



## **School of Culinary Arts & Food Technology**

*Safety Arrangements and Risk  
Assessment*

*2025 / 2026*

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## 1. Document Control Summary

There are further details on document management in section 9.

Area	Document Information
Author e.g. School/ Function working group	Kate Hyland / James Fox (SCAFTOHS Committee)
Owner e.g. Head of School/ Function	Dr Denise O’Leary / Mr James Murphy
Version	Version 7
Status e.g. draft/ Final	Final
Approved by	 (On behalf of Dr Denise O’Leary-HOS, 23.03.2026)
Approval date	SCAFT23.03.2026

## 2. Introduction / Context

This document has been prepared by School of Culinary Arts & Food Technology (SCAFT) and reviewed by the Safety, Health and Welfare (SHW) Office.

This document is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatever nature contained herein, it should be reported immediately to the Head of School/ Function and the Safety, Health and Welfare Office.

This document is our written commitment to managing safety, health welfare and the measures we have implemented to achieve this. It outlines the following:

- the results of risk assessments.
- the names and job titles of those appointed to be responsible for any safety and health matters; ○ the [duties of employers and employees](#), including the co-operation required from employees on safety and health matters;
- our commitment to employee consultation and participation, including arrangements for appointing safety representatives.
- our welfare arrangements.
- our plans and procedures for dealing with fire and emergency evacuation.
- our arrangements to ensure the safety of young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by our activities.
- our personal protective equipment policy and register of equipment; ○ our first-aid procedure, and details about the equipment and facilities available; ○ our procedures for accident reporting and investigation; and
  
- our training details.

## 3. Purpose

This document outlines the local arrangements in place to achieve the objectives of the University Safety, Health and Welfare Policy.

## 4. Scope

This document applies to all employees of the SCAFT and others at TU Dublin who may be exposed to any risks associated with the activities of the School/Function e.g. undergraduate/postgraduate/apprentice students, visitors, contractors, service providers etc.

### SCOPE OF SCAFT RISK ASSESSMENT AND SAFETY PROCEDURES

#### The School of Culinary Arts and Food Technology (SCAFT) - Facilities

The School of Culinary Arts and Food Technology is the leading provider of education in Ireland for some of the world's largest industries (food, beverages, the broad area of hospitality and horticulture). The school has a track record in providing unique and innovative programmes ranging from short specifically tailored continuing professional development courses to degree and post graduate level programmes. The school (SCAFT) is configured over three campus locations (City Campus, Tallaght Campus and Blanchardstown Campus) covering the following major areas with facilities and locations as follows:

Culinary Arts, Pastry and Bakery Arts and Restaurant/Beverage (kitchens and laboratories)–

#### Specialized Facilities

The Culinary, Bakery and Pastry Arts specialized facilities are currently located at TU Dublin, City Campus, Central Quad, Grangegorman and our Tallaght Campus containing fully equipped training kitchens, including new food production development kitchen with sensory analysis booths, specialist pastry kitchens, bakeries, training restaurants, restaurant production kitchens one 150-seater food demonstration theatre.

#### Bakery and Pastry Arts (kitchens) - Specialized Facilities

As mentioned above on the TU Dublin, City Campus, the facilities consist of pastry laboratories, bakery laboratories, cake room store, equipment store, and culinary food outlet shop.

#### Bar and Beverage Technology Laboratories: Specialized Facilities

These facilities consist of two purpose-built fully equipped bar training facility, classroom and beverage tasting laboratories in our City and Tallaght Campuses. All applied bar, beverage management and wine training classes are held in the bar laboratory/classroom and the beverage tasting laboratories in Central Quad Grangegorman and Tallaght Campuses.

#### Horticulture Compound and Laboratories: Specialized Facilities

The school also conduct all our horticultural studies within our horticultural compound area based on our Blanchardstown Campus; this building is a purpose-built facility for the teaching of our practice-based Horticulture courses. This state-of-the-art building includes glasshouses, poly-tunnels, workshops and welfare facilities, as well as a range of outdoor practical work areas for fruit and vegetable production and sports turf management.

## SCOPE OF OPERATIONS

The School of Culinary Arts and Food Technology (SCAFT) is the leading centre in Ireland for learning, teaching and research for some of the world's largest food and horticultural related industries. The school is strongly student focused and nurtures creativity and innovation in the culinary arts and horticultural studies that uniquely bridges the knowledge gap between the culinary performing arts, gastronomy, culinary/food science, food and beverage studies, food health and wellness, horticultural studies and entrepreneurship.

- Cuisine/catering: This includes restaurants, catering operations, bars, bakeries and elements of the hospitality/tourism related industries – the traditional activity
- Agri-food industries: This includes culinary related activities in food manufacturing, retail, wholesale and entrepreneurship – a new evolving activity. This is led by an increasing demand from students for more interesting and varied careers at senior levels in the broad agri-food product industries including but not limited to the traditional catering/hospitality/horticultural sectors. This is supported by government policies focusing on 'high end' job creation and improving the social and cultural development of the country
- Niche areas: There is a growing demand for careers in niche artisan food and culinary related areas including food education, food media and food health and lifestyle. In particular food wellness and lifestyle are becoming more important.

The school (SCAFT) has a track record in providing unique and innovative programmes (often first in the field) ranging from short specifically tailored continuing professional development programmes (CPD) to degree and post graduate programmes. The learning experience offered to students (learners) is multi-disciplinary, comprehensive and challenging. The academic programmes are highly effective, challenging, dynamic and innovative and lead to rewarding and satisfying career paths in food related industries including food manufacture/ retailing, catering, hospitality, agriculture, fisheries and horticulture.

## 5. Definitions

We utilise the following [definitions and glossary](#)

## 6. Policy Details

### Policy Overview and Details

The School of Culinary Arts and Food Technology is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation.

We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees and others who may be affected;
- Our safety documentation is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to the attention of employees at least annually;
- Identified protective and preventive measures are implemented and maintained;
- Improper conduct likely to put an employee's safety and health at risk is prevented;
- A safe place of work is provided that is adequately designed and maintained;
- A safe means of access and egress is provided;
- Safe plant and equipment are provided;
- Safe systems of work are provided;
- Risks to health from any article or substance are prevented;
- Appropriate information, instruction, training and supervision are provided;
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided;
- Emergency plans are prepared and revised;
- Welfare facilities are provided and adequately maintained; and
- Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.

Signed:                      Date: 23<sup>rd</sup> March 2026

## 7. Related Documents

- University Safety Statement
- SCAFT Policies, Procedures, Protocols and Standard Operating Procedures (SOP's).
- SCAFT Manuals

## 8. Document Management

### Approval Process

This document is approved by the Head of School/ Function and noted at the relevant Campus Safety Health and Welfare Committee (new terms of reference to be confirmed September 2022) and at the University Safety, Health and Welfare Steering Committee.

### Document Review

This document must be relevant at all times. Therefore, it should be reviewed at least annually by the School/ Function working group in consultation with the Safety, Health & Welfare Office or reviewed more frequently if;

- Changes occur - your activity changes and your employees/others are exposed to new hazards, for example the introduction of new machinery/equipment/chemicals, new work practices, procedures or emerging risks are introduced;
- New technical knowledge becomes available, or when new legislation or standards are brought in;
- There is reason to believe that the information it contains is no longer adequate, for example changes to health and safety arrangements and resources, or a review of policy following an incident.

All updates and changes will be conducted through the consultation process. Reviews will be brought to the attention of all employees and others (relevant stakeholders) whenever it is changed or updated and when new recruits commence. It will be brought to their attention in a form and language that is understood.

### Version Control

To be used when changes occur within the School/ Function in advance of the annual review.

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
Ver 4	Update of SCAFT Activities to incorporate school activities across (3) campuses – City, Tallaght, Blanchardstown	Dr Frank Cullen	January 2022
Ver 5	Update of SCAFT activities	SCAFT OHS Committee	May 2024
Ver 6	Update of SCAFT Activities, addition of new equipment, decommissioning of old equipment, update document format	Kate Hyland – with assistance from James Fox	January 2025
Ver 7	Update of SCAFT Activities, addition of new equipment, decommissioning of old equipment, update document format. Addition of SOP for Blanchardstown Campus Horticultural Complex.	James Fox - OHS SCAFT Committee Lead.	March 2026

### Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
Ver 7	March 23 <sup>rd</sup> 2026	James Murphy-HOD (on behalf of Dr Denise O’Leary-HOS).

### Document Ownership

This document is owned by School of Culinary Arts & Food Technology, TU Dublin

### Document Storage

This document is available on the [SHW website](#) and SCAFT website.

## 9. Safety Arrangements for SCAFT

### Names and Job Titles

Those appointed to be responsible for any safety, health & welfare matters

Name	Role	Location	Contact Number	Email Address
Dr Denise O’Leary	Head of School/ Function	City	(01) 2205772	<a href="mailto:denise.oleary@tudublin.ie">denise.oleary@tudublin.ie</a>
James Murphy	Head of Discipline/ Function	City	(01) 2205991	<a href="mailto:James.p.murphy@tudublin.ie">James.p.murphy@tudublin.ie</a>
Geraldine Skelly	School/ Function Administrator	City, Tallaght, Blanchardstown	(01) 2205769	<a href="mailto:scaft@tudublin.ie">scaft@tudublin.ie</a>
Jackie Rigney	School Operations Lead	City	(01) 2205992	<a href="mailto:Jackie.rigney@tudublin.ie">Jackie.rigney@tudublin.ie</a>
SCAFTH&S Committee	Working Group(s) James Fox (SCAFT OHS Lead)	City / Tallaght / Blanchardstown C/O SCAFTOHS Committee.		<a href="mailto:James.fox@tudublin.ie">James.fox@tudublin.ie</a>

Staff Development	responsible for training register	City, Tallaght, Blanchardstown	<a href="mailto:peopledevelopment@tudublin.ie">peopledevelopment@tudublin.ie</a>
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## SHW Staffing Details

Name	Role	Location	Contact Number	Email Address
Edel Niland	SH&W Senior Manager	City	(01) 2206266/ 086 389 1080	edel.niland@tudublin.ie
Rosie Fleming	Occupational Health Advisor	City	(01) 2206270/087 980 9194	rosie.fleming@tudublin.ie
Vacant	Occupational Health Advisor	City	(01) 2206268/087 980 9135	
Orlaith Waters	Occupational Health Advisor	City	(01) 2206269/087 980 9131	orlaith.waters@tudublin.ie
Sinead Collins	SH&W Administrator	City	(01) 2206267	sinead.m.collins@tudublin.ie

## Duties of Employers, Employees and Others

The full listing of roles and responsibilities within TU Dublin is available on the SHW website [click here](#).

Categories of School/ Function Personnel	Tick (✓) which is relevant to your School/ Function
Employees	
o Academic staff	✓
o Technical staff	✓
o Professional Services staff	✓
o Administrative staff	✓
o Other (please specify)	
Contractors/Service Providers	✓
Franchise Holders, Campus Companies, Others with Shared Occupancy	✓
Students	✓
Visitors	✓

Campus users	✓
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## Plans and Procedures for Dealing with Fire and Emergencies (Hazard Ref: 001)

Action for fire/evacuation warning - The immediate response to fire/evacuation warning for all campus users

On suspecting a fire i.e. smelling or seeing smoke

- Do not investigate alone;

- and ○ Alert front desk/reception and wait for further instruction. Prepare to evacuate.

On discovering a fire:

- Do not panic;
- Activate the nearest alarm call point or break glass unit, after which;
- Alert the front desk/reception or Emergency Services if possible;
- Fight the fire with the appropriate fire extinguisher only if it is safe to do so and you are trained; and
- Follow the evacuation procedure below.

If you hear the evacuation alarm (the alarm will sound

continuously)

- Proceed to evacuate without delay;

- Do not return for personal belongings or wait for further information or instruction;
- If there is time and it is safe to do so, shut down electricity and gas, and close doors and windows;
- Leave the building using the nearest emergency exit following the green emergency exit signs;



- Do not use the lift;
- Form a single file on stairways and corridors and leave the centre passageway clear for emergency access;
- If you encounter crowd congestion, smoke or other danger proceed to another exit if possible;
- If, for some reason you cannot exit the building, make your way to a refuge area and use the call point (see picture below) to inform colleagues of your whereabouts;
- Disperse from the building and report any issues to the Incident Controller;
- Move away to the designated Assembly Point; and

- Do not re-enter the building until the “all clear” has been given by the Incident Controller/ person in charge.

Refuge call point (press the button to communicate)



## CONTACTING EMERGENCY SERVICES

- Dial 112 or 999 (if dialling from a campus landline phone you may need to dial “0” for an outside line);
- Ask for correct service(s); and
- Give the following information: Your name, telephone number, exact location (TU Dublin Campus building, street, landmarks, Eircode if known), type of incident, contact details, number of casualties, type of injuries, any hazards etc.

### DON'T HANG UP THE PHONE UNTIL THE OPERATOR CLEARS THE LINE

- If dialling 112 or 999 from a campus landline phone, remember you may need to dial “0” first to get an outside line. The dial tone may differ from the usual tone;
- Designate someone to inform the front desk/reception of the situation; and
- Designate a person to go to the front of the building to guide the Emergency Services to the scene.

## Evacuation Marshals (ALL EMPLOYEES)

All employees are required to act as evacuation marshals during an evacuation. The main role of an evacuation marshal is to carry out a “sweep/search” of rooms in their area and instruct all occupants to leave the building promptly by the nearest and safest exit and report to the Assembly Point. They report information about their area to the Incident Controller outside the building. Evacuation marshals are advised not to put themselves in any danger while undertaking their duties. The role and duty of an evacuation marshal is covered in Emergency Response Training.

Emergency Preparedness details may be found at this [link](#)

Assembly Points and pictures of same relevant to your campus may be found at this [link](#)

First Response procedures in emergency scenarios are available [here](#)

### First-Aid and Details about the Equipment and Facilities Available

TU Dublin First-aider details are available from this [link](#)

First-aid response to medical conditions are available from this [link](#).

Please insert the location of your nearest first-aid room some of these rooms also serve as a rest facility for pregnant women and breastfeeding mothers.

Building	Room/Area
Aungier St.	Room 4007*, 4 <sup>th</sup> Floor
Blanchardstown	Medical Centre, An Croí Building, 1 <sup>st</sup> Floor, Room C108/109*
Bolton Street	Room 136.1, Ground Floor
Central Quad, Grange gorman	Room, CQ-0372, Ground Floor
East Quad, Grange gorman	Room EQ-020, Ground Floor
Lower House, Grange gorman	First-Aid Room, Ground Floor
Park House	First-Aid room, 4 <sup>th</sup> Floor
Rathdown House, Grange gorman	Room RD003, Ground Floor
Tallaght	Medical Centre, 1 <sup>st</sup> Floor of Main building, Room 110

\* Aungier Street and Blanchardstown rooms are available for pregnant women and breastfeeding mothers, however full fit-out is still in progress.

Location of First-Aid Equipment	
First-Aids Kits	First-aid kits are available at the front desk/reception in main buildings. •CQ-001- Musgraves Marketplace Restaurant.
	<ul style="list-style-type: none"> <li>• CQ-002 – Musgraves Marketplace Kitchen.</li> <li>• CQ-003 – Ballymaguire Restaurant.</li> <li>• CQ-004-Ballymaguire Kitchen.</li> <li>• CQ-001 – Arthur Guinness Learning Space (Training Bar).</li> <li>• CQ-LG05 – Beverage Tasting Room.</li> <li>• CQ-LG06 – Teaching Kitchen 1.</li> <li>• CQ-LG09 – Bens Original (Teaching Kitchen 2).</li> <li>• CQ-LG13-Dawn Farms (Teaching Kitchen 3.)</li> <li>• CQ-LG07 -Gather &amp;Gather (Teaching Kitchen).</li> <li>• CQ-LG11-Gas Networks Ireland (Teaching Kitchen).</li> <li>• CQ-LG14-Blenders Kitchen.</li> <li>• CQ-LG15-Bakery Laboratory 1.</li> <li>• CQ-LG18-Pastry Laboratory 1.</li> <li>• CQ-LG10-Callebaut (Pastry Kitchen 2).</li> <li>• CQ-LG12- Pastry Kitchen 3.</li> <li>• CQ-LG19a – Demo Kitchen.</li> <li>• CQ-0242-Food Goods Inwards Area.</li> <li>• CQ-LG19 - Larder Stores.</li> <li>• CQ-0240 – Culinary Shop.</li> <li>• CQ-LG16-Food and Beverage Stores.</li> </ul> <p>Include specific locations in your School/ Function</p>
Automated External Defibrillators (AEDs)	AEDs are available at the front desk/reception in main buildings. A full listing of all AED locations is available on the website <a href="#">click here</a>
Emergency Showers	CQ-0242 Food Goods Inwards Area / based within the General Goods Area space.
Eye-Wash Stations	

