in use they are stored in appropriate places</p> <p>Good work practices</p> <p>Supervise to ensure good work practice</p>	
Contamination of food by insects, rats and mice	Staff and Customers	<p>All foods to be covered and stored in appropriate containers</p> <p>All areas to be kept free of food scraps to avoid attraction</p> <p>Fresh food to be stored appropriately after service</p> <p>Areas to be sanitised before and after service</p> <p>Flv zapping light in operation</p>	
Manual Handling	Staff and Customers	Follow Manual Handling Policy	
Using Equipment	Staff and Customers	<p>Ensure all gas appliances are installed by a competent person</p> <p>Make sure all staff using any equipment are competent</p> <p>Stop using equipment if suspected faulty and report to manager immediately and attach a 'do not use' label</p> <p>Electrical items located with safety in mind following visual inspection by a competent person</p>	
Cash Handling	Staff and Customers	<p>Regular emptying of cash from cashboxes by a manager</p> <p>Removed cash to be placed in a locked environment to reduce loss / theft</p> <p>Cashboxes to be kept away from customers</p> <p>Avoid food cross contamination when handling cash</p>	

Behaviour	Staff and Customers	Any misbehaviour likely to cause risk or injury to be reported to manager immediately To report to safety if necessary No alcohol to be consumed in Café area, in conjunction with licencing No staff are to report for work of under the influence of alcohol or drugs	
Slip/ trip risk in trailer	Staff	Team to be briefed of hazard Hazard sign to be placed in prominent position Team to be briefed of danger of spinning blade	
Spinning blade on Milkshake machines	Staff	Hazards signs to be attached to workstation Long hair to be tied up or hat to be worn to prevent hair from being pulled in	
Burn risk on Waffle machines	Staff	Team to be briefed of danger of hot plates Hazard signs to be attached to workstation	
Equipment Tipping or falling due to uneven ground	Staff and Customers	Equipment checked for stability before use; placed on firm, level surfaces; heavy items placed low	
Food Poisoning cuased by expired produce	Staff and Cutomers	All produce is to have dates checked upon delivery Produce with shortest expiry dates are to be stored at the front and used first (FIFO method)	