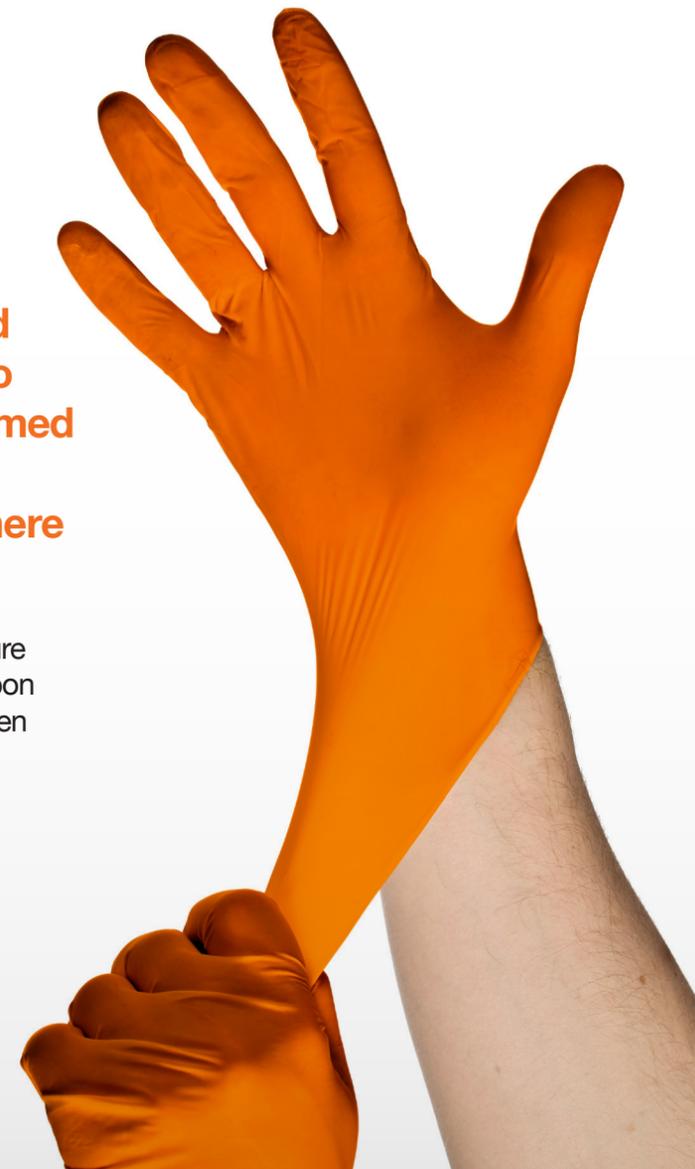


RISK ASSESSMENT COMPLETION GUIDANCE

We have produced a new format of Risk Assessment in relation to Hand Protection. This has been devised to allow each sector to make an informed decision on the need for PPE as an additional control on tasks where there may be a risk of a hand injury.

There are a number of initial controls in place to ensure the risk is reduced to a safe level. However based upon accident analysis in each sector, a risk profile has been determined on each task.



Compass HSE website
www.mycompasshse.co.uk
www.mycompasshse.ie

HSE Helpdesk HSE Out of Hours HSE Fax
0121 457 5194 0121 457 5370 0121 457 5383

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Responsibilities

- Site/Unit Manager
- Heads of Department
- Team Leaders/Supervisors

Procedure

- You should refer to your sector specific guidance in regards to risk assessment requirements and PPE provision
- Each unit should review the list of Risk assessments (see page two of this document) that have been amended and review and retrain all relevant persons who are involved in the task or activity
- The Risk Assessment should be completed in the normal way by entering your unit details, your name and date you are conducting the assessment
- Then you should identify those who may be at risk from the task or activity
- Ensure you have all of the control measures listed in place
- Please also ensure that you adhere to the additional training requirement and use the specified Safety Conversation as part of your training
- Each unit should identify if they are required to wear PPE for the task and complete the Sector Specific Controls box at the bottom of the risk assessment as required (see the opposite page for an example). PLEASE ENSURE YOU SPECIFY THE PPE PROVIDED BY PRODUCT NAME
- Ensure all persons who carry out the task or activity are trained in the risk assessment and related Safety Conversation and this is recorded on either:
 - Individual training record cards
 - Risk Assessment training record cards
 - Safety Conversation training

