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| **OPS03** | **Major Event Risk Assessment** |
| **Unit Address** |  |
| **Event Name** |  |
| **Risk Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |

**Note** - Risk assessments whenever there is a significant change in the activity and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Step 1 - Workplace Safety Hazards** |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Cuts | Compass employees/agency staff | Cuts from knives, blades, broken glass, or machinery | Employee event safety briefingSafe Systems of Work Training as part of above briefingCorrect knife being used for the taskKnives should not be used to separate frozen foods, open packaging or any other use that they are not designed forFrozen foods should be defrosted in the fridge overnight before separating itemsFood items should not be cut in the palm of the handScissors or safety box cutters should be used to open packaging Knives should be stored securely in a knife box, roll, rack or in a marked drawerKnives should not be placed in sinks and should be washed individually by the user and then stored securely as aboveNever attempt to catch a falling knife and only carry knives with the blade pointing downwardsBroken glass and crockery only to be cleared up using a dustpan and brush and disposed of in a broken glass/ crockery bin, not directly into general waste bags |
| Chemicals | Compass employees/agency staff | Burns or skin irritation from concentrated corrosive chemicals, toxic fumes from wrongfully mixing chemicals | Employee event safety briefingCOSHH Safety Task Cards available for all products and should be read by all users prior to carrying out the taskDosing of concentrated chemicals only to be done either by integrated dosing stations or by use of pelican pumps as per task cardsPPE provided where required under the COSHH Product Assessment and worn at the relevant stages of use as per the Task Card |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Burns/scalds | Compass employees/agency staff | Burns from hot surfaces, food liquids or oilScalds from hot water or steam | Employee event safety briefingSafe Systems of Work Training as part of above briefingOven gloves and chef’s cloths provided as relevant to employeesWhen opening combi-ovens on steam, doors to be opened slightly and colleagues to stand back to allow steam to dissipateHot beverages containers not to be overfilledHot equipment allowed to cool before cleaningRubber gloves worn when washing equipment in sinks |
| Slips/trips/ falls | Compass employees/agency staff, customers, visitors, maintenance operatives, delivery operatives | Slips, trips or falls over objects, uneven surfaces, wet or icy surfaces | Employee event safety briefingSafe Systems of Work Training as part of above briefingWork areas to be checked for any slip, trip hazards before commencingNo trailing cablesAll walkways and stairways must be kept free from obstructionsCarpets, matting and other floor coverings checked to ensure they are secure with no raised edgesSpillages to be cleaned up immediately Warning signage to be used when cleaningHandrails on stairways to be held and bulky items that could block vision must not be carried |
| Manual Handling | Compass employees/agency staff | Back injuries from over exertion, repetitive strain injuries, injured toes/ feet, fingers/ hands from poor handling | Employee event safety briefingSafe Systems of Work Training as part of above briefingWhen moving goods and equipment lifts, trolleys, lifting aids to be used where possibleConsider the task – what is the safest way to lift load, is more than one person neededLoads to be broken down where possible to reduce the risk of manual handling injuriesRoutes planned before manual handlingRe-enforced Toe Caps and Traffi gloves or Riggers gloves to be worn when moving heavy goods and carrying out tasks in cellarsPhysically demanding tasks to be given to those with physical capabilitiesStaff instructed to carry only what they can manage safely or get assistanceRegular supervision of employees to take place during event to ensure procedures are being followed |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Electrocution | Compass employees/agency staff, maintenance operatives,  | Contact with live electrical contacts, faulty electrical equipment | Employee event safety briefingSafe Systems of Work Training as part of above briefingPre-use visual checks by users of equipment for any damage to plugs, cabling and socketsDry hands before using any electrical equipmentAll electrical equipment to be isolated from power supply before cleaningElectrical equipment subject to PAT testing at least annuallyEquipment used outdoors must be connected to an RCDNo daisy chaining of extension leadsNo overloading of socketsAny repairs only carried out by authorised maintenance persons |