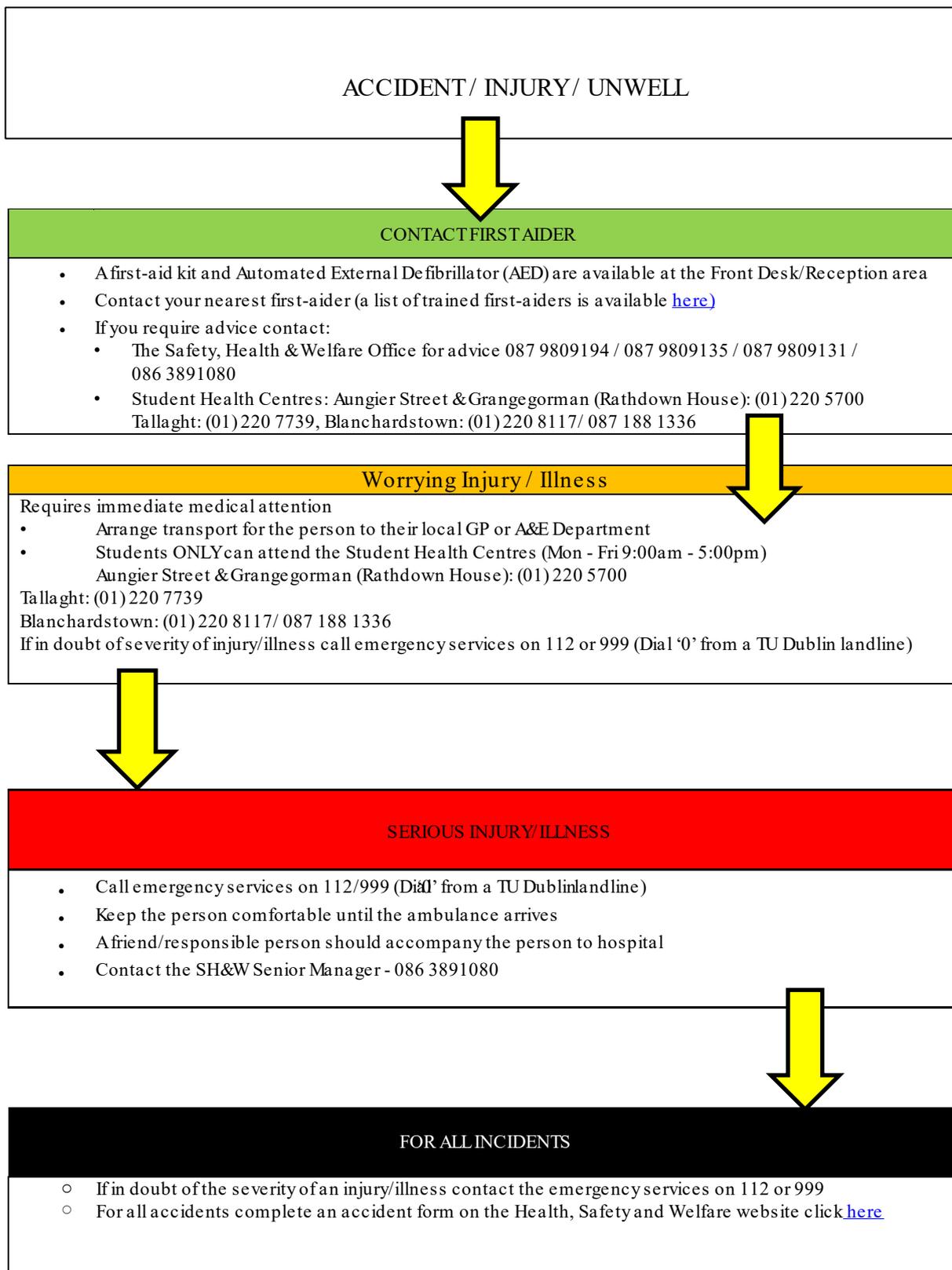
### Internal and External Emergency Numbers

TU Dublin City Internal Contact Numbers	
Central Switchboard	(01) 220 5000
<a href="#">Chaplaincy</a>	
City	(01) 2207076
Tallaght	(01) 220 7671 / 086 102 2698
Blanchardstown	(01) 220 7089 / 086 0671548
Security Control Centre 24 hour (Grange gorman, Orchard House)	(01) 220 7615 (01) 220 7616
Student Counselling Service	086 0820543
Corporate Employee Assistance Programme (Spectrum Life) 24 hours a day/365 days per year	Call freephone 1800 814 243 or text “Hi” using WhatsApp or SMS to 087 369 0010 or you may email an enquiry to the specialist information service at <a href="mailto:eap@spectrum.life">eap@spectrum.life</a>

Estates Helpdesk	(01) 220 7666
<b>Student Health Centres:</b> Aungier Street (Room 2051, Second Floor) Grangegorman, Rathdown House (First floor) Tallaght (Room 110, First Floor of Main Building) Blanchardstown (Room 108/109, First Floor Croí Building)	(01) 220 5700 (01) 220 5700 (01) 220 7739 (01) 220 8117/ 087 188 1336

External Emergency contact numbers			
Emergency Services	112/999 (If dialling from a landline phone you may need to dial "0" for an outside line)		
Hospitals	Northside (01) 803 2000 Mater Hospital (01) 646 5000 Blanchardstown Southside (01) 401 3000 St. James Hospital (01) 414 2000 Tallaght Hospital		
Dublin City Council	(01) 222 22 22		
Garda Síochána	<table border="0"> <tr> <td> <u>Northside:</u>                      Bridewell: (01) 666 8200                      Mountjoy Square: (01) 666 8600                      Fitzgibbon Street: (01) 666 8400                      Store Street: (01) 666 8000                      Tallaght: (01) 666 6000                      Blanchardstown: (01) 666 7000                 </td> <td> <u>Southside:</u>                      Kevin Street: (01) 666 9400                      Pearse Street: (01) 666 9000                 </td> </tr> </table>	<u>Northside:</u> Bridewell: (01) 666 8200 Mountjoy Square: (01) 666 8600 Fitzgibbon Street: (01) 666 8400 Store Street: (01) 666 8000 Tallaght: (01) 666 6000 Blanchardstown: (01) 666 7000	<u>Southside:</u> Kevin Street: (01) 666 9400 Pearse Street: (01) 666 9000
<u>Northside:</u> Bridewell: (01) 666 8200 Mountjoy Square: (01) 666 8600 Fitzgibbon Street: (01) 666 8400 Store Street: (01) 666 8000 Tallaght: (01) 666 6000 Blanchardstown: (01) 666 7000	<u>Southside:</u> Kevin Street: (01) 666 9400 Pearse Street: (01) 666 9000		
Gas Networks Ireland 24-hour Emergency	1850 20 50 50		
ESB Fault Emergency Line	1850 372 999 Fault and Emergency: 021 4537000 (open 24 hours, 7 days per week)		
Health and Safety Authority	0818 289 389		
Samaritans	116 123		
Environmental Protection Agency	0818 33 55 99		
National Poisons Information Centre	Members of Public: (01) 809 2166 (8.00 a.m. to 10.00 p.m. 7 days a week)		

TU DUBLIN EMERGENCY FIRST-AID



## Commitment to Employee Consultation and Participation

### Including arrangements for appointing safety representatives

The following working groups are in place:

SCAFTHealth and Safety Committee (SCAFTOHS).

The following Safety Representatives are selected:

James Murphy / Jackie Rigney / Kate Hyland / Thomas Cooney / James Fox- SCAFTOHS Lead / Niall Hill / Ciarnad Ryan / Brendan Keenan / Jimmy Griffin / Lynsey White / Therese Cadden / Paul Kelly.

Heads of School/Function will:

- Communicate relevant risk assessments to employees, students and others who may be affected e.g. tell them about the control measures in place and know who is responsible for implementing any additional controls and by what date;

Employees:

- Are encouraged to monitor the effectiveness of the control measures in place;
- Will ensure they read and understand safety documentation (including risk assessments) and what is expected to ensure a safe working environment; and
- Will communicate with management if they feel additional control measures are required.

Minutes of SCAFTOHS meetings are available on OneDrive.

## Arrangements to Ensure the Safety of Sensitive Work Groups

Young persons, pregnant employees, and visitors are addressed in the risk assessment section.

## Personal Protective Equipment Policy and Register of Equipment

All PPE and safety equipment purchased by SCAFT must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the risk assessments. This is further complemented with mandatory signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.



*Eye protection must be worn*



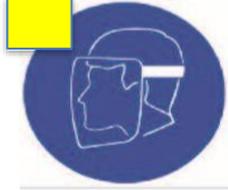
*Ear protection must be worn*



*Safety gloves must be worn*



*Safety overalls must be worn*



*Face protection must be worn*



*Safety harness must be worn*



Chef

Uniform



Laboratory Coat (Howie)



Safety Shoes



Other, please list

Links to information and training on the use of PPE can be found below:

[Information on training](#)

[Information on PPE](#)

## 10. Hazardous Material Register

### Procedure for Reporting Accidents/ Near misses/ Dangerous Occurrences/ Hazards

#### [Hazardous Material Register](#)

Employees and students are required to immediately inform their Supervisor/Line Manager of any accident/near miss/dangerous occurrence/hazard. An online [report form](#) must be submitted to the SHW Office within 24 hours.

Accidents will be investigated by the Manager/Supervisor in charge of the area in which the accident occurred and assisted as necessary by the Safety, Health and Welfare Office. The purpose of this investigation is to identify the causes of the accident and allow corrective action to be taken to prevent a re-occurrence. All staff, students and contractors/service providers are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident.

The reporting of certain accidents and dangerous occurrences to the Health and Safety Authority (HSA) will be completed by the Safety, Health and Welfare Office as required.

In the event of a serious accident/fatality the Safety, Health & Welfare Senior Manager will liaise with the Health & Safety Authority and Gardaí regarding the reporting and investigation of the accident.

### Statutory Testing/ Register of Equipment

SCAFT must keep a register of equipment that requires statutory testing .

Item	Location	Test Frequency	Test Company Details
Kitchen and laboratory equipment	Across all SCAFT school labs	Dependant on equipment type.	Sodexo (Service Providers).

### Training details

In addition to the general health and safety training requirements outlined in the Health & Safety Training Policy, the following specialised training is required for specific hazards relevant to SCAFT:

- Chemical                       Gas  Biological                       Laser                       Machinery and plant  
 Working at heights  Child Protection Training                       Other (HACCP & Food Safety)

## 11. Hazard Identification

Please use the checklist below to assist in the identification of hazards and complete the risk assessment in accordance with the risk assessment procedure and template provided below.

Further resources on risk assessment development and templates is available from the [SHW website](#) and the [HSA website](#). The Safety, Health & Welfare Office is available to provide risk

assessment training, review risk assessments completed by Schools/Function, and offer professional judgement and advice.

## Risk Assessment Procedure & Templates

### Introduction

Section 19 of the Safety, Health and Welfare at Work Act 2005 requires every employer, the self-employed, and those who control workplaces to any extent, to identify the hazards in the workplace under their control and to assess the risks presented by those hazards. Employers are required to do all that is reasonably practicable to minimise the risk of injury. A School/Function can achieve all that is reasonably practicable by:

1. identifying the hazards and associated risks relating to the School/Function,
2. putting in place appropriate control measures such that it would be grossly disproportionate to do more.

### Purpose

The purpose of this procedure is to set out how risk assessments are completed at TU Dublin.

### Scope

The hazard identification, risk assessment and control process relates to all activities and equipment in the place of work under TU Dublin's control.

### Responsibilities

Each Head of School (SCAFT) is responsible for:

- Ensuring written risk assessments are carried out for all work activities and equipment in areas under his/her control;
- Convening a working group, where necessary, to assist with the risk assessment process (see working group section below);
- Consulting with and involving his/her employees as part of the risk assessment process;
  - Keeping records of risk assessments completed;
- Ensuring control measures outlined in the risk assessments are implemented; ○  
Reviewing risk assessments annually or as necessary; and
- Communicating findings of risk assessments to all employees and others under their remit or to those who may be affected by their work activities.

The Safety, Health & Welfare Office is appointed to facilitate and support Heads of School with the risk assessment process by:

- Developing standard template forms for completion;
- Ensuring training is provided in the form of legal briefings and risk assessment methodology; ○  
Advising of changes in legislation or associated guidance that will impact on the requirement to carry out or revise a risk assessment;
- Reviewing risk assessments completed by SCAFT and offering professional judgement and advice as appropriate; and

- Sourcing external expertise where necessary.

## Working Groups

Collaboration and employee involvement is fundamental in ensuring risks are effectively managed as often they have the most knowledge of the hazards and risks associated with their work.

For Schools with considerable hazards to be risk assessed, in terms of the place of work or work activities or both, a working group of competent persons will be convened by the Head of School to assist him/her with the risk assessment process. The group may consist of a mixture of employees to ensure a broad range of subject matter knowledge, skills and experience within the group e.g. school representatives from management, academic, technical, administration and support staff. Led by the Head of the School, the working group will carry out the following:

- Undertake risk assessment workshop provided by the Safety, Health & Welfare Office; ○ Assist in the preparation of risk assessments (steps 1-5 below);
- Head of School/Function consults with all his/her employees and takes feedback on board; ○ Head of School/Function approves final version and brings to the Faculty Dean and University Safety Steering Committee for noting.

## Procedure

The five main steps to completing a risk assessment are:

### Step 1: Look at the hazards

The first step is to identify all the hazards in the workplace (see hazard check list below to assist). A hazard is anything with the potential to cause injury or ill health. Within your School/Function there may be several different types of hazard:

Physical hazards, such as manual handling, slip or trip hazards, poor housekeeping, fire, working at height, working with hot items, working in cold environments or using poorly maintained equipment.

Health hazards, such as noise, vibration, unsuitable light levels, harmful dusts or stress.

Chemical hazards, such as working with common everyday products from cleaning agents, glues and correction fluids to industrial solvents, dyes, pesticides or acids.

Human factor hazards, such as bullying by or violence from other employees or members of the public.

### Step 2: Assess the risks

Risk means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. When we look at likelihood matched up with severity using the below categorisations, we can determine the level of risk associated and classify it numerically and by

colour code (see risk matrix below). Risk also depends on the number of people who might be exposed to the hazard. In assessing the risk, you should estimate:

- how likely it is that a hazard will cause harm, ○ how serious that harm is likely to be, and ○ how often and how many individuals are exposed.

When assessing the risk, it is important to consider who may be exposed to a specific hazard. Apart from direct employees, think about the people who may not be in the workplace all the time, for example:

- students, ○ cleaners, ○ visitors,
- other employers' workers such as contractors/service providers, and ○ maintenance personnel.

Where the public access your offices / work areas under your control, you will need to assess the hazards that they are exposed to. Hazards could vary from slips, trips and falls to unauthorised entry to dangerous areas.

You also need to consider vulnerable groups for which you may need to put in place additional control measures. These vulnerable groups may include:

- young people, who may be more at risk due to their inexperience and lack of training; ○ elderly people;
- pregnant, post-natal and breastfeeding employees;
- people with language difficulties or for whom English is not a first language;
- people with different abilities or disabilities; and
- people who are handling money or dealing with the public.

### Step 3: Decide on control measures

Decide on the control measures to reduce risks and assign ownership for implementation. When deciding on the appropriate control measures to put in place, the working group need to ask themselves:

- Can we eliminate the hazard altogether?
- Can we change our activities to make it safer?
- If not, what safety precautions are necessary to control this risk as much as possible?

Schedule 3 of the SHWW Act 2005 general principles of prevention should be implemented with reliance on personal protective equipment being the last option.

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.

4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

### Step 4: Take Action

Implement the control measures in the agreed timeline.

### Step 5: Review

Monitor the effectiveness of the control measures implemented and review the risk assessments at least annually.

RISK FACTOR MATRIX		Severity (What could the impact be?) → → → →				
		1	2	3	4	5
		Trivial Injury	Minor Injury	Potential Major Injury	Major Injury	Fatality
<b>Likelihood</b> (How likely is it to occur) ↓ ↓ ↓ ↓ ↓		A trivial injury or condition not requiring hospital treatment could occur	A minor injury or condition could occur which may require minor hospital treatment	A major injury or condition could occur resulting in an over three days absence from work	A major injury or condition will occur unless risk controls are put in place	A fatality will occur unless robust risk controls are put in place
5	<b>Certain</b> It will almost certainly occur?	5 <b>LOW</b>	10 <b>MEDIUM</b>	15 <b>HIGH</b>	20 <b>HIGH</b>	25 <b>HIGH</b>
4	<b>Frequent occurrence</b> It could occur on a regular basis?	4 <b>LOW</b>	8 <b>MEDIUM</b>	12 <b>HIGH</b>	16 <b>HIGH</b>	20 <b>HIGH</b>
3	<b>Likely occurrence</b> It could occur but not on a regular basis?	3 <b>LOW</b>	6 <b>MEDIUM</b>	9 <b>MEDIUM</b>	12 <b>HIGH</b>	15 <b>HIGH</b>
2	<b>Occasional occurrence</b> It is unlikely to occur but it is possible?	2 <b>LOW</b>	4 <b>LOW</b>	6 <b>MEDIUM</b>	8 <b>MEDIUM</b>	10 <b>MEDIUM</b>
1	<b>Improbable occurrence</b> It is very unlikely to occur?	1 <b>LOW</b>	2 <b>LOW</b>	3 <b>LOW</b>	4 <b>LOW</b>	5 <b>LOW</b>
<b>RISK ACTION</b>						
Severity (S) X Likelihood (L) = RISK FACTOR RATING (RFR) before risk controls.						
After risk controls are applied = RESIDUAL RISK RATING (RRR)						
1 - 5		Indicates a <b>LOW</b> risk		Proceed with caution as there could still be risks present		
6 - 10		Indicates a <b>MEDIUM</b> risk		Proceed with caution as there are Medium risks still present. Improve control measures if reasonably practicable.		
12 - 25		Indicates a <b>HIGH</b> risk		<b>DO NOT PROCEED.</b> Further control measures need to be applied to reduce the risk to a Medium or Low risk		





























## Risk Assessment

School of Culinary  
Arts and Food  
Technology.

