

## BALLIOL COLLEGE - RISK ASSESSMENT

<b>Assessment No:</b>	1	<b>Location/Dept:</b>	All Dining Rooms		
<b>Assessment Date:</b>	03.01.2023	<b>Assessor's Name:</b>	G. Butler		
<b>Task Description:</b>	Dining at Balliol College				
<b>Special Considerations:</b>					
<b>Task Frequency:</b>	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<b>Is it repetitive?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Persons involved in or affected by, the task:</b>					
<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Young Persons	<input checked="" type="checkbox"/> Pregnant Workers	<input type="checkbox"/> Contractors	<input checked="" type="checkbox"/> Visitors/Public	<input checked="" type="checkbox"/> Others (specify) Fellows and other academic staff
<b>Hazard Identification</b>					
Hazard	Persons Affected	Existing Control Measures	Further Action Needed	Comments	
Food hygiene (Front of House)	As Above	<p>All full-time staff are trained to Level 2 Food Hygiene.</p> <p>All other catering staff receive basic food hygiene training.</p> <p>Staff regularly wash hands.</p> <p>Hand sanitiser gel stations available.</p>			
Food hygiene (Kitchen)	As Above	<p>All staff are trained to Level 2 Food Hygiene.</p> <p>Staff regularly wash hands.</p> <p>Kitchen has a stick food safety policy in place.</p> <p>Kitchen undergoes regular inspections.</p> <p>Kitchen has the highest possible independent food hygiene rating.</p>			

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<p><b>Chemical Harm:</b> Personal injury from use of cleaning chemicals.</p>	As Above	<p>COSSH assessment completed.</p> <p>Training given to all staff.</p> <p>Safety data sheets provided for correct use of products.</p> <p>PPE and clothing rules in place.</p>	Continued monitoring and supervision that tasks are carried out safely.	
Slips and Trips due to equipment on stairs.	As Above	<p>Stairs should be kept clear at all times.</p> <p>Stairs regularly swept.</p>		
Slips and Trips due to equipment on floor.	As Above	<p>Wherever practical all stores and equipment are stored either off floor level or under work units.</p> <p>Equipment not stored in walkways.</p>		
Slips and Trips due to spillages.	As Above	<p>A wet floor sign is readily available and is immediately deployed after a spillage.</p> <p>Spillage is immediately cleaned up.</p>		
Slips and Trips due to wet floor during and after floor has been mopped.	As Above	<p>A wet floor sign is readily available and deployed before floor cleaning has started and left visible until floor is dry.</p>		
Slips and Trips due to trailing cables.	As Above	<p>Trailing cables are covered by a cable cover.</p>		
Slips and Trips due to personal belongings left on floor and in walkways during meal service.	As Above	<p>Coat rail is available for guests.</p> <p>Staff are instructed to ask guests to either remove items to a safer place or to store them under the bench or table</p>	Vigilance by staff at all times.	

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Slips and Trips on stairs	As Above	<p>Handrail provided on both sides of Hall steps, and on one side of library passage steps and one side of SCR steps.</p> <p>Steps are well lit.</p> <p>Sign displayed in Lodge warning guests to take care as due to age of buildings some steps are worn or uneven.</p>		
Fire	As Above	Fire extinguishers and smoke alarms tested regularly.		
Fire Evacuation	As Above	<p>Fire evacuation procedures covered in induction (All staff) and available on noticeboards.</p> <p>Fire extinguishers, smoke alarms, fire doors tested regularly.</p> <p>Fire escape routes are kept clear of obstructions and are clearly signed.</p> <p>Annual refresher training for all staff &amp; regular drills.</p>		
Consumption of Alcohol	As Above	<p>Full-time staff supervise all events and are trained not to 'overserve' any guests.</p> <p>Guests who have had too much alcohol are refused service and are subtly monitored.</p> <p>Guests who become aggressive or abusive are refused service.</p> <p>Lodge Porters and University Security are able to remove guests from premises if necessary.</p>		

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### Risk Assessment (tick boxes as required, then multiply scores to arrive at risk rating)

Hazard	Potential Outcome					Likelihood of Occurrence					Rating	High	Med	Low
	F	MA	I	MI	UI	L/F	PR	PO	U	R				
	5	4	3	2	1	5	4	3	2	1				
Food hygiene (Front of House)	√								√		10		√	
Food hygiene (Kitchen)	√								√		10		√	
Chemical Harm	√								√		10		√	
Slips and Trips			√					√			9		√	
Fire	√								√		10		√	
Fire Evacuation		√							√		10		√	
Consumption of Alcohol			√					√			9		√	

#### Key to table headings

F	MA	I	MI	UI	L/F	PR	PO	U	R
Fatality	Major Injury	Injury	Minor Injury	Unspecified Injury	Likely/Frequent	Probable	Possible	Unlikely	Remote



