Work Task List

Company: BCLC Department: Youth Location: Oasis Coffee Bar

|  |  |  |  |
| --- | --- | --- | --- |
| Location | People | Equipment | Activities |
| Oasis Coffee Bar | Staff, volunteers and young  people | Micro-wave oven x2 | Heating up Pizza and chips |
|  |  | Till | Taking money |
|  |  | Sink & taps | Washing up ready for steriliser |
|  |  | Steriliser | Sterilising cups, plates, cutlery etc. |
|  |  | Kettle | Making tea, coffee & hot chocolate |
|  |  | Tables | Food and drinks put on them |
|  |  | Chairs | Sitting on them |
|  |  | Fridge & chiller | Keeping food/drinks cool |
|  |  | Hot Drinks machine | Making speciality coffees, tea, hot chocolate |
|  |  | Toaster | Making toast |
|  |  | Toasty / Panini machine | Making toasties |
|  |  | Knives, forks, spoons, plates, cups | Eating and drinking |
|  |  | Wii, xbox or laptops | Using games consoles or laptops |

Hazard Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Company: BCLC Department: Youth Location: Oasis Coffee Shop | | | |
| Work Activity | Description of the hazard | Number and occupation of people  affected | Risk assessment  recommended |
| Heating up pizza / chips | The food could be heated up the wrong  temperature | Volunteers, staff and youth Up to 25 total | yes |
| Serving hot food | Plate can get hot from food | Person serving and receiving plated food | yes |
| Micro-wave oven | Hot surface | The person getting the food out of the micro-  wave. | yes |
| Taking money in the till | A leader could get their fingers caught in the till  drawer | The leader using the till | yes |
| Washing up | A leader could burn them-selves on the hot tap or cut them-selves on a sharp object. | The person washing up | yes |
| Using the steriliser | A leader could cut themselves on a sharp object such as a knife or get their finger trapped in the  door. A burn could also be sustained by the hot surfaces. Slipping from dropping dishes | The leader loading the steriliser | yes |
| Using the kettle | A leader could burn themselves or somebody else  on the kettle or hot water | The leader using the kettle or leaders  behind the counter. | yes |
| Table & Chairs | Somebody could trip on them or fall off them –  please see youth slips, trips and falls risk assessment. | All users | yes |
| Fridge & Chiller | Food could be stored at the wrong temperature | The person consuming the food. | yes |
| Toaster / Panini machine | A leader could get burnt or electrocuted by the  toaster. | The leader using the toaster/ Panini  machine or leaders behind the counter | yes |
| Eating and drinking | A person could cut themselves on a knife or hurt themselves with a fork, glasses and cups | The user of the knife and fork, glasses and cups | yes |
| Using the wii, xbox or laptops | A person could trip over the cables or be electrocuted. | The user of the games console/laptop and others in the room. | yes |