- City Campus
- Tallaght Campus
- Blanchardstown  
Campus



School/ Function: School of Culinary Arts & Food Technology	Locations (building location): Central Quad & Park House (Grange gorman), Tallaght Campus, Blanchardstown Campus
Risk assessment working group members:  SCAFTOHS Committee	

HAZARD CHECKLIST			
HAZARD CHECKLIST (please tick (✓✓) yes or no)	No	YES	If YES, please provide details and complete the risk assessment below
Biological agents e.g. Blood/ food/air/ water borne pathogens, hepatitis sharps, clinical waste, other	✓✓		
Chemicals e.g. solvents, paints, degreasers, cleaning products, asbestos, acetylene		✓✓	
Gases (natural gas, gases in cylinders and piped gases)		✓✓	
Lasers	✓✓		
Physical	✓✓		
Manual handling (Hazard Ref: 002)		✓✓	
Display Screen Equipment/Visual Display Units (i.e. computers, laptops)	✓✓		

Equipment/Machinery		✓✓	
Electricity		✓✓	
Hand Tools		✓✓	
Heat Sources / High Temperatures / Hot Surfaces		✓✓	
Instrumentation	✓✓		
Lifting Equipment / Mechanical Aids Vehicles	✓✓		
Noise	✓✓		
Power Tools	✓✓		
Pressure Systems			
Machinery & Plant	✓✓		
Portable Electrical Appliances (Note: PAT risk assessment to be completed)		✓✓	
Radiation	✓✓		
Vibration	✓✓		
Working at Height (incl. use of ladders)	✓✓		

Human Factors			
Sensitive Work Groups: Pregnant Employees / Students & Nursing Mothers			
Young Persons, Students on Placement			
People with Disabilities			
Visitors			
Contractors/ Service Providers			
Out of hours access			
Allergens			
Psychosocial e.g. Violence, aggression, stress, bullying, harassment, horse play			
OTHER HAZARDS / ANY OTHER RELEVANT INFORMATION:			

PHYSICAL						
Ref No/ ID number:  003		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Work Equipment	<ul style="list-style-type: none"> <li>Electrics Laceration/ entrapment</li> </ul>	<ul style="list-style-type: none"> <li>All dangerous parts of equipment suitably and adequately guarded</li> <li>Training programme provided to students in the safe use of equipment</li> <li>Adequate supervision of students when working in kitchens and with equipment</li> <li>Users follow safety procedure(s) when using equipment</li> <li>PPE (chef / baker uniform) worn when working in kitchens and bakeries</li> <li>Staff trained in cleaning, assembly and operating procedures for all kitchen equipment</li> </ul>	1 X 1 = 1 Low	Maintain current controls	Head of School  All Staff	In Progress

		<ul style="list-style-type: none"><li>• Users carry out daily checks on equipment guards before use</li><li>• Users report any defective equipment to Line Manager</li></ul>				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• Safety-critical repairs carried out by competent person</li> <li>• School provide appropriate training to operatives of equipment</li> <li>• Users ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

PHYSICAL						
Ref No/ ID number: 004		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Portable Appliances & Handheld Equipment	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Laceration/ entrapment</li> <li>• Contact with moving parts</li> <li>• Unsafe storage</li> </ul>	<ul style="list-style-type: none"> <li>• Students are supervised by staff when working.</li> <li>• All dangerous parts of equipment suitably and adequately guarded</li> <li>• Students are trained by School staff on how to use equipment safely</li> <li>• Users carry out visual checks before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop: electricity located in each kitchen</li> <li>• Users wear PPE</li> <li>• Users follow manufacturer's instructions</li> <li>• Users shut equipment down after use and at the end of day</li> <li>• Equipment is CE marked</li> <li>• Damaged equipment marked and taken out of service by technician</li> <li>• Users to not wear loose clothing when operating equipment</li> <li>• Users use suitable pot (large enough for the gun to fit safely)</li> <li>• Never over fill the pot before using soup gun</li> <li>• Safe procedure(s) followed when using equipment</li> <li>• Staff trained in cleaning, assembly and operating procedures for all kitchen equipment</li> <li>• Safety-critical repairs carried out by competent person</li> <li>• Provide appropriate training to operatives of equipment</li> <li>• Store equipment in a safe and secure location</li> </ul>	1 X 2 = 2 Low	Maintain current controls	HoSI, All Staff	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

PHYSICAL						
Ref No/ ID number:  007		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Slips, Trips & Falls	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Uneven surfaces</li> <li>Wet floor conditions</li> <li>Raised obstacles</li> <li>Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>Sodexo to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs</li> <li>All routes kept clear and unobstructed</li> </ul>	1 X 1 = 1 Low	Maintain current controls	Sodexo	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

PHYSICAL

<b>Ref No/ ID number:</b>  012		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Delivery Vehicles for Food Deliveries</b>  Vehicles deliver goods to School of Culinary Arts & Food Technology, Central Quad, Grangegorman, TU Dublin.	<ul style="list-style-type: none"> <li>Injury to person/ struck by vehicle</li> <li>Poor access and egress</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries to be coordinated with suppliers</li> <li>Access and egress is restricted to good inwards personnel</li> <li>Safe parking</li> <li>Obey Speed limit</li> <li>Designated area for loading and unloading goods</li> <li>Report defects</li> <li>Adequate lighting</li> <li>Hi Vis clothing</li> </ul>	1X1 = 1 Low	Maintain current controls	Sodexo TU Dublin	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

PHYSICAL

<b>Ref No/ ID number:</b> 025		<b>Date of Assessment: February 2026 Review Date:</b> Ongoing <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Hot Surfaces / Liquids / Solids	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds to body parts</li> </ul>	<ul style="list-style-type: none"> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages</li> <li>Students trained in the risks involved with using hot oils and liquids</li> <li>Users wear PPE: chef / baker uniform and safety shoes</li> <li>Students are supervised when working in kitchens and carrying out activities</li> <li>Culinary courses include a safety module presented to students before commencing practical classes in kitchens (Includes safety procedures)</li> <li>Provide heat resistant gloves/ cloths/ aprons</li> <li>Store hot liquids/ solids in a safe and secure location</li> <li>Users report defect to Line Manage</li> </ul>	1X4 = 4 Low	Maintain current controls	Head of School,  All Staff	In Progress

Persons at risk/ Who is harmed (please tick): Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities) Other (please specify)

PHYSICAL

Ref No/ ID number:  026		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Sharp objects: Glass, knives, utensils	<ul style="list-style-type: none"> <li>• Puncturing</li> <li>• Cuts to skin/ body</li> <li>• Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of students to ensure safety when working in kitchens and bakeries</li> <li>• It is compulsory that all staff working in kitchens attend Emergency First-Aid training</li> <li>• First-aid kit available in all kitchens. Staff to inform Health &amp; Safety Office when new stock is required. See First-Aid order form (available from OHA)</li> </ul>	1X3 = 3 Low	Maintain Current Controls	Head of School,  All Staff	In Progress

		<ul style="list-style-type: none"> <li>• Never cut things in your hand.</li> <li>• Always use a cutting board</li> <li>• Do not leave knives lying around</li> <li>• Store appropriately and safety when not in use</li> <li>• Always point the knife blade away from you</li> <li>• Be alert and pay attention when you are using a knife</li> <li>• If a knife falls, don't try to catch it. Quickly step back and let it fall</li> <li>• Carry a knife by the handle with the tip down and the blade turned away from your body</li> <li>• Store knives and glass wear in a safe and secure location when not in use</li> <li>• Do not put knives in sinks</li> </ul>				
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input type="checkbox"/>Contractors/ Service provider <input type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

PHYSICAL

<b>Ref No/ ID number:</b>  027		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Cleaning of Kitchen Equipment</b>	Chemicals, hot water Contact with blades/sharp parts of the equipment/ machine	<ul style="list-style-type: none"> <li>All staff and students trained how to clean, assemble and operating equipment</li> <li>All dangerous parts to machinery suitably guarded</li> <li>Daily checks of equipment guards before use</li> <li>All Material Safety Data sheets are kept on file</li> </ul>	1X1 = 1 Low	Maintain current controls	Head of School,  All Staff	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

PHYSICAL

<b>Ref No/ ID number:</b>  027		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Food handling</b>	<ul style="list-style-type: none"> <li>• Skin irritation</li> <li>• Contamination of food</li> <li>• Food Poisoning</li> </ul>	Please refer to Schools Food Safety Management System, SOP's and Check sheets	1 X1 = 1 Low	Maintain current controls	Head of School  All Staff	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

PHYSICAL

Ref No/ ID number: 030		Date of Assessment: February 2026 Review Date: Risk Assessor(s):				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<p>Work Activities / Processes</p> <ul style="list-style-type: none"> <li>Kitchen, bakery, and restaurant activities: preparations work, cooking, serving and cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Slip, fall, trip</li> <li>Injury to body part</li> <li>Laceration</li> </ul>	<ul style="list-style-type: none"> <li>Students trained in the risks involved with using hot oils, liquids, knives and kitchen equipment</li> <li>The student staff ratio in kitchens is a maximum of 18/ 1 subject to space. Normally a ratio of 16/1 is maintained</li> <li>Users wear PPE: chef / baker uniform and safety shoes</li> <li>Standard operating procedures required for all kitchen equipment</li> <li>Students are supervised when when carrying out activities</li> <li>Culinary courses include a safety module presented to students before commencing practical classes in kitchens (Includes safety procedures)</li> </ul>	1 X 2 = 2 Low	Maintain current controls	Head of School,  All Staff	In Progress

PHYSICAL						
Ref No/ ID number:  038		Date of Assessment: February 2026 Review Date:  Risk Assessor(s):				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Trips and Travel	<ul style="list-style-type: none"> <li>Injuries</li> <li>Medical emergencies</li> <li>Accidents and incidents</li> <li>Missing persons</li> <li>Substance abuse</li> <li>Road Traffic Accidents</li> <li>Inclement weather</li> <li>Site terrain</li> <li>Chemical</li> <li>Biological</li> <li>Human Factor</li> </ul>	<ul style="list-style-type: none"> <li>Please see Appendix 2 page 282 for information set out by the Health and Safety Office in relation to student trips and travel.</li> <li>TU Dublin Trip/ Travel Guidelines in place</li> <li>See link <a href="#">HERE</a></li> <li>Separate trip risk assessment template completed for each trip/ visit and control measures implemented</li> <li>Health and safety information provided to trip participants <a href="#">HERE</a></li> <li>Provision of PPE where appropriate</li> <li>Adherence to local/site rules</li> </ul>	1 X 2 = 2 Low	Maintain current controls	Head of School,  All Staff	In Progress

**CQ002**

OPERATIONAL						
Ref No/ ID number: 060		Date of Assessment: February 2026 Review Date: Ongoing				
		Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (125)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Walk in Cold Rooms	<ul style="list-style-type: none"> <li>• Electrics: Electric shock/ fire</li> <li>• Exposure to low temperature</li> <li>• Getting trapped</li> <li>• Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Users follow manufacturer's instructions</li> <li>• Users carry out a visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Users wear Personal Protective Equipment (PPE) – gloves when handling cold material from the freezer/ cold room</li> <li>• Emergency release button located inside walk in fridge unit</li> <li>• Freezer and cold room doors can be opened from the inside</li> </ul>	1 X 1 = 1 Low	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p>All staff</p> <p>Head of School</p>	Complete

**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities) Other (please specify)

OPERATIONAL						
Ref No/ ID number: See Ref. table above		Date of Assessment: February 2026 Review Date: Ongoing				
061		Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			

<b>Precision 2 Door Under counter Fridge</b>	<ul style="list-style-type: none"> <li>• Electrics: Electric shock/ fire</li> <li>• Exposure to low temperature</li> <li>• Getting trapped</li> <li>• Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Users follow manufacturer's instructions</li> <li>• Users carry out a visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Users wear Personal Protective Equipment (PPE) – gloves when handling cold material from the freezer/ cold room</li> <li>• Emergency release button located inside walk in fridge unit</li> <li>• Freezer and cold room doors can be opened from the inside</li> </ul>	1X1 = 1 Low	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	All staff  Head of School	Complete
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**Persons at risk/ Who is harmed (please tick):**  Students  Staff members  Visitors  Contractors/ Service provider  Sensitive risk groups (young persons, pregnant women, people with disabilities)  Other (please specify)

OPERATIONAL						
Ref No/ ID number:		Date of Assessment: February 2026				
062		Review Date: Ongoing				
Risk Assessor(s): SCAFT OHS Committee						
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			



Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Technofrost freezer/ blast chiller</b>	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Fire</li> <li>• Cold Temperatures</li> </ul>	<ul style="list-style-type: none"> <li>• Only trained staff are permitted to use this equipment</li> <li>• Users carry out a visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Users wear PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Users follow manufacturer's instructions</li> <li>• Emergency STOP button located on machine and in kitchen to turn off all systems.</li> </ul>	1X1 = 1 Low	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:		Date of Assessment: February 2026 Review Date: Ongoing				
064		Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)

			Severity (1-5) X Likelihood (1-5)	to be <b>implemented</b> to <b>reduce the risk</b>		
<b>Vorwerk thermomixer 31-1</b>	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Contact with moving parts</li> <li>• Risk deep cuts or amputations from contact with machinery parts.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are supervised by staff when working in kitchens</li> <li>• Students are trained by School staff on how to use equipment safely</li> <li>• Users carry out a visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop: gas and electricity located in each kitchen</li> <li>• Users wear PPE</li> <li>• Users follow manufacturer's instructions</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here.</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:		Date of Assessment: February 2026 Review				
065		Date: Ongoing				
		Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)

			Severity (1-5) X Likelihood (1-5)	<b>to be implemented to reduce the risk</b>		
<ul style="list-style-type: none"> <li>• <b>Robot Coupe R3 Food Processor (No CE Mark)</b></li> <li>• <b>Robot Coupe Ultra Soup Gun Blender</b></li> <li>• <b>Robot Coupe Ultra Hand Blender</b></li> </ul>	<ul style="list-style-type: none"> <li>• • Electrics Contact with moving parts</li> <li>• Risk deep cuts or amputations from contact with machinery parts.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are supervised by staff when working in kitchens</li> <li>• Students are trained by School staff on how to use equipment safely</li> <li>• Users carry out a visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop: gas and electricity located in each kitchen</li> <li>• Users wear PPE</li> <li>• Users follow manufacturer's instructions</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• CE marked</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive h) staff and Students Drive (r) here.</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete

OPERATIONAL						
Ref No/ ID number:  066		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions	Action completed by	Status (In progress/ Outstanding/ Complete)

			Severity (1-5) X Likelihood (1-5)	to be <b>implemented</b> to reduce the risk	whom and by when?	
<b>Soak Tech</b>	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Fire</li> <li>• Burns/ scalds Fumes/ dust</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> <li>• Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete

**Persons at risk/ Who is harmed (please tick):**  Students  Staff members  Visitors  Contractors/ Service provider  Sensitive risk groups (young persons, pregnant women, people with disabilities  Other (please specify)

OPERATIONAL	
<b>Ref No/ ID number:</b>  068	<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS Committee</b>

Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>LT Potato Ricer</b>	<ul style="list-style-type: none"> <li>Cuts</li> <li>Grazes</li> <li>Electricity</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete

		<ul style="list-style-type: none"> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> <li>Warning signage in place on equipment</li> </ul>				
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**Persons at risk/ Who is harmed (please tick):**  Students  Staff members  Visitors  Contractors/ Service provider  Sensitive risk groups (young persons, pregnant women, people with disabilities  Other (please specify)

OPERATIONAL						
Ref No/ ID number:  069		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Caterlite CD399 microwave oven	<ul style="list-style-type: none"> <li>• Electric shock/ fire</li> <li>• Contact with hot material – when removing material from the microwave</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> <li>• Warning signage in place on equipment</li> </ul>	1X1 = 1 Low	Maintain current controls  SOP to be written	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:  070		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Lincat Baine Marie hot holding units</b>	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Electric shock/ fire</li> <li>• Contact with hot water</li> <li>• Burns, scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment                             <ul style="list-style-type: none"> <li>• Supervision of staff</li> </ul> </li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> </ul>	1X1 = 1 Low	Maintain current controls  SOP to be written	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:  071		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Bizebra Meat Slicer</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Contact with moving parts</li> <li>Cuts, grazes</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment                             <ul style="list-style-type: none"> <li>Supervision of staff</li> </ul> </li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> </ul>	1X1 = 1 Low	Maintain current controls  SOP to be written	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:  072		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Combisteel Electric Lift Up Salamander</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment                             <ul style="list-style-type: none"> <li>Supervision of staff</li> </ul> </li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> </ul>	1X1 = 1 Low	Maintain current controls  SOP to be written	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number:  073		Date of Assessment: February 2026 Review Date: Ongoing  Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux burner Stove and Electric Oven 6	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Fire</li> </ul>	Staff trained and instructed in the use of the equipment <ul style="list-style-type: none"> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> <li>Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: <b>073b</b>		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Nayati NGE TL 5-50 13KW Gas Burner</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

<b>Ref No/ ID number:</b> 073c		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux 2 Burner / Solid Top 700xp Gas Stove & Electric Oven	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

<b>Ref No/ ID number:</b>  073d		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Gas Burner for stock pot</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls  <b>SOP to be written</b>	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





OPERATIONAL						
Ref No/ ID number: <b>0741</b>		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Lincat A007 Fat Fryer Df46</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Burns from oil/ contact with hot surfaces</li> <li>• Eye injuries from splashes</li> <li>• Slips from oil spillages</li> <li>• Strains/ sprains from lifting and moving equipment/ basket</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						





Ref No/ ID number: <b>075</b>		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Buffalo Sous Vide Water Bath Svp 26</b>  <b>GRANT SOUS VIDE WATER BATH SVP 26</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> <li>Hot Water</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls  <b>SOP to be written</b>	All staff  Head of School	In Progress
Persons at risk/ Who is harmed (please tick): <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						
CQLG11						
OPERATIONAL						



<b>Ref No/ ID number:</b>  077		<b>Date of Assessment: February 2026</b>  <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Ice Making Machine</b>	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Contact with moving parts</li> <li>• Ice falling on the floor – slip hazard</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls  SOP to be written	All staff         Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

Ref No/ ID number: 078		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Lincat Salamander</b>	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Burns</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> </ul>	1X3 = 3 Low	Maintain current controls  SOP to be written	All staff  Head of School	In Progress
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL







Ref No/ ID number: 083		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Robot Coupe Food Processor</b>	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Contact with moving parts</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						
OPERATIONAL						





Ref No/ ID number: 086		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Microwave Oven Panasonic NE 1856	<ul style="list-style-type: none"> <li>• Electrics</li> <li>☐ Electric shock/ fire</li> <li>• Contact with hot material – when removing material from the microwave</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL













Ref No/ ID number: 094		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>Electrolux 2 Burner / Solid Top 700xp Gas Stove &amp; Electric Oven</li> <li>Electrolux Skyline Ecoe101b2ai Combi Oven</li> <li>Unox 6 Grid Combi Oven</li> <li>Electrolux 6 Burner Gas Stove &amp; Oven</li> </ul>	<ul style="list-style-type: none"> <li>Electrics Electric shock/ fire</li> <li>Heat: hot surfaces/ loads</li> <li>Manual handling: loading and un- loading the oven (See manual handling risk assessment)</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete

OPERATIONAL











Ref No/ ID number: 102		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented to reduce the risk</b>	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
• Combisteel Electric Lift Up Salamander 7455.1600	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Burns/ scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL













CQLG06

OPERATIONAL						
Ref No/ ID number: 110		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
P Precision 2 Drawer Refrigerated Undercounter Unit Vubc121	<ul style="list-style-type: none"> <li>Electrics: shock/ fire</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 111		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Skyline Ecoe101b2ai Combi Oven 6 C8-0611e  Panasonic pro 2 1400 microwave oven	<ul style="list-style-type: none"> <li>• Electric shock/ fire</li> <li>• Heat: hot surfaces / loads</li> <li>• Steam/ burn</li> <li>• Manual handling: loading and unloading the oven</li> </ul> (See manual handling risk assessment) •	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



