



South Tyneside Council

RISK ASSESSMENT

Department: Services for Young People, Children, Adults & Families		Section: Thurston O.E.C.		Assessment No: H4									
Work Activity	Dining Room												
Method/Task	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Risk rating, without controls <i>(see Matrix overleaf)</i></td> </tr> <tr> <td style="width: 70%;">High</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Medium</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Low</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>					Risk rating, without controls <i>(see Matrix overleaf)</i>		High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	Low	<input type="checkbox"/>
Risk rating, without controls <i>(see Matrix overleaf)</i>													
High	<input type="checkbox"/>												
Medium	<input checked="" type="checkbox"/>												
Low	<input type="checkbox"/>												
Hazards	Slips, trips, bumps & falls Group behaviour Fire Burning and scalding Injuries/illness/food allergies												
Population Exposed	Employees:	<input checked="" type="checkbox"/>	Sub Contractors:	<input checked="" type="checkbox"/>	Public:	<input type="checkbox"/>							
	Young Persons:	<input checked="" type="checkbox"/>	Special Groups:	<input checked="" type="checkbox"/>	Children:	<input checked="" type="checkbox"/>							
Control Measures	Appropriate group briefing Continued monitoring by all responsible persons Suitable footwear worn Appropriate supervision by leaders First aid trained staff and first aid kits available Facilities available for cleaning up spills Fire alarm system, Fire Risk Assessment and Fire Policy in place Group stay seated at dining tables with one person clearing and cleaning each table Groups queue one table at a time at serving area Medical and dietary requirements of group provided by visiting leaders Hot surfaces have suitable guards and/or signage Serving of hot drinks supervised as appropriate Food served at appropriate temperature for guests Appropriate Food Hygiene regulations and guidelines followed Dining Room locked at night time Continue on separate sheet, if necessary												
Information Instruction Training Required	As above												
Personal Protective Measures (PPE)													

Implementation Plan		By Whom	Target Date
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Risk Rating with Controls in place	<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM	<input checked="" type="checkbox"/> LOW
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Monitoring and Review	Review Date	By Whom	Target Date
	<i>Jan 2018</i>	<i>Staff</i>	<i>Jan 2018</i>

Action Identified From Review		By Whom	Target Date
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Risk Matrix				
Likelihood		Worst Case Outcome		
		<i>Fatality</i>	<i>Major Injury</i>	<i>Minor Injury</i>
	<i>Probable</i>	HIGH	HIGH	MED.
	<i>Possible</i>	HIGH	MED	MED.
	<i>Improbable</i>	MED.	LOW	LOW

Assessment conducted by: _____ **Signed:** _____ **Date:** _____
 Revised: January 2018. AS, RC, MK, JS, CN, JR