| Gas/ LPG | Compass employees/agency staff, maintenance operatives, | Explosion or fire due to incorrect use, gas blow backs from lighting of ovens, gas leaks and carbon monoxide poisoning | Employee event safety briefingSafe Systems of Work Training as part of above briefingGas/ LPG installations subject to inspection and testing as per statutory requirementsAll gas appliances should be supplied with auto ignition switchesWhere appliances are required to be lit manually, long handled lighting tapers should be used at arm’s length from the burnerIf equipment fails to light, switch off the gas and wait at least 3 minutes and ventilate the area before attempting to relightNo smoking near LPG cylinders or other fuel sources, only smoke in designated smoking areas on siteIf you smell gas, alert your manager immediately and if safe to do so isolate the gas supply, open doors and windows to ventilate the area and do not switch on lights or electrical equipment |
| Fire/explosion | Compass employees/agency staff, maintenance operatives | Ignition of flammable materials | Employee event safety briefingSafe Systems of Work Training as part of above briefingAll cooking appliances switched off at the end of each service or when not in useNo cooking appliances to be left on unattendedAll combustibles are stored away from ignition or heat sourcesEnsure all waste materials are removed regularly through each shift and put in designated waste storageEnsure all fire exit routes are kept clear at all times in the event of an emergency  |
| Falling objects | Compass employees/agency staff, maintenance operatives | Objects falling on to persons from higher surfaces such as shelving | Employee event safety briefingSafe Systems of Work Training as part of above briefingHeavy items to be stored on lower shelvingNo items to be stored on top of upright fridges/ walk in chillers |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Use of vehicles, such as buggies & forklift trucksUse of electric pallet trucks | Compass employees/agency staff, customers, visitors, maintenance operatives, delivery operatives | Objects falling on to persons from overloaded vehicles, persons being struck by a vehicle, unauthorised persons using the vehicles | Employee event safety briefingBuggy drivers must hold a full UK driving licence and be 18 years old or aboveForklift users must hold the relevant forklift truck training certificate for the category of FLT being usedRelevant risk assessments (OPS06 Electric Pallet Truck RA, OPS07 Light Utility Vehicles RA, OPS08 Forklift Trucks RA) in place and authorised user list completed for the event for the use of electric pallet trucks, LUVs or forklift trucksKeys should not be left in the vehicles when the driver is hot presentNo persons should be transported in rear storage areas of the buggies, persons should be seated in buggy for transporting in a designated seatOnly the operator is allowed to ride in any forklift truck |
| Inclement weather | Compass employees/agency staff, customers, visitors, maintenance operatives, delivery operatives | Struck by parts of structure due to high winds, slippery surfaces, heat stroke  | Where temporary structures are in use, wind speeds should be monitored by client and catering teams must be advised of any potential issues or closure of structuresMatting or slip resistant coverings to be provided on external stairways, walkways as requiredStaff provided with relevant uniform Any staff working externally to be advised to wear sunscreenAll team members provided with drinking water to keep hydratedAll team members given sufficient rest breaks |