OPERATIONAL						
Ref No/ ID number: 113		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux 2 Burner & 1 Solid Top Stove N75 / N9e	<ul style="list-style-type: none"> <li>• Electrics Fire</li> <li>• Fumes</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						













CQLG09

OPERATIONAL						
Ref No/ ID number: 120		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>ELECTROLUX ESP142FRCG 2 DOOR REFRIGERATOR</li> <li>ELECTROLUX RE471FFG 1 DOOR FREEZER</li> </ul>	<ul style="list-style-type: none"> <li>Electrics: shock/ fire</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





OPERATIONAL						
Ref No/ ID number: 123		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux 2 burner & 1 solid top stove n75 / n9e	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Fumes</li> <li>• Gas</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



OPERATIONAL						
Ref No/ ID number: 126		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			(1-25) Severity (1-5) X Likelihood  (1-5)			
<ul style="list-style-type: none"> <li>Robot coupe Musso L2 IceCream machine</li> <li>Robot Coupe Soup Blender</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Contact with moving parts</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL



Ref No/ ID number: 129		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented to reduce the risk</b>	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Lincat salamander 7455.1600	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns/scalds</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 130		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Caterlite CD399 Microwave	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Heat</li> <li>Scalds/burns</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL
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Ref No/ ID number: 131		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux eucaig undercounter dishwasher	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Exposure to chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
Persons at risk/ Who is harmed (please tick): <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL









LG13

OPERATIONAL						
Ref No/ ID number: 136		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
ELCTROLUX 2 BURNER & 1 SOLID TOP STOVE N75	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electricians</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						







OPERATIONAL						
<b>Ref No/ ID number:</b> 140		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			(1-25)  Severity (1-5) X Likelihood (1-5)			
Electrolux eucaig undercounter dishwasher	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Hot surface/ equipment</li> <li>• Cleaning chemicals: Name:                             <ul style="list-style-type: none"> <li>➤ Adamatic 5 lt HW Hardwater Automatic Detergent</li> <li>➤ Chemex 5lt Ultra Rinse dish and glass rinse aid</li> </ul> </li> <li>• Calgonite Washing up liquid</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



OPERATIONAL						
Ref No/ ID number: 142		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Deep Fat Fryer	<ul style="list-style-type: none"> <li>Hot Oil, Burns to skin</li> <li>Electrics</li> <li>Electric shock/ fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



CQLG07

OPERATIONAL						
Ref No/ ID number: 144		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux E7fred1ff0 Fat Fryer	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete

**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities)  
 Other (please specify)

OPERATIONAL

<b>Ref No/ ID number:</b> 145	<b>Date of Assessment:</b> February 2026 <b>Review Date:</b> Ongoing <b>Risk Assessor(s):</b> SCAFT OHS Committee
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Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Burner & 1 Solid Top Stove N75 / N9e	<ul style="list-style-type: none"> <li>• Electrics</li> <li>• Burns/ scalds Gas; exposure, fire</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete

**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities) Other (please specify)

OPERATIONAL						
Ref No/ ID number: 147		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Lincat Salamander 7455.1600	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Burns</li> <li>• Scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 148		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Skyline Ecoe101b2a Combi Oven	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual handling: loading and unloading the oven</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 149		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>Electrolux Esp142frcg 2 Door Refrigerator</li> <li>Electrolux Re471ffg 1 Door Freezer</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





OPERATIONAL						
Ref No/ ID number: 151		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>SIRMAN UV UTENSIL SANITISER 40903012</li> <li>Techno Gas Pro Steril UV Air Sanitiser</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Exposure to UV Rays</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X1 = 1 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

CQLG14

OPERATIONAL
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<b>Ref No/ ID number:</b> 152		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Esp142frcg 2 Door Refrigerator  Blast Chiller	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X2 =2 Low	Maintain current controls	All staff   Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL



Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) XLikelihood (1-5)			
Panasonic pro 2 1400 microwave oven	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X1 = 1 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL	
<b>Ref No/ ID number:</b>  156	<b>Date of Assessment:</b> February 2026 <b>Review Date:</b> Ongoing <b>Risk Assessor(s):</b> SCAFT OHS COMMITTEE

Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>ELECTROLUX E7FRED1FF0 FAT FRYER</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Burns from oil contact with hot surfaces</li> <li>• Eye injuries from splashes, slips from oil spillages</li> <li>• Strains/ sprains from lifting and moving equipment/ basket</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	<b>All staff</b>  <b>Head of School</b>	<b>Complete</b>
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL	
<b>Ref No/ ID number:</b>  158	<b>Date of Assessment:</b> February 2026 <b>Review Date:</b> Ongoing <b>Risk Assessor(s):</b> SCAFT OHS COMMITTEE

Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux Eucaig Undercounter Dishwasher	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Exposure to cleaning chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL	
<b>Ref No/ ID number:</b>  159	<b>Date of Assessment:</b> February 2026 <b>Review Date:</b> Ongoing <b>Risk Assessor(s):</b> SCAFT OHS Committee



Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux skyline ecoe101b2ai combi oven	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Burns</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL	
<b>Ref No/ ID number:</b>  161	<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>







OPERATIONAL						
Ref No/ ID number: 163		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Teddy Bear 5 Litre	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics Electric shock/ fire</li> <li>Flour dust</li> <li>Contact with moving parts</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 164		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
La Minerva Vacuum Packer	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						



**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities) Other (please specify)

OPERATIONAL						
Ref No/ ID number: 166		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Vorwerk thermomixer 31-1	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Blades</li> <li>Contact with moving parts</li> <li>Lacerations/cuts</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

OPERATIONAL						
Ref No/ ID number: 167		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>Electrolux 2 Burner &amp; 1 Solid Top Stove N75</li> <li>Tecnoino x F70e7 Gas Cooker</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Fumes</li> <li>Gas</li> <li>Heat</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
Persons at risk/ Who is harmed (please tick): <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						









Ref No/ ID number: 170		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Freezer  Foster PROG 5350 2 door freezer	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL







Ref No/ ID number: 181		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Selmi Color 1000 Chocolate Machine  Keychoc ch04 chocolate kettle x2	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete

Ref No/ ID number: 182		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<p>Unox XEVC-1011- EZRM COMBI OVEN</p> <p>TomChandley 3 deck 2 tray compacta bakers oven</p>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual handling: loading and unloading the oven</li> <li>Burns/scalds</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						



LARDER – CQLG19

OPERATIONAL						
<b>Ref No/ ID number:</b> 186		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			



Butcher boy B14 band saw	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Cuts</li> <li>• Laceration</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
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**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify)

OPERATIONAL						
Ref No/ ID number: 188		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			

<ul style="list-style-type: none"> <li>Supervac vacuum packer GK11 and GK180</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
<b>Ref No/ ID number:</b> 189		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)  Severity (1-5) X Likelihood (1-5)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

<b>SIGMAG SPR80 Ice Making Machine</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
<b>Ref No/ ID number:</b> 190		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)  Severity (1-5) X Likelihood (1-5)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

<ul style="list-style-type: none"> <li>Zanussi Fridge (1 door) RSO6RX1F</li> <li>Electrolux 1 Door Freezer RE471FFG</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Food stored at incorrect temperatures/ food contamination</li> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	<p>1X3 = 3 Low</p>	<p>Maintain current controls</p>	<p>All staff</p> <p>Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities)</p> <p><input type="checkbox"/> Other (please specify)</p>						

OPERATIONAL						
Ref No/ ID number: 191		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<ul style="list-style-type: none"> <li>Foster 4 X 4 panel walk in cold room</li> <li>Zanussi r506rxif 1 door freezer</li> <li>Foster 4 X 4 panel walk in Freezer Room</li> </ul>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency release button located inside walk in fridge unit</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						
OPERATIONAL						



OPERATIONAL						
Ref No/ ID number: 1921		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Tecnoinox Pc70g7a Gas Cooker  Nayati Nge Tl 5-50 13 Kw Gas Burner	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> <li>Burns/scalds</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

CQLG12

OPERATIONAL						
Ref No/ ID number: 193		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
HL-11012 AT PLANETARY MIXER  MAXIMA 7L PLANETARY MIXER  SINMAG KM 25 SPIRAL MIXER	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> <li>Flour dust</li> <li>Contact with moving parts</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
Persons at risk/ Who is harmed (please tick): <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





OPERATIONAL						
Ref No/ ID number: 196		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Techfrost 363a104 blast chiller	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						











OPERATIONAL						
Ref No/ ID number: 202		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Williams proving press</b>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





**Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities)  
 Other (please specify)

OPERATIONAL						
<b>Ref No/ ID number:</b> 206		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Small electrical weighing scales (15 units)	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X1 = 1 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						







Ref No/ ID number: 210		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Mixers:</b>  <ul style="list-style-type: none"> <li>• Hobart A120n Planetary Mixer (2 Units)</li> <li>• Bear Ar005 5 Lt Planetary Mixers (18 Units)</li> <li>• Mixer S.R.L Asm/S 40 Spiral Mixer</li> <li>• Turri Is 20 2 V Spiral Mixer Sinmag Km25 Mixer</li> </ul>	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Manual Handling</li> <li>• Entanglement</li> <li>• Electrics</li> </ul> Electric shock/ fire  <ul style="list-style-type: none"> <li>• Flour dust</li> <li>• Contact with moving parts</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





























Ref No/ ID number: 226		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Tom Chandley compacta M 4 deck 4 tray bakers oven	<ul style="list-style-type: none"> <li>• Electrics Electric shock/ fire</li> <li>• Heat: hot surfaces/ loads</li> <li>• Manual handling: loading and unloading the oven</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff          Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL









## Safety Arrangements and Risk Assessment

OPERATIONAL						
Ref No/ ID number: 231		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented to reduce the risk</b>	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Electrolux 2 Burner & 1 Solid Top Stove N75 / N9e	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Electrics</li> </ul> Electric shock/ fire <ul style="list-style-type: none"> <li>Hot surface</li> <li>Burns/scalds</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: 232		Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS COMMITTEE				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Techfrost 363a104 Blast Chiller	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Electrics</li> <li>Low temperatures</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



OPERATIONAL						
<b>Ref No/ ID number:</b> 234		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented to reduce the risk</b>	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
Williams CImp20 R1 Prover	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Electrics</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





OPERATIONAL						
<b>Ref No/ ID number:</b> 237		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented to reduce the risk</b>	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<b>Brema Cb425a-Q Ice Machine</b>	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Cold Temperatures</li> <li>• Electrics</li> <li>• Contact with moving parts</li> <li>• Ice falling on the floor – slip hazard</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						





CQLG05

OPERATIONAL						
<b>Ref No/ ID number:</b> 240		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS Committee</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) XLikelihood (1-5)			



<p>Techofrigo "Sommelier" 482 Wine Fridge</p>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	<p>1X3 = 3 Low</p>	<p>Maintain current controls</p>	<p>All staff  Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

OPERATIONAL						
<p>Ref No/ ID number: 242</p>		<p>Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee</p>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)  Severity (1-5) X Likelihood (1-5)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

<ul style="list-style-type: none"> <li>• Techno Gas Pro Steril UV Air Sanitiser</li> <li>• SIRMAL UV UTENSIL SANITISER 40903012</li> </ul>	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Food Electrics</li> <li>• UV rays on eyes</li> <li>• Burns/ scalds to skin</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	<p>1X1 = 1 Low</p>	<p>Maintain current controls</p>	<p>All staff</p> <p>Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities)</p> <p><input type="checkbox"/> Other (please specify)</p>						

CQLG217- Demo Kitchen

OPERATIONAL						
<p><b>Ref No/ ID number:</b> 243</p>		<p><b>Date of Assessment:</b> February 2026  <b>Review Date:</b> Ongoing  <b>Risk Assessor(s):</b> SCAFT OHS Committee</p>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

			Severity (1-5) X Likelihood (1-5)	<b>to reduce the risk</b>		
Electrolux 2 Burner & 1 Solid Top Stove N75 / N9e	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Fumes and Gas</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	1X3 = 3 Low	Maintain current controls	All staff  Head of School	Complete
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
<b>Ref No/ ID number:</b> 244		<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b> <b>Risk Assessor(s): SCAFT OHS COMMITTEE</b>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			

<p>Electrolux Esp142frcg 2 Door Refrigerator</p>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics Food stored at incorrect temperatures/ food contamination</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	<p>1X3 = 3 Low</p>	<p>Maintain current controls</p>	<p>All staff  Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/>Other (please specify)</p>						

OPERATIONAL						
<p>Ref No/ ID number: 245</p>		<p>Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee</p>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating  (1-25)  Severity (1-5) X Likelihood (1-5)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

<p>Electrolux Skyline Ecoe101b2ai Combi Oven</p>	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Electrics</li> <li>Gas/Fumes</li> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained and instructed in the use of the equipment</li> <li>Only trained staff are permitted to use equipment</li> <li>Supervision of staff</li> <li>Users carry out visual check before use</li> <li>Users report defects to Line Manager</li> <li>Emergency stop button located in each kitchen</li> <li>User wears PPE</li> <li>Users shut down equipment after use and at the end of day</li> <li>Emergency stop button located in each kitchen</li> <li>Warning signage in place on equipment</li> <li>Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) here</b></li> </ul>	<p>1X3 = 3 Low</p>	<p>Maintain current controls</p>	<p>All staff  Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/>Other (please specify)</p>						

OPERATIONAL						
<p>Ref No/ ID number: See Ref. table above 246</p>		<p>Date of Assessment: February 2026 Review Date: Ongoing Risk Assessor(s): SCAFT OHS Committee</p>				
Hazard	Associated Description	Current Control measures	Risk Factor Rating (1-25)  Severity (1-5) X Likelihood (1-5)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)

<p><b>Techfrost 363a104 Blast Chiller</b></p>	<ul style="list-style-type: none"> <li>• Entanglement</li> <li>• Electrics</li> <li>• Freezer burn</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained and instructed in the use of the equipment</li> <li>• Only trained staff are permitted to use equipment</li> <li>• Supervision of staff</li> <li>• Users carry out visual check before use</li> <li>• Users report defects to Line Manager</li> <li>• Emergency stop button located in each kitchen</li> <li>• User wears PPE</li> <li>• Users shut down equipment after use and at the end of day</li> <li>• Emergency stop button located in each kitchen</li> <li>• Warning signage in place on equipment</li> <li>• Student and staff to familiarize themselves with SOP, which is available in all kitchens and on the <b>SCAFT drive (h) staff and Students Drive (r) <a href="#">here</a></b></li> </ul>	<p>1X3 = 3 Low</p>	<p>Maintain current controls</p>	<p>All staff  Head of School</p>	<p>Complete</p>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

Risk Assessment & Safety Arrangements for the School of Culinary Arts & Food Technology, Tallaght Campus, TU Dublin.

Physical							
Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Status

5.01	C.K/ P.K/ S.R B.L /stores / CDM Lab	Electricity	<ul style="list-style-type: none"> <li>• Contact with electrical installations E</li> <li>• Electrical equipment can cause burns.</li> <li>• Electrocutation and other serious injuries.</li> </ul>	<p>All new electrical installations and all extensions are to be tested and certified as safe, by a competent qualified electrician.</p> <p>Electrical installations are to be checked regularly by a competent qualified electrician.</p> <ul style="list-style-type: none"> <li>• Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards (Electro Technical Council of Ireland).</li> <li>• Enclosures/covers are in place to prevent contact with live electrical equipment/parts.</li> <li>• Damaged extension leads are to be repaired or removed from use.</li> <li>• Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations (e.g. fuses, trip switches).</li> <li>• Work on live electrical equipment is to be avoided where reasonably practicable.</li> <li>• Fire extinguishers that are suitable for fighting electrical fires are provided.</li> <li>• All circuits supplying socket outlets are protected by an RCD (Residual Current Device).</li> <li>• Operations of the RCD are to be tested regularly in accordance with the manufacturer’s instructions.</li> <li>• Where electrical portable appliances are subject to on-going wear and tear, they are to be inspected and tested.</li> <li>• Any scorch marks associated with an electrical appliance or electrical wiring is to be checked urgently by a competent person.</li> <li>• Electrical cable reels are to be uncoiled during prolonged use.</li> <li>•</li> </ul>	5	HOD	On going
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Physical							
Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status

5.02	C.K/P.K/S.R B.L/stores/CD M Lab	General Lab.  Housekeepi ng	<ul style="list-style-type: none"> <li>• Trips (materials left lying in aisles)</li> <li>• Slips (wet floor)</li> <li>• Falls (use of inappropriate materials for accessing higher work areas)</li> <li>• Collision (blockage of access aisle with materials)</li> <li>• Falling objects (improper stacking of materials)</li> <li>• Fire, inadequately and infrequent disposal of combustible rubbish)</li> <li>• Cuts (broken glass of sharp edges can cause cuts)</li> </ul>	<p>All areas shall be kept clean and tidy at all times. This is particularly important in all areas of common use.</p> <p>All corridors shall be dry and free from obstruction at all times. Where floors are wet as a result of cleaning operations, warning signs should be erected to that effect and removed when cleaning is complete.</p> <p>All spillages shall be cleaned up immediately.</p> <p>All workplaces, passageways and stairs should be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately to the STO, Head of Department and/or Building Services.</p> <ul style="list-style-type: none"> <li>• All light fittings, windows will be regularly cleaned and broken light bulbs replaced. Used light bulbs should be appropriately disposed of.</li> </ul> <p>All refuse bins shall be emptied as frequently as necessary to prevent build up of waste.</p> <p>All waste shall be properly cleared away daily</p> <p>Specialised waste bins (sharps, biohazard etc.) shall be handled with care and the relevant PPE should be worn at all times when handling waste.</p> <ul style="list-style-type: none"> <li>• When using any cleaning materials, which may pose a hazard, protective clothing shall be supplied and used e.g. gloves.</li> </ul> <p>Storage and stacking of goods must be done in specifically designated places and located in such a manner as to minimise the hazards of goods falling.</p> <p>Goods should not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.</p> <p>Office equipment and the surrounding area should be kept clean and tidy.</p> <p>Gas supply is switch off at the end of teaching every day.</p>	3	HOD	On going
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Physical							
Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status

