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| Ref. MAN 17 | Task/Activity: Safety with Sharp Knives | Assessment date:  |
| Unit No: | Unit name/location: | Assessed by:  |
| **Hazard** | **Safety Risk** | Safe System of Work / Control Measures |
| Sharp, blunt, worn and damaged knives.Incorrect knife selection for taskUnstable or slippery work surfaces.Cold and numb hands or fingers.Inadequate workspace.Poor lighting. | Cuts and lacerationsPuncture woundsAmputation | * Safety knife box openers to be used to open boxes, parcels and packages whenever possible to avoid the need to use sharp knives.
* Knives to be used only by employees who are trained in their correct storage, selection and use, all knife users must complete the Preventing Cut Injuries Safety Conversation 2 and the Safety with Blades and Sharp Edges Safety Conversation
* Knife blades to be maintained in a sharp condition.
* The condition of knives to be checked before use. Damaged knives must not be used and reported to a responsible person for repair or replacement.
* Worn and damaged knives to be disposed of safely.
* The correct knife to be selected for the task.
* Only carry knives with the blade pointing downwards and never attempt to catch a falling knife.
* When using a knife, hold with a firm grip and cut downwards and/or away from the body.
* Avoid cutting items whilst being held in the palm of the hand.
* Sharp knives must not be used to separate frozen items of food, e.g. burgers, chops.
* Cutting boards to be placed on a flat, dry work surface.
* Wheels on mobile worktables to be locked before carrying out work with knives.
* Good lighting and adequate workspace to be provided in areas where knives are used.
* Wash sharp knives individually and never place them into sinks.
* Knives to be stored on suitable racks or magnetic holders; or neatly in a suitable container or drawer clearly marked “Sharp Knives”. Knife drawers must not be used for storing any other items.
* Implement the Safe System of Work/Control Measures in Equipment Washing in Sinks Risk Assessment, Ref. CAT 21.
* If you are required to wear cut resistant gloves for this task (see sector specific controls below) please ensure that;
* Wash your hands before and after wearing cut resistant gloves.
* Always wear a clean single-use disposable food preparation glove over the cut resistant glove.
* **For Sector Specific Controls please review and complete the box below.**
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| **Who may be affected by the task/activity?(Tick all applicable boxes)** |
| Compass employees/Agency staff |  |
| Customers / Client staff |  |
| Visitors / Members of the Public |  | Please review your Sector Specific Guidance to determine if you are required to wear PPE as part of your sector Risk Profile, where PPE is a requirement please record here the PPE required for the task and if it is not a requirement please tick the relevant box;

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PPE is not required for this task based on our Sector Risk Profile

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PPE is required for this task based on our Sector Risk Profile and the PPE to be issued is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ensure all persons required to wear this PPE sign the PPE Record of Issue document and a copy of this is kept on their Personnel File. |
| Maintenance personnel |  |
| Delivery personnel |  |
| Other (specify below) |  |
| **IMPORTANT - This risk assessment should be reviewed every 3 years, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity. This risk assessment must be retained for a period of 6 years.** |