| Build and derigging activities pre and post event | Compass employees/agency staff | Slips, trip and fall injuries due to wet or uneven surfaces, obstructions, unfamiliarity with site layout etcImpact injuries from falling objectsFalls from height when working in temporary structuresInjuries as a result of collision with vehicles or goods being moved around site | All team members complete Event Site Induction before commencing workBriefing includes location of first aid kits, names of first aiders, location of closest A&E department and location of firefighting equipmentEmployees briefed to be mindful of vehicle movement and to keep to designated pedestrian routes and stay behind barriers where these are in placeEmployees not permitted to enter any structure that is incomplete or deemed unsafe.All team member to sign in and out each dayHours of work restricted to daylight hours, unless specifically authorised by line managerAll employees to provided with reinforced toe-cap safety shoes and high-vis vestTraffi gloves provided for where task requiresHard hat provided where required by site rulesMechanical manual handling aids provided for movement of goods around siteEmployees trained in use of mechanical manual handling aidsSite speed limit and site rules for vehicle movement always adhered toGood housekeeping management in place |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Violence/bullying in the workplace | Compass employeesAgency staff Visitors/guestsContractors | Bruising/fractured, broken bones/sprain/strain injuries from being struck physically by another individual either using bodily force or objectExperiencing mental trauma due to being verbally abused/threatened by another individual or struck physically by another individual either using bodily force or object | * Violence at Work policy, procedure and risk assessment process in place
* Training and support provided to those individuals who are identified as potentially being exposed to violence at work
* Bullying and Harassment policy and support available to all individuals
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| Food safety management | Compass employees/agency staff, customers, visitors, | Foodborne illness, anaphylactic shock,Broken teeth or mouth/ throat injuries from foreign bodies | Compass Food Safety Management System and HACCP protocols in placeAll have been assured by our Primary Authority Partnership with Luton Borough Council |

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| **Step 2 – Task Specific Control Measures**What are you already doing? Tick the Safety Systems of Work in place for this activity |
| ES07 | Electrical safety | Checkmark | STCCS 25 | Hot beverage service |  |
| ES01 | Fire safety | Checkmark | STCCS 03 | Combination ovens |  |
| ES03 | Slips, trips & falls 0revention | Checkmark | STCCS 04 | Cooking ranges |  |
| ES04 | General manual handling  | Checkmark | STCCS 05 | Contact grills  |  |
| ES04a/b | Moving crates & stock around site |  | STCCS 07 | Deep fat fryers |  |
| ES04a/b | Moving kegs |  | STCCS 31 | Manual dishwashing |  |
| ES04a/b | Moving CO2 cylinders |  | STCCS 32 | Dishwashers |  |
| OPS 02 | Violence at Work | Checkmark | STCCS 16 | Food processors and blenders |  |
| ES14 | Gas safety |  | STCCS 15 | Handheld blenders |  |
| STCGE 13 | Receipt of deliveries  |  | STCCS 24 | Hot water urns / water boilers |  |
| STCCS 11a | Handling sharp knives |  | STCCS 40 | Use of chaffing fuel  |  |
| STCGE 03 | Damp mopping  |  | STCCS 18 | Hot food service equipment  |  |
| STCGE 04 | Waste disposal  |  | STCCS 02 | Working in cold rooms, walk-in chillers and freezers |  |
| STCGE 07 | Roll cages |  | STCCS 26 | Beverage dispensers |  |
| STCCS 36 | Use and storage of LPG cylinders  |  | STCCS 30 | Handling, use and cleaning of glass, china & crockery |  |
| STCGE 08 | Trolleys, sack trucks etc |  | STCCS 29 | Polishing of glassware |  |
| STCCS 09 | Hand-pallet trucks |  | STCCS 22 | Waiting activities  |  |
| STCCS 39 | Portable food service equipment |  | STCCS 23 | Waiting activities – children/infants |  |
| STCCS 54 | Storage, handling and use of CO2 cylinders |  | STCCS 70 | Changing CO2 cylinders |  |
| OPS 06 | Electric Pallet Trucks |  | STCCS 71 | Changing kegs |  |
| OPS 07 | Use of Light Utility Vehicles (golf buggies) |  |  |  |  |
| OPS 08 | Use of Forklift Trucks |  |  |  |  |
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| **Step 3 - Additional Measures**Do you need to do anything else to control this risk? |
| **Additional Controls Required** | **Action by who?** | **Action by when?** | **Done** |
| Lead Chefs to complete Lead Chef’s Kitchen Checklist prior to event commencing | Lead Chef | First day of food preparation |  |
| Front of House Manager to complete the FOH Manager’s HSE Checklist | FOH Manager | First day on site |  |
| Event/site specific Build and Derig Pack to be implemented and all colleagues involved in build and derig to sign training record | Venue/Event Operations Manager | Prior to build commencement |  |
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