5.03	C.K/P.K/S.R B.L/stores/CD M Lab	Manual Handling	<ul style="list-style-type: none"> <li>• Incorrect method of lifting, pushing, pulling or carrying</li> <li>• Attempting to lift something which is too heavy</li> <li>• Lifting sharp/awkward shapes</li> <li>• Lifting material contaminated with harmful chemicals or biological material</li> <li>• The main injuries associated with manual handling and lifting are:             <ul style="list-style-type: none"> <li>• Back strain, slipped disc.</li> <li>• Hernias.</li> <li>• Lacerations, crushing of hands or fingers.</li> <li>• Repetitive Strain Injury.</li> <li>• Bruised or broken toes or feet.</li> <li>• Various sprains, strains, etc.</li> <li>• Biological or chemical contamination.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling device supplied and used in so far as is reasonably practicable.</li> <li>• Mobile trolleys shall be used wherever practicable for transporting goods.</li> <li>• All appropriate staff shall be trained in safe manual handling techniques. Training will be organised in conjunction with the College HR Office and are co-ordinated when there is sufficient demand.</li> <li>• If a member of staff is involved in moving specific items e.g. gas cylinders, then these details should be given to the manual handling specialist and particular attention will be focused on these aspects during training.</li> <li>• Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.</li> <li>• Staff should make themselves aware of the weight of the load to be moved.</li> <li>• Non-slip mats on floor surfaces shall be supplied on areas where there is a particular risk of slipping.</li> <li>• Portable step platforms shall be supplied and used to access loads at high levels.</li> <li>• Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.</li> </ul>	4	HOD	On going
Physical							

Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
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5.04	C.K/P.K/S.R B.L/stores/CD M Lab	Pregnant Employees	<ul style="list-style-type: none"> <li>Physical shocks, including direct blows to the abdomen</li> <li>Handling loads – see Section 7.0 – Manual Handling</li> <li>See Section 23.0 – Noise</li> <li>Excessive heat and cold</li> <li>Movement and postures which are abrupt or severe or give rise to excessive fatigue</li> <li>Ionising radiation and non-ionising radiation</li> <li>See Laboratory Biosafety manual</li> <li>See Section 19.0 – Chemical Safety, including carcinogens, mutagens, teratogens, mercury, cytotoxic drugs.</li> </ul>	<p>On ceiving notification that an employee is pregnant, the specific risks to that employee be assessed and action must be taken to ensure that she is not exposed to anything in orkplace that may damage either her safety or health of her developing child. To do sssessment, the type, quantity and duration of exposure to any agent, process or ing condition must be identified.</p> <ul style="list-style-type: none"> <li>The risk assessment (in writing) must be carried out specifically on the work done by the pregnant employee and must take into account her work environment.</li> <li>If the assessment reveals that there is a risk to the pregnant woman, she must be informed about the risk and what will be done to ensure her safety.</li> <li>The supervisor must assess if there are any practical ways the risk can be avoided (by adjusting the working conditions, hours of work or by providing suitable alternative work)</li> <li>Regulations are applicable as soon as the employee notifies the Institute of Technology Tallaght or her Head of Department that she is pregnant, has recently given birth or is breastfeeding.</li> <li>Any reference to a pregnant woman in this safety statement will include women during pregnancy, immediately after pregnancy and while breastfeeding, in accordance with the regulations.</li> </ul>	4	HOD	On going
Physical							
				Control Measures	Risk		

Ref	Location	Hazard	Associated Description		1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
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5.05	C.K/P.K/S.R B.L/stores/CD M Lab	Lone Working	<p>Lone working implies persons working on their own and without close or direct supervision. The Institute strongly recommends that in the interest of health, safety and personal security, out of hours work should only be undertaken when necessary and no other alternatives are available.</p> <ul style="list-style-type: none"> <li>• Suffering an accident.</li> <li>• Falling ill.</li> <li>• Attack by another person.</li> </ul> <p>Coping with a laboratory incident</p> <p>*Teltonika Handheld Tracker is a handheld terminal with GSM and GPS connectivity, which is able to get device coordinates and transfer them via GSM network.</p> <ul style="list-style-type: none"> <li>- No installation is required</li> <li>- GeoFence function allows to set restricted geographical area and device will send warning messages whenever the object crosses the zone (in or out)</li> <li>- Real-Time tracking from the Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Unsupervised out-of-hours work by undergraduate students is strictly forbidden.</li> <li>• For post-graduate students an Out of Hours Access Request Form must be completed by a supervisor or his / her nominees during periods of absences, the Estates Manager or his assistant. This form must be presented to security for admittance to the Institute along with identification.</li> <li>• A register of out-of-hours access must be maintained at the main Reception Desk. Both staff members and post-graduate students are required to sign in and out of this register.</li> <li>• There must be adequate access and egress.</li> <li>• A lone worker must not undertake any manual handling activity in relation to plant, goods and substances which may result in an injury.</li> <li>• The worker must not suffer from any medical condition that makes him or her unsuitable for lone working.</li> <li>• Suitable safe contact and security arrangements must be in place.</li> <li>• High risk activities must be avoided.</li> <li>• Staff and students alike are to be encouraged to arrange their work times so that there is always one other student or staff member present in the same laboratory. However, it's recognized that on occasion it's unavoidable having a lone worker in the laboratory outside of normal work hours.</li> <li>• As a safety precaution the college has purchased a number of GSM lone Paging Devices. It is strongly recommended in the interest of personal safety that if lone work must be carried out, the devices are utilised.</li> <li>• These devices will be distributed to the School offices and also held by Caretaking staff.</li> <li>• Training on the use of the units will be provided by Building Services.</li> </ul>	3	HOD	On going
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			<ul style="list-style-type: none"> <li>- Device works in Sleep, Logging and Alarm modes</li> <li>- Low battery notification by SMS</li> </ul> <p>USB GSM Modem function</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Man down function: movement sensor for fall detection and power saving</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Alarm button for data and voice transmission</p> <p>Voice calls</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Loudspeaker</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Silent call</p> <ul style="list-style-type: none"> <li>-</li> </ul>				
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Physical							
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Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.06	C.K/P.K/S.R B.L/stores	Display Screen Equipment	<ul style="list-style-type: none"> <li>Poor workstation set up, prolonged Display Screen Equipment (DSE) use</li> <li>Poor seating posture at DSE workstation can cause neck, back, shoulder, arm strain, eyestrain and fatigue.</li> </ul>	<p>An assessment of individual workstations is to be carried out.</p> <ul style="list-style-type: none"> <li>Work tasks are to be varied to ensure that staff are not working at their computers for long periods of time</li> <li>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</li> <li>Employees who use computers are made aware of their right to eye tests</li> </ul>	3	HOD	On going
5.07	C.K/P.K/S.R B.L/stores	Chemicals	Ingestion Skin Eye Burn	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Chemicals are purchased from approved supplier</li> <li>Approved chemical products only are use.</li> <li>PPE is provided from use with chemicals.</li> </ul>	5	HOD	On going

				<ul style="list-style-type: none"> <li>• Chemical dispensers and spray bottles are labelled to indicate their contents</li> <li>• Chemicals are stored in a designated storage area.</li> <li>• Chemicals are used in accordance with supplier's guidelines and chemical training</li> </ul>			
<b>Physical</b>							
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>	<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) Responsible</b>	<b>Target Date / Status</b>
5.08	C.K/P.K/S.R B.L/stores	Maintenance	Falls from height Disturbing asbestos Falls of heavy items Electrical hazard Exposure to dust Noise	<ul style="list-style-type: none"> <li>• Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks.</li> <li>• Maintenance employees have full knowledge of all your machinery and equipment.</li> <li>• Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate.</li> <li>• Maintenance employees are aware of all external gas, water and electricity cut off points.</li> <li>• Isolation of electricity, compressed air, gas, water etc. is crucial to safe</li> </ul>	4	HOD	On going

				<p>maintenance work. Suitable labels should be placed at isolation points</p> <ul style="list-style-type: none"> <li>• Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete.</li> <li>• Special care should be taken when testing out equipment after repairs or maintenance.</li> <li>• Work areas are cordoned off to exclude unauthorised access where necessary</li> <li>• Hazardous areas are locked when not in use e.g. high voltage switch room.</li> <li>• Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use.</li> <li>• External maintenance workers report to designated person.</li> <li>• Tools used for maintenance are in good working order and properly guarded where necessary</li> </ul>			
Physical							

Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.09	C.K/P.K	Deep fat fryer	Serious burn Fire	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Student must be aware and familiar with the temperature control of the equipment</li> <li>• Deep fat fryer must be switched off on the machine</li> <li>• Dry foods thoroughly before frying, otherwise they will splutter and cause burns</li> <li>• Move free standing fryers with great care so as not to jar them and spill oil</li> <li>• Ensure lecturer and students are aware and trained in the use of correct fire prevention equipment related to burning oil/fat</li> <li>• Allowed fat to cool before straining</li> <li>• Never drain used hot fat into plastic containers for disposal</li> </ul>	5	HOD	On going
5.10	P.K	Dishwasher	Burn from contact with chemical or steam	<ul style="list-style-type: none"> <li>• Only trained and authorized employees are allowed to use it.</li> <li>• Scrape waste food into disposal container</li> <li>• Pre-soak and scrub any utensils that are heavily soiled, before putting into dishwasher</li> <li>• Sack items carefully in the racks, and place racks into machine</li> <li>• Check temperature gauges during the wash and rinse</li> </ul>	3	HOD	On going

				<ul style="list-style-type: none"> <li>When cycle is completed, remove racks allow dishes to air dry before stacking</li> </ul>			
<b>Physical</b>							
				<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) Responsible</b>	<b>Target Date / Status</b>
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>				
5.11	C.K /P.K	Mincer	Cuts Amputation Entanglement	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>The operator must be not able to touch the worm through the feed throat if the worm can be touched by the operator, a restriction plate is required and must be securely fixed over the top</li> <li>If a restriction plate is used it must be sufficiently rigid to prevent it being bent out of position</li> <li>A push stick only should be used to force meat down the feed throat</li> <li>The push stick should be designed so that it cannot touch the worm</li> <li>The machine should be sited where it can be used and cleaned safely</li> </ul>	5	HOD	On going
5.12	C.K /P.K	Salamander	Burn	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>Take care when removing foods from salamander</li> <li>Always use tongs for handling and turning grilled foods</li> <li>Salamander must be kept free from fat at all times</li> <li>Use mitts or other protection when removing container</li> </ul>	3	HOD	On going
				<ul style="list-style-type: none"> <li>Salamander should be switched off when not in use</li> </ul>			

				<ul style="list-style-type: none"> <li>Do not store items on top of the salamander</li> </ul>			
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Physical							
Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.13	C.K /P.K	Bain Marie	Food poisoning Electric shock Scalding Burning	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>Ensure unit is clean</li> <li>Ensure drain taps are closed</li> <li>Fill with water to appropriate level</li> <li>Make sure containers and lids are in place</li> <li>Use mitts or other protection when removing hot containers</li> <li></li> </ul>	3	HOD	On going
5.14	C.K /P.K	Range and cooker	Scalding Burning	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>Ensure pilot light are switched on and working</li> <li>Ensure correct temperature is achieved</li> <li>Ensure rings are in working order</li> <li>Ensure pilot lights are switched on and working</li> </ul>	3	HOD	On going

				<ul style="list-style-type: none"> <li>Ensure correct temperature is achieved</li> </ul>			
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				<ul style="list-style-type: none"> <li>• Ensure rings are in working order</li> <li>• When ranges/cookers are not use, check all gas is switched off at mains</li> <li>• Carry out scheduled maintenance to ensure accurate temperature control.</li> <li>• Ensure the restraining wires attached to the hobs during cleaning.</li> </ul>			
<b>Physical</b>							
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>	<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) Responsible</b>	<b>Target Date / Status</b>
5.15	C.K/ P.K/ S.R/B.L	Knives	Serious cut Amputation Cross contamination	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Use the right knife for each job Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip</li> <li>• Do not leave knives in sink, or any place they cannot be seen easily, or where somebody might pick them up accidentally by the blade</li> <li>• A person handling knife should not point it when she /he moves in kitchen area</li> <li>• Staffs are alerted prior to new knives being put into use.</li> </ul>	4	HOD	On going
5.16	C.K/ P.K/ S.R/B.L	Slicer	Serious cut Amputation Cross contamination Electric shock	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Make sure that the guard is in place prior to using the machine</li> <li>• Ensure correct operation procedures are in place</li> <li>• Make sure that all switches are off before you plug in the machine</li> <li>• Ensure that food is properly trapped onto the food carriage before you switch on the machine</li> <li>• Slice only when the spiked pressure plate is in position</li> <li>• Never push the food towards blade by hand</li> <li>• Do not catch food in your hand. Allow food to drop on tray</li> <li>• Allow machine to stop before removing food</li> </ul>	5	HOD	On going

5.17	C.K /P.K	Microwave oven	Food poisoning Electric shock Radiation	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• The operator must be familiar with the temperature controls of the equipment</li> <li>• Not all containers are suitable for use in microwave ovens</li> <li>• Limited oven space restricts use to small quantities</li> <li>• Carry out scheduled maintenance and monitoring of radiation levels.</li> </ul>	3	HOD	On going
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5.18	C.K/P.K	Convection Oven	Burns Scalding Musculoskeletal injury	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Ensure door locks engage fully prior to operation</li> <li>• Exercise extreme caution when opening door. Stand back, to allow steam release</li> <li>• Use mitts or other protection when removing hot containers or trays</li> <li>• Do not overfill containers to avoid spillage</li> <li>• Cling film is not used to cover containers prior to placing in oven.</li> <li>• Equipment defects are immediately reported to maintenance.</li> </ul>	3	HOD	On going
5.19 5.20	S.R/ B.L	Tea /Coffee machine Coffee percolator	Burns Electric shock	<p>Only trained and authorised employees and students are allowed to use it</p> <ul style="list-style-type: none"> <li>• Monitor levels frequently and exercise caution when re-filling unit</li> <li>• Do not allow drainer trays to overfill</li> </ul> <p>Only trained and authorised employees and students are allowed to use it.</p> <p>Unit mounted fixture which be in self service areas</p> <ul style="list-style-type: none"> <li>• Monitor levels frequently and exercise caution when re-filling unit</li> <li>•</li> </ul>	2	HOD	On going
<b>Physical</b>							

Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.21	S.R/ B.L	Food processor	Serious cut Amputation Electric shock Cross contamination	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Avoid sharp edges when changing the cutter</li> <li>Do not introduce hands or fingers to cutting area</li> <li>Do not overfill with hot ingredient for blending</li> <li>Clean bowl after each use to avoid cross contamination</li> </ul>	4	HOD	On going
5.22	C.K/ P.K/ S.R/B.L	Hand blender	serious cut, amputation, electric shock and cross contamination	<p>Only trained and authorised employees and students are allowed to use it.</p> <ul style="list-style-type: none"> <li>Do not introduce hands or fingers to cutting area</li> <li>Exercise caution with hot liquids</li> <li>Clean blade after each use to avoid cross contamination</li> <li>Ensure blade rotation and unplug when cleaning hand blender</li> <li>Store blade safely</li> </ul>	3	HOD	On going
5.23	C.K	Baker oven	Burns Scalding	<p>Only trained and authorised employees and students are allowed to use it.</p> <ul style="list-style-type: none"> <li>Ensure door locks engage fully prior to operation</li> <li>Use mitts or other protection when removing hot containers or trays</li> </ul>	3	HOD	On going
Physical							

Ref	Location	Hazard	Associated Description	Control Measures	Risk Severity x Likelihood 1/2/3/4/5	Person(s) Responsible	Target Date / Status
5.24	C.K / P.K	Vacuum packer	Electric shock	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Never switch on when is empty</li> <li>Not all bags are suitable for use in vacuum packer</li> <li>Clean to avoid cross contamination</li> </ul>	2	HOD	On going
5.25	C.K / P.K	Blast Chiller	Electric shock	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Never switch on empty</li> <li>Operator must be familiar with control panel</li> </ul>	2	HOD	On going
5.26	Store	Walking –in fridge	Cross contamination Slip Trips	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>Floor may be slippery, exercise caution when entering</li> <li>Do not store heavy items high shelving</li> <li>Do not leave door open for any length of time</li> <li>Report damaged door seals or light fittings</li> <li>Adhere to correct storage procedures for cooked and raw foods</li> <li>Store cooked foods above raw foods</li> <li>Do not store food on the ground</li> </ul>	2	HOD	On going
5.27	Store	Walking- in freezer	Cross contamination Slip Trips	<ul style="list-style-type: none"> <li>Only trained and authorised employees are allowed to use it.</li> <li>Do not store heavy items high shelving</li> <li>Do not leave door open for any length of time</li> <li>Report damaged door seals or light fittings</li> <li>Use protective gloves when handling frozen food for lengthy period</li> </ul>	2	HOD	On going

				<ul style="list-style-type: none"> <li>Special mechanisms in place so freeze can be opened from inside</li> </ul>			
<b>Physical</b>							
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>	<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) ) Responsible</b>	<b>Target Date / Status</b>
5.28	C.K / P.K	Saucepans & Cooking Utensils	injury from fallen saucepans  burns  cross contamination	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>When carrying heavy trays etc. of hot liquid use one hand underneath container and the other on the side to secure tray</li> <li>Turn handles of saucepans , pans away from edge of stove, so that the saucepan is not overturned accidentally</li> <li>Do not leave handles of saucepans over gas flame, or metal spoon and ladles in boiling liquids. Metal conducts heat, and you will burn yourself or other</li> <li>Do not reach over a naked gas flame when reaching for saucepan</li> <li>Stand well back when straining hot liquids from one pot to another</li> <li>Clean after each use to avoid cross contamination</li> <li></li> </ul>	2	HOD	On going
5.29	C.K/ P.K	Small mixer	Cross contamination  Injury	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Use safety guard</li> <li>Clean after each use to avoid cross contamination</li> <li></li> </ul>	4	HOD	On going
5.30	C.K / P.K	Large mixer	Cross contamination  Injury	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Use safety guard</li> <li>Clean after each use to avoid cross contamination</li> <li></li> </ul>	4	HOD	On going