Risk assessment form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: Department: Location: | | | | | | | | |
| Work activity | Hazard, hazardous event and expected consequence | People affected | Assessment of risk | | | | | Are risk controls required? |
|  | Likelihood  level | Consequence  level | Risk level |  |
| Heating up pizza / chips | The food could be heated up the wrong temperature and either cause someone to burn their mouth and eat food that is overcooked or cause them to become ill through eating under-cooked food. It would also be  contaminated by germs on the hands of the leader preparing it. | Occupation  Youth, volunteers or staff consuming the food.  Number  Up to 25 in the coffee shop at one time | 2 | | 4 | 8 | | Food will only be prepared by leaders who have passed their food hygiene certificate. Cooking instructions will be followed and hands will be washed  thoroughly before preparing food. |
| Micro-wave oven | Hot surfaces and hot food could cause burns. | The leader using the microwave oven and the person receiving the plate.  Up to 25 in the coffee  shop at one time. | 2 | | 3 | 6 | | Leaders with their hygiene certificate will be provided with oven gloves to handle hot surfaces. Those ecieiving food will be warned of the  hot surfaces. |
| Taking money in the till | The till operator (a leader) could get their finger caught in the till and cause a cut or bruise. | Occupation  The leader using the till.  Number Up to 8 | 1 | | 2 | 2 | | The till will only be operated by leaders who have received training in how to use it properly and will be  warned of this danger. |
| Washing up  Ready for steriliser | A person could burn themselves from water from the hot tap resulting in a burn. They could also cut themselves on a sharp object in the sink resulting in a cut. | Occupation  The person doing the washing up.  Number Up to 8 leaders per night. | 2 | | 3 | 6 | | Washing up will not start until the taps have stopped running and a suitable temperature for washing dishes is in the sink. Sharp objects will be washed up 1 at a time and only put in the sink by the person washing  up. |
| Using the steriliser | A leader could cut them-selves on a  sharp object or get their finger caught in the door resulting in a bruise or | The leader loading the steriliser  Up to 8 leaders per | 1 | | 3 | 3 | | Leaders will be shown how  to safely use the steriliser and warned of the dangers. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | broken finger, burns form hot dishes | session |  |  |  |  |
| Using the kettle | A leader could burn themselves or somebody else when using the kettle and with the hot water held within the kettle | The leader using the kettle and leaders behind the counter Up to 3 leaders  behind the counter at one time. | 1 | 3 | 3 | A maximum of 3 leaders will be allowed behind the counter at any one time to minimise congestion. |
| Fridge & chiller | Food could be stored at the wrong temperature and could go off and be dangerous to eat. | Those staff, volunteers or youth eating food.  Up to 25 in the coffee shop at one time | 1 | 5 | 5 | The temperature of the fridge and chiller are checked daily by the staff of the coffee shop and it is logged by them on the relevant form. Thermostat is kept in the draw under the  till |
| Drinks machine | A leader could get burnt by the drinks machine. | The leader using the drinks machine.  Up to 8 leaders per session. | 1 | 4 | 4 | Only leaders who have received an induction as to how to properly use the drinks machine will be  allowed to use it. |
| Serving hot drinks | Cup and drink will be hot when served | The leader serving the hot drink and the person receiving the hot drink  Up to 8 leaders per session | 2 | 3 | 6 | Leader and receiver to take care when handling. Leader to warn receiver to handle with care |
| Toaster | A leader could get burnt or electrocuted by the toaster. | The leader using the toaster  Up to 8 per session | 1 | 5 | 5 | Leaders will be shown how to set the toaster so that they do not need to fiddle with it once they have pushed the button down. |
| Toasty / panini machine | A leader could get burnt by either the machine or the hot food from the  toasty machine | The leader using the toaster | 2 | 4 | 8 | Leader will be shown how to use the machine properly  and only those that have |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Up to 8 per session |  |  |  | food hygiene certificate and  been shown how to use it will be allowed to use it. |
| Eating & drinking | A person could cut themselves with a knife or with a fork. | The user of the knife and fork  Up to 25 in the coffee shop at one time | 2 | 2 | 4 | People eating in the coffee shop will be told to sit down and eat, eat with care and not rush their food. |
| Using the wii, xbox or laptops | A person could trip over the cables or be electrocuted. | The user of the games console/laptop and others in the room.  Up to 25 in the coffee shop at one time | 2 | 5 | 10 | To ensure congestion is not caused, only 2 of the 3 listed pieces of equipment will be set up at one time. Cables will be safely laid out of the way of walk ways. Extension lead sockets will not be left  exposed but tucked under tables out of the way. |

|  |
| --- |
| Date: 23/07/12 Review period: date of next review: |
| Assessors name: Rob McAvoy Position: Youth/Sports Co-ordinator  signature: |

|  |
| --- |
| Date received 27 / 6 / 2012 |
| Date assessment finalised 27/ 6 / 2012 |
| Date on next review 3 / 6 / 2013 health and safety manager’s signature: |