<b>Physical</b>							
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Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.31	C.K / P.K	Ice cream machine	Injury Cross contamination	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it</li> <li>• Use safety guard</li> <li>• Clean after each use to avoid cross contamination</li> </ul>	3	HOD	On going
5.32	C.K / P.K	Mandolin slicer	Injury Cross contamination. Do not introduce hands or fingers to cutting area	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it</li> <li>• Avoid sharp edges when changing level</li> <li>• Slice only when is in safe position</li> <li>• Clean after each use to avoid cross contamination</li> </ul>	4	HOD	On going
5.34	C.K / P.K/ S.R	Chafing set	Burn Cross contamination	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it</li> <li>• Ensure unit is clean</li> <li>• Ensure unit is on straight level</li> <li>• Fill with water to appropriate level</li> <li>• Ensure correct temperature is achieved</li> <li>• Make sure containers and lids are in</li> <li>• Clean after each use to avoid cross contamination</li> <li>•</li> </ul>	4	HOD	On going

Physical							
Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.36	S.R /B.L	Bar blender	Cuts Electric shock Cross contamination	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Do not introduce hands or fingers to cutting area</li> <li>Exercise caution with hot liquids</li> <li>Clean blade after each use to avoid cross contamination</li> <li>Ensure blade rotation and unplug when cleaning hand blender</li> <li>Store blade safely</li> </ul>	3	HOD	On going
5.37	P.K /S.R	Flambe Lamp	Burn	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it.</li> <li>Do not overfill with alcohol</li> <li>Use proprietary taper for flame</li> </ul>	4	HOD	On going
5.38	P.K	Carving unit	Burn Cross contamination Electric shock	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Must be aware and familiar with the temperature control of the equipment</li> <li>Take care of hot base when you are carving</li> <li>Clean after each use to avoid cross contamination</li> </ul>	2	HOD	On going
5.39	C.K / P.K	Knife sharpener	Electric shock Injury Cross contamination	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Ensure unit is clean</li> <li>Ensure unit is on straight solid level</li> </ul>	3	HOD	On going
				<ul style="list-style-type: none"> <li>Never get your hand close to the sharpener blade</li> </ul>			

Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
				<ul style="list-style-type: none"> <li>Report any damage cable</li> </ul>			
5.40	C.K / P.K/ S.R/B.L	Juice extractor  Injury	Electric shock Cross contamination	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Ensure unit is clean</li> <li>Ensure unit is on straight solid level</li> <li>Clean after each use to avoid cross contamination</li> </ul>	2	HOD	On going
5.41	C.K / P.K	Caramelizer	Burn  Electric shock	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Handle it with caution due to the heat</li> </ul>	4	HOD	On going
5.42	C.K / P.K	Blow torch	Burns	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Ensure blow torch is off when not in use</li> <li>Do not turn on the torch for long time without flame</li> </ul>	4	HOD	On going
5.43	C.K / P.K	Can opener	Injury	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>Ensure when using the can opener the tin is in proper position</li> <li>Clean after each use to avoid cross contamination</li> </ul>	3	HOD	On going
5.44	C.K / S.R B.L	Stacking chairs	Injury	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> </ul>	2	HOD	On going

				<ul style="list-style-type: none"> <li>Lift or drag no more than one chair</li> <li>Avoid pinching fingers or hand when lifting chairs to the table</li> </ul>			
<b>Physical</b>							
				<b>Control Measures</b>			
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>		<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) Responsible</b>	<b>Target Date / Status</b>
5.45	C.K / P.K	Counter fridge	Cross contamination	<ul style="list-style-type: none"> <li>Do not leave door open for any length of time</li> <li>Report damaged door seals</li> <li>Adhere to correct storage procedures for cooked and raw foods</li> </ul>	2	HOD	On going
5.46	C.K / P.K	Counter freezer	Cross contamination	<ul style="list-style-type: none"> <li>Do not leave door open for any length of time</li> <li>Report damaged door seals</li> <li>Adhere to correct storage procedures for cooked and raw foods</li> </ul>	2	HOD	On going
5.47	P.K	Hot water boiler	Burns Scalds	<ul style="list-style-type: none"> <li>Only trained and authorised employees and students are allowed to use it</li> <li>The area around the hot water boiler is laid out in a safe manner, free from obstruction.</li> <li>The boiler is located at a safe height and at a safe distance from tray set down area to prevent excessive stretching from students and employees.</li> <li>Water boiler is managed in line</li> </ul>	3	HOD	On going

5.49	C.K / P.K	Upright freezer	Cross contamination	<ul style="list-style-type: none"> <li>Adequate space is provided around freezer to permit safe opening of freezer door</li> <li>Sufficient shelving is provided in freezer to enable safe storage of items</li> </ul>	2	HOD	On going
				<ul style="list-style-type: none"> <li>Temperature is checked and recorded on a daily basis in line with HACCP</li> <li>Spillage are managed in line with floor safe system of work</li> </ul>			
5.50	C.K / P.K/Store	Trolleys	Unbalanced loads Overloading pushing incorrectly musculoskeletal and foot injury	<ul style="list-style-type: none"> <li>Trolleys are maintained in a safe condition</li> <li>Trolleys are of a suitable size and can pass through doorways</li> <li>Trolleys are used in accordance with safe system of work</li> <li>Trolleys defects are immediately reported to maintenance and defective equipment is removed from use until repaired or replaced.</li> <li>Trolleys are stored safely when not in use Load are safely secured so as to prevent unsafe movement of loads during transport</li> <li>Manual handling training is adhered to when transporting trolleys</li> </ul>	2	HOD	On going

5.51	C.K / P.K	Wash-up area	<p>Lifting and handling of full crockery and cutlery trays.</p> <p>Twisting and bending overstretching.</p> <p>Contact with broken glass.</p> <p>Slips, trips, falls.</p> <p>Cuts strains and heat stress.</p>	<p>A safe system of work</p> <p>All new employees receive manual handling training prior to commencing in their role and records of training are maintained</p> <ul style="list-style-type: none"> <li>• The dishwasher area is arranged in a manner that prevents bending, twisting and stretching with adequate working space provided</li> <li>• Floor surface are managed in line with safe system of work for floors</li> <li>• Adequate ventilation rate provided in wash-up area</li> <li>• Job rotation is utilised in the wash-up area</li> <li>• A safe system of work is in place for handling broken glass and crockery</li> <li>• Equipment is highlighted to STO if damaged or not working</li> <li>•</li> </ul>	2	HOD	On going
Physical							
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>	<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person(s) Responsible</b>	<b>Target Date / Status</b>

5.52	C.K / P.K	Manual ignition of gas	<p>Delay between turning the gas on and applying the ignition.</p> <p>Leaking gas.</p> <p>Fire and explosion.</p> <p>Serious burns</p> <p>Respiratory irritation.</p>	<p>Gas fired equipment is fitted with flame failure safeguards</p> <ul style="list-style-type: none"> <li>• Only competent fully trained persons are permitted to light gas fired equipment</li> <li>• A safe system of work</li> <li>• Equipment defects are immediately reported to maintenance and equipment removed from used until repaired or replaced</li> </ul>	3	HOD	On going
5.53	C.K / P.K/ S.R/B.L	Portable electrical equipment	<p>Electric shock</p> <p>Fire</p> <p>burns</p> <p>serious injury</p>	<ul style="list-style-type: none"> <li>• Equipment suitable for use in a commercial environment</li> <li>• Equipment is maintained in a good condition</li> <li>• Only trained and authorised staff and students are permitted to use and clean</li> <li>• A safe system of work</li> <li>• A sufficient number of socket outlets are provided for portable electrical equipment</li> <li>• Equipment defects are immediately reported to maintenance and equipment removed from used until repaired or replaced</li> </ul>	3	HOD	On going
				<ul style="list-style-type: none"> <li>• Defective equipment is labelled as faulty</li> <li>• Portable electrical equipment is stored safely when not in use.</li> </ul>			
<b>Physical</b>							

Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person(s) Responsible	Target Date / Status
5.54	C.K / P.K	Ice machine	Electric shock Cross contamination	<ul style="list-style-type: none"> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Keep hand out of machine mechanism during operation</li> <li>• Use only ice scoop to remove ice</li> <li>• Exercise extreme caution to avoid ice spillage on floors while unloading</li> <li>• Clean after each use to avoid cross contamination</li> <li>• Check water supply</li> </ul>	2	HOD	On going
5.55	Store CA,IHTM,CDM	Delivery	Bacterial growth Contamination Physical damage Expiring date Manual handling	<ul style="list-style-type: none"> <li>• Ensure that all delivery are thoroughly checked at time of delivery.</li> <li>• Use material handling equipment such as a cart or dolly to move heavier items.</li> <li>• Assure that all foods come from approved vendors and sources.</li> <li>• Schedule deliveries for off-peak hours and make sure enough trained staff are available to receive, inspect, and store food promptly.</li> <li>• Check Receiving Temperature Log (for delivery days) to ensure proper procedures are being followed. Follow up with staff as necessary.</li> <li>• File HACCP records.</li> <li>• Separate chemicals from foods.</li> </ul>	2	HOD	On going

5.56	Store CA,IHTM, CDM	Storage	<p>Inadequate storage condition and poor stock rotation may result in unsafe work environment.</p> <p>Manual handling. Incorrect food storage may lead to cross contamination.</p> <p>Falling objects, improperly stacked materials, and various types of equipment</p> <p>Poor Posture</p> <p>Repetitive Strain Injury</p>	<ul style="list-style-type: none"> <li>• Efficient storage space.</li> <li>• Ensure shelves are secure and stacked properly</li> <li>• Familiar with correct manual handling procedures.</li> <li>• Store at correct temperature</li> <li>• Cover/wrap food</li> <li>• Separate raw/ cooked food</li> <li>• Stock rotation</li> <li>• Regularly clear out any redundant equipment</li> <li>•</li> </ul>	2	HOD	On going
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Physical							
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Ref	Location	Hazard	Associated Description	Control Measures	Risk 1/2/3/4/5 Severity x Likelihood	Person (s) Responsible	Target Date / Status
5.58	<u>C.D.M. Labs</u> 025 (rear); <u>C.D.M Store:</u> 003	Physiochemical	<ul style="list-style-type: none"> <li>• Virtually all chemicals are potentially hazardous e.g. they may be flammable, toxic, corrosive, water reactive, oxidizing agents, organic peroxides, spontaneously combustible on contact with air or any combination of the above hazards.</li> <li>•• Ingestion,</li> <li>•• Skin, eye contact,</li> <li>•• inhalation,</li> <li>•• Corrosive burns Incorrect</li> <li>•• storage.</li> <li>• Release and Spillage</li> <li>• Irritant</li> <li>Respirator</li> <li>Ingestion</li> <li>Corrosion</li> </ul>	<ul style="list-style-type: none"> <li>• Material Safety Data Sheets (MSDS) should be consulted before using any chemical.</li> <li>• PPE should be worn at all times when handling photographic chemicals for preparation; when using as intended in the laboratory; for storage prior to and after use; for waste preparation; for disposal, and during transfer to the waste disposal supplier.</li> <li>• Only trained and authorised employees and students are allowed to use it.</li> <li>• Chemicals are purchased from approved supplier / agent.</li> <li>• Only regulated (as per Regulation (EC) Number in MSDS) chemical products should be used.</li> <li>• Chemical dispensers and bottles are labelled to indicate their contents</li> <li>• Chemicals are stored in a designated storage areas.</li> <li>•</li> </ul>	5	HOD	On going
				<ul style="list-style-type: none"> <li>• Chemicals should only be used in accordance with manufacturer's guidelines.</li> </ul>			

				<ul style="list-style-type: none"> <li>• Chemical products purchased as CDM Consumables, are deemed appropriate for use as per their manufacturer's MSDS and no other photographic chemicals should be used in the Lab with prior consultation, authorization and/or MSDS verification.</li> <li>• Photographic chemical products used childproof lids can be stored below eye level this level, so as to minimize spillage or release onto subsequent lower levels. However products should not be stored at ground level, so as to avoid, trips, spills or release.</li> <li>• Photographic chemical waste products are stored at ground level, due to their volume (25litre plastic drums) and weight, so as to avoid manual handling and/or spillage injuries. They are stored in a designated section of the darkroom for filling, and removal, as required.</li> <li>• Equipment and apparatus should not be stored among the chemicals .</li> <li>• Spillage cleanup kits/supplies should be stored nearby .</li> </ul>			
				<ul style="list-style-type: none"> <li>• Any bottles filled from other sources during Lecturer supervised classes should be adequately labeled during the Lecturer Supervised classes</li> </ul>			

				<ul style="list-style-type: none"> <li>All stored containers should be properly designed and must be adequately labeled to identify content and hazards - any old or damaged labels should be replaced.</li> <li>Chemicals, equipment and apparatus should not be stored on the floor, or on shelves so as to protrude into traffic areas.</li> </ul>			
<b>Physical</b>							
<b>Ref</b>	<b>Location</b>	<b>Hazard</b>	<b>Associated Description</b>	<b>Control Measures</b>	<b>Risk 1/2/3/4/5 Severity x Likelihood</b>	<b>Person (s) Respo nsible</b>	<b>Target Date / Status</b>
5.59	<u>C.D.M. Labs</u> 012; 014; 020; 025 (rear); 048; 132; 132b; 202; 204. <u>C.D.M Store:</u> 003	<b>Fire</b>	Burns  Smoke Inhalation  Asphyxiation  Other serious injuries.	<ul style="list-style-type: none"> <li>Fire Extinguishers are fitted throughout the campus building.</li> <li>Employees and Students partake in regular co-ordinated Fire Drills.</li> <li>Fire Extinguisher Training is provided to Employees</li> </ul>		HOD	On going

<b>HUMAN FACTORS</b>	
<b>Ref No/ ID number:</b>  HF1.0	<b>Date of Assessment: February 2026</b> <b>Review Date: Ongoing</b>  <b>Risk Assessor(s): SCAFT OHS Committee</b>

Hazard	Risk(s) Associated/Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
			Severity (1-5) X Likelihood (1-5)			
<p><b>Allergens – Specific to Tallaght Campus. Management of Allergens to be controlled under TUD guidelines found at:</b></p> <p><a href="https://www.tudublin.ie/forstaff/safetyhealthwelfare/safetyhub/allergens/">https://www.tudublin.ie/forstaff/safetyhealthwelfare/safetyhub/allergens/</a></p> <p>Examples; Nuts, milk, crustaceans, molluscs, eggs, fish, celery, mustard etc.</p>	<p>Allergic reaction</p> <ul style="list-style-type: none"> <li>• Itching</li> <li>• Hives</li> <li>• Abdominal cramps, nausea or vomiting</li> <li>• Swelling of the throat and tongue</li> <li>• Flushing of the skin</li> <li>• Anaphylaxis</li> </ul>	<ul style="list-style-type: none"> <li>• School SOP on food information for consumers for Health (Provision of food allergen information to consumers in respect of non- pre-packed food) Regulations 2014 (SI 489/2014)</li> <li>• Students are required to complete TU Dublin online food allergy questionnaire during the registration process</li> <li>• Students are responsible for informing TU Dublin of any food allergy during the registration process</li> </ul>	<p>2X4 = 8 Medium</p>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• TU Dublin &amp; School website to include information for all students and potential students - advising that participants on School courses maybe exposed to allergens and restriction may apply.</li> <li>• Student must follow and implement the recommended controls/ actions outlined by their Medical Practitioner(s) as necessary</li> <li>• Student must avoid contact or consumption of food(s) that cause an allergic reaction</li> <li>• Students are required to observe the labelling on products</li> </ul>	<p>All Staff Students</p>	<p>In Progress</p>

		<ul style="list-style-type: none"><li>Students identifying allergies must submit to the TU Dublin</li></ul>				
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		<p>Health &amp; Safety Office medical supporting documentation completed by their treating Medical Practitioner</p> <p>☐ School Induction programme in place for new students</p> <p>Students are advised and encouraged to disclose any allergies or medical conditions to the School at induction and again at commencement of each semester. Staff advised at pre-employment medical by Doctor and at staff induction by line manager</p> <p>☐ Students &amp; Staff should refer to new <i>TU Dublin Allergen Policy Document</i>.</p> <p>☐ Allergen sheets provided to all students for all modules</p> <p>☐ Kitchens, bakeries, training bar and all equipment used in these areas must be cleaned before and after all practical classes as per opening and closing down procedures</p> <p>☐ Notices posted in all kitchens, bakeries and areas used by the School which may have food/food products containing food allergens</p>		<ul style="list-style-type: none"> <li>• Provide gloves (PPE) where contact with specific foods causes an allergic reaction</li> </ul> <p>Students must inform School staff of their food allergies</p>		
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		<ul style="list-style-type: none"> <li>• All lecturing staff are instructed to notify the students in advance of practical classes of the food that will be used in the class that are listed on the allergen sheets.</li>   <li>Lecturers are instructed to email the Kitchen Cut food orders to all students two weeks in advance of practical classes</li>   <li>• Students are required to carry at all times during study any medication necessary to treat an allergy e.g. EpiPen</li>   <li>• Emergency first-aid procedures posted</li>   <li>• AED's located at all the front desks</li>   <li>• First-aid kits located in each kitchen, bakery and at each front desk</li>   <li>• Staff working in kitchens trained in 1-day emergency first-aid</li>   <li>• Student Health Centres – Doctor and nurses available to students 9am- 5pm (located at Tu Dublin Rathdown &amp; TU Dublin Aungier St Campus)</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Induction available from the Health &amp; Safety Office on request by the School</li> <li>• Student and staff advised to wear medic-alert bracelet/necklace</li> </ul> <p>Staff encouraged to inform line manager of any allergies</p>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						



## Health and Safety Agreement for Horticulture Courses (Blanchardstown Campus)

**Note:** Please read carefully the following agreement and tick each section to indicate that you have read and understood it. Then sign and return the document. Anyone who has not agreed to these rules may be refused access to/not allowed to participate in Labs/Tutorials, Practical's, Demonstrations, and or Field trips

### **Access**

1. All students must be supervised at all times by a staff member and there are no circumstances where they will be allowed to work unsupervised.
2. Students have no access to labs outside timetabled hours and the lab may be locked.

**Concessions are made to permit Year 4 students to work on projects in the Horticulture area under strict conditions that they apply due care and demonstrate good knowledge on the use of any equipment and associated PPE.**

### Use of Tools /Equipment/Machinery

3. PPE (Personal Protective Equipment) appropriate to the task at hand MUST be worn when using horticultural tools/operating machinery/power tools.
4. If the need arises fit or adjust any machine or tool that is property of the college, e.g. PTO shaft, mower, tractor, cutting equipment, lawn mower or strimmer etc. the student should approach the lecturer and/or technician and request the adjustment be made.
5. I agree not to operate any item of machinery without being instructed to do so and having first read and understood the specific instructions related to that item. I agree not to operate any machinery without being under the supervision of a Lecturer or Technician.

6. I agree never to operate ANY machinery under the influence of drugs or alcohol.
  
7. If the need arises to adjust any equipment/ machine/power tool (common practice) the equipment/ machine/power tool must be isolated prior to making any adjustments. This will be done by unplugging the item and/or using isolation switch to the off position in conjunction with the on/off switch also in the off position.
  
8. When using lawnmowers, hedge trimmers, strimmer's, drills, etc. the student must wear the appropriate PPE, including safety boots and glasses, and tie back long hair and secure loose clothing for safety reasons. Earplugs/ear muffs should be worn when an individual is in close proximity to engine/electrically powered equipment/machinery. Dust masks/eye/face protection must be worn where required.
  
9. Safety boots must be worn at all times for outdoor practical's, demonstrations, practical tutorials and labs. Students will under no circumstance be permitted into any of the above sessions without the necessary PPE. Long hair, loose clothing and jewellery pose a considerable hazard whilst working in many horticultural situations. Therefore, long hair must be tied up, appropriate workwear clothing must be worn and jewellery removed for all outdoor practical's, demonstrations, practical tutorials and labs
  
10. Care must be taken when working in the science lab and using materials that are hazardous i.e. iodine stains, scalpels, hot plates, certain plant materials – wear face masks, gloves, and/or eyeglasses whenever applicable. Keep work area in lab clean and well-ventilated during experiment work.

#### General

11. Be on time for your practical, for your sake and to avoid disruption to other students and staff.
  
12. Make sure you sign the practical attendance sheet and that your presence has been noted by the lecturer.
  
13. Bring whatever you are required to have i.e. appropriate work wear clothing and safety footwear, secateurs, notebook and pen, camera.
  
14. Coats, bags and PPE should be stored away tidily in your locker. Hallways and work spaces (including outdoor) must be kept tidy and unobstructed.

15. Intentional damage to equipment, machinery, property, or unruly behaviour will not be tolerated.
16. Take care when setting up equipment, ensure it is properly secured and do not allow cables to trail or cause a hazard. Ensure your safety and that of others by considering your operating space before commencing work with any horticultural tools/ equipment/machinery.
17. Keep your work area uncluttered while you are working and tidy up when you are finished. Stow away any tools, machinery, equipment, instruments, cables etc...that you have used in the designated storage areas. All machinery, tools and equipment must be accounted for at the end of each class
18. Always obey the safety instructions given by staff, and procedures where displayed
19. Texting, listening to music and smoking during practicals or demonstrations (inc. those held outdoors) is not allowed. Switch off all mobile phones.
20. Fire safety – on hearing the fire alarm, evacuate the area of work as appropriate while following the lecturer or technicians' instructions.
21. Electrical safety – if in doubt ask your lecturer before connecting anything.

Signed:

Date :

For TU DUBLIN Signed: *SCAFT OHS Committee 23 / 3 / 26*

OPERATIONAL						
Ref No/ ID number: B01		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
<b>Tractors</b>	Falling from tractor  Tractor turning over  Damage caused by tractor / trailer  Injury to pedestrians  Hydraulic hose failure & damage to operator / machine  Entanglement  Excessive noise	<ul style="list-style-type: none"> <li>• Only trained &amp; experienced drivers to operate</li> <li>• Tractors &amp; trailers regularly maintained including hoses</li> <li>• Correct procedures followed when operating tractor and coupling and un-coupling parts</li> <li>• All tractors have safety cabs fitted</li> <li>• Job supervision to ensure safety</li> <li>• Suitable P.P.E to be worn when appropriate – ear protection provided.</li> <li>• No passengers unless designated seat provided</li> <li>• Speed limit – care to be taken on sloping ground</li> <li>• Keys removed when parked</li> <li>• Equal tyre pressure maintained</li> <li>• PTO fitted with guard shield, power driven rotated shafts and universal joints securely covered</li> <li>• Flashing beacon to be used at all times</li> <li>• Auto reversing alarm fitted</li> <li>• When front bucket is loaded ensure full visibility</li> <li>• Any defects relevant to OHS must be immediately reported to OHS committee or MGMT</li> <li>• Vehicle to be serviced in accordance with manufacturer recommendations.</li> </ul>	High - 20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

<b>Ref No/ ID number:</b> B02		<b>Date of Assessment:</b> 20/2/26 <b>Review Date:</b> Ongoing <b>Risk Assessor(s):</b> SCAFT Occupational Health & Safety Committee				
	<b>Hazard</b>	<b>Current Control measures</b>	<b>Risk Factor Rating (1-25)</b>	<b>Further Control measures or actions to be implemented to reduce the risk</b>	<b>Action completed by whom and by when?</b>	<b>Status (In progress/ Outstanding/ Complete)</b>
Operated trailed machinery  Rotavator	<ul style="list-style-type: none"> <li>- Manual Handling</li> <li>- Entrapment / entanglement</li> <li>- Upsetting tractor balance</li> <li>- Loss of control of tractor (weight transference)</li> <li>- Traffic accidents</li> </ul>	<ul style="list-style-type: none"> <li>• All machinery guarded to requirements of the Safety in Industry Act 1955 and 1980, COP B.S P.D.5304 and General Applications (Use of Work Equipment) Regulations 2007.</li> <li>• Training provided in operating trailed machinery.</li> <li>• Trailed machinery going on public road must be compliant with road traffic legal requirements</li> <li>• Use machinery only for the work it was intended and provided.</li> <li>• Do not move machinery to line up hitch, move tractor to avoid lifting machinery</li> <li>• Trailers and other trailed machinery must be set down on a support leg or jockey to avoid lifting when hitching</li> <li>• Be sure work area is clear of people when working with trailed machinery</li> <li>• Passengers must never ride on machinery unless a designated is fitted</li> <li>• Awareness of weight transfer when filling or emptying some trailed machinery is important especially when operating on slopes e.g. slurry tanks</li> <li>• Awareness of stability of both trailed machinery and tractors when operating on slopes</li> <li>• Ensure correct operating procedures are followed</li> <li>• Employees trained in procedures</li> <li>• Personal protection, as required to be worn</li> <li>• Machinery well maintained</li> <li>• Supervision to ensure safety</li> </ul>	High – 20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

OPERATIONAL						
Ref No/ ID number: B03		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and when?	Status  (In progress/ Outstanding/ Complete)
Forklift	Overturning Collision Falling materials Overloading and injuries	<ul style="list-style-type: none"> <li>• Driven slowly and with great care at all times paying heed to position of stationary objects, moving vehicles and pedestrians.</li> <li>• Always driven with forks lowered</li> <li>• Forklift must give way to pedestrians, animals and to other vehicles on site</li> <li>• Forklift must never be overloaded. If in doubt split load.</li> <li>• Must never be used as an elevated work platform</li> <li>• All loads carried must be held securely and supported or suspended in a stable manner, not likely to lead to dropping or spillage</li> <li>• Passengers on the forklift is prohibited</li> <li>• When parked keys must be removed, brakes applied, wheel turned into a wall or stationary object and on a flat surface.</li> <li>• Forklift must not be left running or with the forks raised while unattended</li> <li>• A banksman must be used when forklift is unsighted</li> <li>• When driving around corners horn to be sounded</li> <li>• High visibility and clothing must be worn when operating the forklift</li> <li>• Before using the forklift, ensure lights, horns, brakes, warning devices and control devices are in proper place and working order.</li> <li>• Wheels and tyres are checked before use.</li> <li>• Any faults with forklift must be reported to management immediately.</li> </ul>	High - 20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL

RefNo/ ID number: B04		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
<b>Ride – on Lawnmower</b>	<ul style="list-style-type: none"> <li>- Laceration</li> <li>- Severed limb</li> <li>- Crashing</li> </ul>	<ul style="list-style-type: none"> <li>• Before starting the engine, make sure the transmission is in neutral and the more a blade clutch is disengaged.</li> <li>• Never allow passengers on the lawnmower</li> <li>• slow down when turning and working on slopes. More up and down slopes rather than across them.</li> <li>• Always look behind you when reversing.</li> <li>• If you hit a rock or stump, stop the more and inspect the blades and shaft. Replace damaged blades.</li> <li>• Never leave running lawnmower unattended.</li> <li>• Before leaving the seat, parked the moron a flat surface, disengaged the more blades and remove the ignition key.</li> <li>• Always engage blades only when actually mowing. Never more in reverse.</li> <li>• Keep your hands/feet well clear of all moving/hot parts at all times. Use a stick to dislodge grass if required.</li> <li>• Always parked safely. Brake lock on/ blades disengaged and lowered / fuel valve of – wait until fully quiet, turn off ignition and dismount.</li> <li>• Keep lawnmower in a locked storage area when not in use.</li> <li>• Lawnmower to be serviced regularly by qualified personnel.</li> <li>• All grass cutting on-site is to be conducted by trained personnel.</li> </ul>	High -20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL

RefNo/ ID number: B05		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complte)
Push Lawnmower	Laceration Severed limb Crashing	<ul style="list-style-type: none"> <li>Mow up and down slopes rather than across them.</li> <li>Wear a steel toe cap shoes with good traction when operating the lawnmower</li> <li>Do not bypass the safety device that stops the blade working when the operator releases his/her grip on the handle</li> <li>Work slowly and patiently when mowing tallgrass or tough weeds. Forcing the more may cause damage to the machine, clogs and engine stall.</li> <li>If you stop momentarily, cut the throttle to idle and ensure the mower cannot roll</li> <li>If you hit a rock or stump, stop the more and inspect the blades and shaft. Replace damaged blades.</li> <li>Never leave running lawnmower unattended.</li> <li>Keep your hands/feet well clear of all moving/hot parts at all times. Use a stick to dislodge grass if required.</li> <li>Keep lawnmower in a locked storage area when not in use.</li> <li>Lawnmower to be serviced regularly by qualified personnel.</li> <li>All grass cutting on-site is to be conducted by trained personnel</li> </ul>	High -20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						



OPERATIONAL

RefNo/ IDnumber: B06 Date of Assessment: 20/2/26  
 Review Date: Ongoing  
 Risk Assessor(s): SCAFT Occupational Health & Safety Committee

	Hazard	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
<b>Hedge Trimmer</b>	<ul style="list-style-type: none"> <li>Severe cuts</li> <li>possible amputation</li> <li>Fire during refuelling</li> <li>being struck by flying debris</li> <li>injury to 3<sup>rd</sup> parties in close proximity to operator</li> </ul>	<ul style="list-style-type: none"> <li>avoid touching rocks, debris and gravel with the trimmer to prevent serious injury if kickback occurred</li> <li>always wear a hedge trimmer harness correctly, adjusting straps for comfort to prevent strain injury</li> <li>always adjust the handles of hedge trimmer for comfort to avoid strain injury</li> <li>never climb using a hedge trimmer, work at ground level only or offer proper work platform</li> <li>always keep the hedge trimmer blades sharp and tightfitting. Always keep the blade within its scabbard when not in use</li> <li>always make sure the hedge trimmer blades are free to move but never use it unless the correct idling speed stops the movement</li> <li>always carry the hedge trimmer by the front handle so the blades are pointing upwards behind you</li> <li>hedge trimming is a one man job. Never work one-handed when trimming hedges, a trimmer is a two-handed power tool</li> <li>always wear full PPE when operating a hedge trimmer (ear protectors, gloves and mesh visor.</li> <li>Never operate a hedge trimmer above shoulder height</li> <li>always switch off the hedge trimmer fully if it becomes jammed before freeing it up</li> </ul>	High -20		Head of School	Ongoing

**Persons at risk/ Who may be harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify)

		Operational				
RefNo/ IDnumber: B07		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
<b>Hydraulic Lifts</b>	Risk of collapse	<ul style="list-style-type: none"> <li>Hydraulic lifts to be fitted with check valve device to prevent collapse</li> <li>adequate protection against freefall and creeping on hydraulic lifts</li> <li>keep hands out of working area</li> </ul>	High -20		Head of School	Ongoing
<b>Electric Power Tools</b>	Electrocution Electric shock Fire	<ul style="list-style-type: none"> <li>All equipment checked visually on a regular basis, to ensure the cables are in good condition, clothes are sound and correctly attached and fused in the equipment is in general good repair.</li> </ul>	High -20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL

RefNo/ ID number: B08		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
<b>Hand Tools</b>	Lacerations and cuts from hand tools	<ul style="list-style-type: none"> <li>Hand tools must be carried properly with sharp edges pointing away from the body in a pouch or purpose made belt</li> <li>tools must not be carried if they interfere with the hands while climbing a ladder or structure</li> <li>tools must not be dropped or drawn from one worker to another</li> <li>Ensure tools are not misused or mishandled as minor defects may have serious consequences</li> <li>the correct tool must be selected for each job</li> <li>all tools must be kept in good condition</li> <li>all tools to be used in a safe manner</li> <li>all tools to be kept in a safe place at all times</li> <li>and tools to be inspected on a regular basis – once per month</li> <li>faulty tools must be replaced</li> <li>before commencing using power tools ensure that you're in a safe position with the workspace clear of personnel and obstructions</li> <li>required personal protective equipment (PPE) must be used at all times when operating hand tools</li> </ul>	High -20		Head of School	Ongoing
<b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)						

OPERATIONAL

RefNo/ ID number: B09		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Completed)
<b>Chemical Products</b>	- Contact with skin - Ingestion - inhalation of and vapours	<p>TU Dublin Horticulture Dept. shall satisfy at least the following requirements:</p> <ul style="list-style-type: none"> <li>The structure of the storage facility shall be such that - it is not connected to a pack-house or area where food products are present</li> <li>It is a dedicated chemical store and is not used for any purpose other than storage of plant protection and biocidal products and other chemicals</li> <li>It is enclosed and of sound construction It has a secure lock</li> <li>In the case of walk-in stores, it is well ventilated</li> <li>It is well lit</li> <li>Its construction is such that leakages or spillages are retained within the store</li> <li>Shelving provided is made from non-absorbent materials, and a warning sign is displayed on the entrance to the store</li> <li>Facilities that shall be available and used, as appropriate, shall include at least - a list of key emergency contact numbers displayed near the entrance of the store (e.g. doctor, fire service.)</li> <li>Recommended protective clothing and equipment are clean and properly maintained</li> <li>A regularly calibrated weighing scales, designated and labelled for weighing plant protection products only</li> <li>Measures for liquid plant protection products, designated and labelled for measuring plant protection products only</li> <li>Facilities for soaking up small spillages or leakages (e.g. bucket of sand or peat);</li> <li>The operating procedures followed, shall include the following - powders shall be stored separately from or above liquids, plant protection products shall only be stored in their original containers.</li> <li>An appropriate area shall be used for measuring and mixing plant protection products.</li> <li>Only plant protection products included on the register of plant protection products may be acquired and stored.</li> </ul> <p>Record Keeping Relating to Chemicals:</p>	High -2		Head of School	Ongoing

		<p>TU Dublin Horticulture Dept. shall maintain the following records which on request shall be produced for inspection by an authorized officer:</p> <p>(a) the name and address of the supplier of product for each product used:</p> <ul style="list-style-type: none"> <li>(i) the brand name of each product received</li> <li>(ii) the PCS number of each product received</li> <li>(iii) the pack size or sizes and quantities of each product received (iv) the quantity of each product received (kilograms or litres)</li> </ul> <p>(b) for each product used or applied:</p> <ul style="list-style-type: none"> <li>(i) the brand name of each product,</li> <li>(ii) the PCS number of each product,</li> <li>(iii) the date or dates of application of each product,</li> <li>(iv) the crop and area treated with each product,</li> <li>(v) the quantity of each product applied (kilograms or litres), (vi) rationale / reason for use; and</li> </ul> <p>(c) for each product returned and for disposals:</p> <ul style="list-style-type: none"> <li>(i) the name of the company to which returned or the name of the disposal company or organization,</li> <li>(ii) the brand name of each product disposed of or returned,</li> <li>(iii) the PCS number of each product disposed of or returned,</li> <li>(iv) the date of return or disposal of each product,</li> <li>(v) the quantity of each product disposed of or returned</li> </ul>				
<p><b>Persons at risk/ Who may be harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

		Operational				
Ref No/ ID number: B10		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
Hazard	Current Control measures	Risk Factor Rating  (1-25)	Further Control measures or actions to be implemented to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)	
Ladders  Fall from a height  slips trips and falls falling debris falling ladder	<ul style="list-style-type: none"> <li>• Ensure ladders are the right equipment for the job rather than scaffolding etc</li> <li>• ladders must be in good condition and free from defects</li> <li>• ladders must rest on a firm flat base</li> <li>• never over reach remove a ladder when in use</li> <li>• never place tools on ladder rungs</li> <li>• never work of the top two steps</li> <li>• never more than one person on the ladder at one time</li> <li>• lock styles and step ladders into correct position and ensure they are taut for commencing work</li> <li>• do not leave stepladders unattended</li> <li>• stepladders should never be straddled</li> <li>• metal ladder should never be used in near electricity</li> <li>• never carry anything whilst climbing a ladder</li> </ul>	High -20		Head of School	Ongoing	
Persons at risk/ Who may be harmed (please tick): <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

OPERATIONAL						
Ref No/ ID number: B11		Date of Assessment: 20/2/26 Review Date: Ongoing Risk Assessor(s): SCAFT Occupational Health & Safety Committee				
	Hazard	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom and by when?	Status  (In progress/ Outstanding/ Complete)
Field Work	Lone working Working in hazardous terrain Lifting and handling heavy equipment Exposure to diseases such as Weils disease / tetanus Hypothermia Slips trips and falls Cuts and sprains Drowning Interaction with animals	<ul style="list-style-type: none"> <li>Carefully plan itinerary and work routes</li> <li>obtain formal permission to visit relevant sites</li> <li>ensure workers are aware of the correct PPE, equipment and clothing for the job</li> <li>first-aid, accident and emergency procedures must be in place</li> <li>first aid kit must be carried at all times</li> <li>Management was satisfied with the fitness and health of workers and students to carry out the job</li> <li>depending on the location of the job, ensure tetanus and vaccinations boosters are up-to-date</li> <li>contact details of the relevant emergency services must be documented and to hand during fieldwork</li> <li>ensure copies of the proposed itinerary, location and routes are left with a member of management in case of emergency response needs to be commenced</li> <li>avoid or abandon outdoor activities in extremely bad weather</li> <li>take special care when carrying out field work at long water courses, bog land, areas of loose rock are near cliff edges</li> <li>where high visibility clothing and carrying out fieldwork near roadways</li> <li>take special care when entering areas containing livestock especially rams, bulls and horses</li> <li>avoid undertaking fieldwork in close proximity to agricultural or forestry work</li> <li>avoid injury through lifting heavy samples and equipment. Personnel undertaking fieldwork must complete manual handling training beforehand.</li> <li>There is a danger of overexposure to sunlight during fieldwork (even during winter). In short were sunblock and sunglasses (especially when working your water) when working outdoors</li> </ul>	High -20		Head of School	Ongoing

		<ul style="list-style-type: none"> <li>• clean hands with antiseptic wipes after each site visit. This is particularly important if there is a risk of exposure to animal faecal matter.</li> <li>• Fieldworkers may be exposed to disease. If exposure to the disease is suspected, ensure to inform medical staff of location and content of recent field visits.</li> </ul>				
<p>Persons at risk/ Who may be harmed (please tick): <input checked="" type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input checked="" type="checkbox"/>Contractors/ Service provider <input type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/>Other (please specify)</p>						

## Working with and Around Bees and Beehives in The Horticulture Facility, TU Dublin-Blanchardstown Campus.

### Introduction

Bees live and do important work in the environment—pollinating food crops. There are already many honey bees foraging on our campus. When bees are calm and don't feel threatened, the chance of being stung is low. Working close to bee hives increases the risk of bee stings. The bee hives will be located in a quiet corner of the horticulture facility where the bees can access nectar and pollen from flowering plants. Bees can sting. In most cases, bee stings are just annoying and basic first aid treatment is all that's necessary to ease the pain. But if you're allergic to bee stings or you get stung numerous times, you may have a more-serious reaction that requires emergency treatment.

### Identifying the risk factors

- Not everyone knows whether they have an allergy to bee stings.
- Working near bee hives brings a higher risk of being stung.
- All bee keepers will get stung at some stage despite wearing the best protective personal equipment (PPE) available.
- Bees dislike dark woolly clothing including felt hats and wool socks and are likely to panic and sting if caught in hair or clothing fibres.
- Bees dislike several odours including oil, perfume, hairspray, diesel, dog and horse odours, and the build-up of excessive perspiration.
- Bees dislike their flight path being disrupted.
- Bees may be more agitated in damp, thundery weather conditions.
- Caution must be exercised when digging or operating loud machinery or ground vibrating machinery such as rotovators near the hives and if the bees change behaviour and become more aggressive i.e. flying rapidly into the face or upper body, stop the activity and withdraw from the area until they are calm.

### Control and risk reduction measures

It is important to practice these 7 safe systems of work to reduce the risk of bee stings to students, learners employees, visitors to the facility and any other people that may be exposed to bees while in horticulture facility.

1. **Hive location** The bee hives must be positioned away from the busy areas such as sheds, gates, footpaths and public traffic areas. In fact it is recommended that the hive entrance should face toward a screen, shade cloth, hedge or shrub line. This will encourage the bees to fly up above 2 metres and away from interactions with humans on the ground.
2. **Allow bees clear access.** Ensure the hive opening cannot be blocked and that the bees' flight path is unobstructed.

3. **Clearly mark the area around the hive.** Person accessing the hive area for management or harvesting will be closely supervised by a skilled and experienced apiarist. Employees and students doing non-apiary work in the rest of the facility will not be required to routinely work in close proximity to the hives or the bee's flight path. When employees and students are required to work in an area near bee hives, they will wear appropriate clothing- a light coloured long sleeved shirt, long pants and boots.
4. **Information and Training.** Before the hives arrive on site this Spring 2022, there will be a induction session delivered for students and staff of the horticulture facility by the Apiculture Lecturer. The session will explain clearly the risks and protocols to be used when working with or around bees and what to do if a sting occurs. The risks will be clearly identified, risk reduction and minimisation strategies will be explained and tested and each participant will be asked to sign a completion of training record. The Student Handbook Safety Statement will be updated to include a section on bee safety protocols and students will tick and sign a copy for retention by the year coordinator as per usual annual practice.
5. **Allergies.** All visitors to the facility will be notified about the presence of bees. People aware of their bee allergy will be advised to bring their epi pen, if no epi pen is available do not access the apiary area.
6. **First aid.** There is a properly stocked first aid kit available in each of the facility sheds and in the student welfare building. Employees will be aware of the first aid procedure for the treatment of bee stings- i.e. remove the barbed stinger as soon as possible by gently scraping the affected area and apply appropriate medication, an over the counter, topical anti-histamine cream for insect bites and stings if required to minimise pain and reduce swelling.
7. **Protective personal equipment (PPE)** Trained apiarists must wear protective clothing including:
  - a complete bee-suit with hood and face mesh attached or a folding wire bee veil over a hat to maintain a reasonable distance between the beekeeper's face and the bees with light coloured coveralls with elastic cuff.
  - boots that cover the ankles
  - elbow length bee-keeping gloves

While every effort will be made to reduce and minimize risk if a visitor, staff member, employee or student is stung, we will follow these 5 steps:

1. Treat immediately by removing the barbed stinger as soon as possible by gently scraping the affected area and apply appropriate medication.
2. Monitor for any signs of adverse reaction.
3. If a severe reaction develops such as swelling, rash, temperature, confusion, difficulty with breathing- the affected person must be accompanied quickly to the nurse on duty on campus: Deirdre Betson 01 2208117. If the nurse is unavailable the person should seek medical attention off campus immediately.
4. The incident must be fully documented by the responsible person in charge and communicated to the year coordinator and head of department.
5. A post incident report identifying further risk reduction strategies should be prepared and submitted to HoD, the safety statement will be updated, any new strategies will be communicated to all staff, students and visitors to the horticulture facilit

# Standard Operating Procedure (SOP) – Blanchardstown Horticulture Complex

Direct Weblink to SOP Document for our Blanchardstown Horticulture Complex [Horticulture Complex - Standard Operating Procedures - full doc - draft appendices - Draft v6.docx](#)

## Introduction

Horticulture is defined as “the Art, Science, Technology and Business of intensive plant cultivation for human use” by the Chartered Institute of Horticulture ([www.horticulture.org.uk](http://www.horticulture.org.uk)). Food production, floristry, public and private landscape design and management, historical landscape restoration, leisure and sports facilities are all aspects of Horticulture which may impact on people’s lives without them even realising it, while horticulture education, the use of horticultural activities in health and therapeutic settings and the role of Horticulture in shaping government policies may be less obvious to the general public but important to individuals in those settings. While there are many different roles available and competencies required in Horticulture, all education must be underpinned by the acquisition of comprehensive scientific knowledge and the proficient development of technical practical skills; in order to achieve this level of professionalism, the facilities provided must be of a high standard, suitably maintained and improved/enhanced as new research and technology becomes available in a fast-changing and ever developing industry.

The Standard Operating Procedures (SOP) for our Blanchardstown Campus and the operating procedures contained within this document (see weblink above) are designed to ensure the delivery of a high standard learner experience through the efficient and competent management of the Horticulture Complex, providing an area for demonstration and practise of practical skills that embeds best practice and individual competence in a safe environment. The personal health and safety of all staff and learners participating in the university’s Horticulture programmes is of utmost importance.

## Standard Operating Procedures

The Standard Operating Procedures (SOP) provides a standardised framework for the operation, maintenance, and training activities of the Horticulture Complex, ensuring consistent practices, safety, and effective knowledge transfer. This SOP document applies to all TU Dublin and visiting staff, learners, and visitors involved in or interacting with the Horticulture programmes and complex. This manual should be available to all relevant people, and they should familiarise themselves with those parts appropriate to their presence in the Blanchardstown Campus Horticulture Complex.

It is envisaged that this SOP document will be regularly reviewed to ensure it remains relevant and should be updated if new procedures are adopted or where changes occur in existing practices and procedures; changes in national government or EU legislation relevant to any of the subject areas in this document should be updated as soon as possible to ensure compliance. An annual review by the Horticulture team will be undertaken at a minimum.





## Appendices

*Appendix 1*

*Appendix 2*

## School/Function Safety Committees

School/Function management can either choose to have health and safety as a standing agenda item at School/ Function meetings or set up a safety committee. The School/Function Safety Committee has an advisory and consultative function.

## Guidance Document for School/Function Safety Committee

### School/Function Safety Committee

This Committee has an advisory role regarding health and safety in their School/Function.

Examples of activities that Safety Committees may undertake at the School/Function level include:

- Assistance in the identification and control of hazards;
- Encouragement of safe work practices;
- Assistance in the development of safe working procedures, operating procedures and maintenance schedules;
- Assistance in the development of School/Function laboratory safety manuals (where relevant) and specific induction programs;
- Identification of employee and student training needs;
- Development and review of School/Function policies, practices and consultative procedures;

### 1. Structure

It is recommended that School/Function Safety Committees have involvement from both staff and students where applicable. Each area of teaching and research should be represented on the committee. Members will include as appropriate:

- Head of School/Function, Manager or their nominee
- Academic staff
- Professional services staff
- Technical staff
- Student representatives.

Membership and the Chair of the committee are reviewed at the first meeting of each year. The Chair should be the Head of School/Function or their nominee. New membership should be encouraged each year. If requested, a representative from the Safety, Health & Welfare Office can attend as a non-voting member.

### 2. Meetings

Meetings should be conducted at least every 3 months or more frequently if required.

### 3. Agendas and Minutes

Recommended agenda items include:

- Business arising from previous meeting;
- School/Function risk assessments
- Recent hazard and accident reports;
- Workplace inspections/audits findings;
- Training needs or upcoming courses of interest;

# Safety Arrangements and Risk Assessment

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- First-aid requirements e.g. first responders and first-aid equipment needs;
- Feedback from the Campus and University Safety Health and Welfare Committees;
- Legislative or policy changes that are applicable to the work area; and
  
- Any issues that may affect the health and safety of employees/ students/ others in the School/ Function.

Minutes of meetings are to be recorded and circulated to the members of the School/Function Safety Committee.

## 4. Issue Resolution

Issues should be attempted to be resolved at the School/Function Safety Committee level. If the issue cannot be resolved it should be forwarded to the Campus Safety Committee for assistance in issue resolution. Urgent issues should be brought to the attention of the Head of School/Function and/or the Dean/Head of Service as soon as possible for resolution.

## Appendix 2

### Staff organising Student Travel and Trips

Trips may be defined as University organised visits for the purposes of teaching or research and in places which are not under the University's control but where the University is responsible for the safety of its staff, students and others exposed to its activities.

#### Responsibility of the School/Function

The School/Function will take all reasonable steps to secure the safety, health and welfare of staff and students whilst participating in fieldtrip activities. Staff and students participating in fieldwork activities will be made aware of the hazards associated with the activity and provided with the necessary information and training, if required.

Every trip and associated activity should be risk assessed in advance of the trip using the University's Trip Risk Assessment template form (available below and <https://www.tudublin.ie/forstudents/safety-health-welfare/safety-hub/trips-travel-and-events/>) and appropriate control measures put in place prior to the commencement of the trip. Particular attention should be paid in the risk assessment process to vulnerable groups such as young persons (i.e. under 18 years), pregnant and nursing mothers and those with a disability.

The School/Function will ensure that contingency plans are in place in the event of an emergency during the trip and that all staff and students participating in the trip are aware of these plans. All students participating in trips must co-operate and behave responsibly and adhere to all instructions given to them.



**TRIP/TRAVEL RISK ASSESSMENT FORM**

Please complete all sections of this form in advance of each trip (e.g. fieldtrip to sample water, complete survey, excursion to visit sites, trip abroad, conference, expedition) and submit a copy for review to the Safety, Health and Welfare Office at least 10 working days in advance of the trip. If you require any guidance or assistance with completion of this form then please contact the Safety, Health and Welfare Office [shw@tudublin.ie](mailto:shw@tudublin.ie)

SECTION 1		INFORMATION	
1	Course Code / Details		
2	School / Function		
3	Trip Leader / Coordinator		
4	Contact Details		
SECTION 2		TRIP INFORMATION	
5	Date(s) of Trip		
6	Duration of Trip (days)		
7	Location(s) and Address(es) of Trip		
8	Participants	TYPE	NUMBER
		Undergraduate students	
		Postgraduate students	
		Staff members	
		Members of the Public	
		Other (please specify)	

9	Description of trip activities and itinerary	
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	SECTION 3	ARRANGEMENTS & PROCEDURES Please outline what you have in place for the trip
10	Travel & Transportation Examples: <ul style="list-style-type: none"> <li>• Type</li> <li>• Company</li> <li>• Who will be meeting/greeting</li> <li>• Designated meeting point(s)</li> </ul>	
11	Accommodation Examples: <ul style="list-style-type: none"> <li>• Location</li> <li>• Facilities</li> </ul>	
12	Supervision of Students Examples: <ul style="list-style-type: none"> <li>• Security</li> <li>• Staff numbers</li> <li>• Accountability</li> <li>• Log of contact numbers for attendees</li> </ul>	

13	Emergency Plans Examples: <ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• General personal safety</li> <li>• Accidents/Incidents Reporting</li> </ul>			
	<b>SECTION 4</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
14	Is adequate insurance in place for the trip? Please email <a href="mailto:insurance@TUDublin.ie">insurance@TUDublin.ie</a> for confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Has all essential health and safety information been made available to all concerned parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Have participants been instructed in the use of any special equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Have all participants completed the health questionnaire in Appendix A (only required for overnight stays or if medical information should be made known to organisers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
18	Is there a qualified first-aider attending the trip? (Recommended in remote locations or where there is none in host organisation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Is a suitably stocked travel first-aid kit available? (Recommended in remote locations or where there is none in host organisation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is appropriate safety clothing and equipment available (if required?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 5: RISK ASSESSMENT**

The risk assessment table below sets out the hazards that may affect your trip. Please use them as a guide when completing your risk assessment specific to your trip activities. If a section is not applicable please mark it N/A. An example has been highlighted. This list is not exhaustive and can be modified to suit your needs.

SECTION 5		RISK ASSESSMENT	
HAZARD		ASSOCIATED RISK(S)	CONTROL MEASURE(S)
Physical Hazards		Associated Risk(s)	Control Measure(s)
Weather Conditions: Inclement Weather  EXAMPLE		<ul style="list-style-type: none"> <li>• Hypothermia</li> <li>• Frostbite</li> <li>• Sunburn</li> <li>• Heat stroke</li> <li>• Poor visibility</li> <li>• Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>• Note weather forecast and cancel or modify activity accordingly</li> <li>• Appropriate protective clothing</li> <li>• Provision for shelter</li> <li>• Restrict duration of exposure</li> <li>• Monitoring and supervision</li> <li>• Safety equipment and emergency supplies (torches, whistles, high visibility clothing, food)</li> <li>• First-aid training and supplies</li> </ul>
Travel & Transport			
Vehicles and machinery			
Travel and Transport			
Electricity			
Tools & Machinery			
Buildings			
Site location, terrain and conditions			
Waste Management			
Child protection			

Chemical Hazards		Associated Risk(s)	Control Measure(s)
Exposure to Chemicals			
Human Factor Hazards		Associated Risk(s)	Control Measure(s)

	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Lone working</li> <li>• Assault</li> <li>• Theft</li> <li>• Personal injury / medical emergency</li> <li>• Health/hygiene</li> <li>• Local issues e.g. dress code, behaviour, customs etc.</li> </ul>		
	Biological Hazards	Associated Risk(s)	Control Measure(s)
	Exposure to Biological Agents		
	COVID-19	Transmission and spread of COVID-19	<ul style="list-style-type: none"> <li>- Follow current public health guidelines</li> <li>- Do not attend if symptomatic or on advice of HSE</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Face coverings advisory</li> <li>- Hand hygiene</li> <li>- Ventilation</li> <li>- Respiratory etiquette</li> <li>- Response procedures for dealing with symptomatic individuals</li> <li>- Cleaning and disinfection</li> <li>- Follow infection control procedures for first-aid treatment</li> </ul>

\*This risk assessment has been undertaken to the best of the organiser's knowledge and ability.

## SECTION 6

Approved by the Head of School/Function:

Name:

School/Function:

Date:

APPENDIX A

Completed forms should be held by the School/Function for use on the trip and securely destroyed after the trip.

HEALTH QUESTIONNAIRE FOR TRIPS/TRAVEL (for Overnight Trips)

Please note that we require only information that may assist you in the event of an emergency situation. There is no requirement to complete below unless there is something important and relevant that should be brought to the organiser’s attention.

MEDICAL CONDITION	YES	NO	If YES, Please Give Details
Do you have any significant allergies (e.g. pollen/dusts/insects/food/medication/other) that could trigger a severe reaction?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any medical condition or take any medication that might cause you to become unexpectedly drowsy/unsteady on your feet or cause a sudden loss of consciousness?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any history of a significant hearing impairment that might make it difficult to hear a warning alarm (e.g. fire/evacuation alarm) or to follow instructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any significant visual impairment (not corrected by glasses)?	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: The information below is requested to ensure your safety, health and welfare on trips and to ensure that appropriate assistance can be provided to reasonably accommodate personal safety on trips. All information provided will be treated as strictly confidential and used only to ensure your safety on a trip. You may be approached in confidence by the staff member organising the trip to clarify any assistance required to undertake the trip safely or to clarify details on this form.

We encourage anyone with a relevant medical condition to communicate details on the day to the trained first-aider/organiser accompanying you. If you have any concerns we can put you in contact with our occupational health service to speak with a nurse or doctor in confidence.

PLEASE USE BLOCK CAPITAL LETTERS

Name:

Mobile No.:

Date of Birth:

Male/Female/Other:

Next of Kin Name:

Next of Kin Contact Number:

Do you have, or have you ever had in the past, any of the following?

MEDICAL CONDITION	YES	NO	If YES, Please Give Details
Do you have any mobility difficulties or require use of any mobility aids to safely engage in a trip?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need any assistance to safely undertake a trip?	<input type="checkbox"/>	<input type="checkbox"/>	
Participant Signature:			Click or tap here to enter text.
Date:			Click or tap to enter a date.

\*If any changes occur regarding the information provided please inform the organiser.