Read Sample Risk Assessments

COMPASS GROUP UNIT RISK ASSESSMENT - NOT FOR CIRCULATION

Ref. MAN 17 Task/Activity: Safety with Sharp Knives Assessment date: 5/10/2013
 Unit No: 12345 Unit name/location: Main Kitchen Assessed by: A. Max

Hazard	Safety Risk	Safe System of Work / Control Measures
Sharp, blunt, worn and damaged knives. Incorrect knife selection for task Unstable or slippery work surfaces. Cold and numb hands or fingers.	Cuts and lacerations Puncture wounds Amputation	<ul style="list-style-type: none"> Safety knife box openers to be used to open boxes, parcels and packages whenever 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 (SC_02) 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 clearly marked "Sharp Knives". Knife drawers must not be used for storing knives. Implement the Safe System of Work/Control Measures in Equipment Wash Ref. CAT 21. If you are required to wear cut resistant gloves for this task (see sector specific guidance) ensure that: <ul style="list-style-type: none"> 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. <p>For Sector Specific Controls please review and complete the box below.</p> <p>Please review the Sector Specific Guidance to determine if you are required to wear PPE for this task and if it is not a requirement please tick the relevant box:</p> <p><input type="checkbox"/> PPE is not required for this task based on our Sector Risk Profile</p> <p><input checked="" type="checkbox"/> PPE is required for this task based on our Sector Risk Profile and the PPE to be issued is Kuttlass Kutblade BL or GR. 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.</p>

Customers / Client staff

Visitors / Members of the Public

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.

Issue Date: DC_Oct 2013 FOLLOW RULES - SPEAK OUT - BE MINDFUL - GET INVOLVED

List of amended or new risk assessments

Ref No.	Task or Activity	Issue Date	New or Amended
CAT 02	Bag and Sandwich Sealers	October 2013	Amended
CAT 05	Beverage Dispensers	October 2013	Amended
CAT 11	Cellar Operations	October 2013	Amended
CAT 14	Combination Ovens	October 2013	Amended
CAT 15	Cooking	October 2013	Amended
CAT 16	Cooking Ranges	October 2013	Amended
CAT 17	Contact Grills	October 2013	Amended
CAT 18	Deep Fat Fryers	October 2013	Amended
CAT 19	Dish Washing Machines	October 2013	Amended
CAT 27	Grills, Griddles and Salamanders	October 2013	Amended
CAT 28	Hand Held Food Blenders	October 2013	Amended
CAT 30	Hot Food Service Equipment	October 2013	Amended
CAT 32	Mandolins	October 2013	Amended
CAT 33	Microwave Ovens	October 2013	Amended
CAT 39	Slicing Machines	October 2013	Amended
CAT 41	Steaming Ovens and Steamers	October 2013	Amended
CAT 44	Tomato Witches	October 2013	Amended
CAT 48	Vending Machines	October 2013	Amended
CAT 53	Waiting Activities	October 2013	Amended
CAT 54	Polishing Glasses Using Water Vapour	October 2013	Amended
CAT 55	Polishing Cutlery Using Hot Water	October 2013	Amended
CAT 56	Handling and Filling Vivreau Water Bottles	October 2013	New
CAT 57	Use of and Cleaning of Mondo Sub Oven	October 2013	New
COM 01	Avoidance of Needlestick Injury	October 2013	Amended
COM 06	Disposal of General Waste	October 2013	Amended
COM 09	Roll Cages	October 2013	Amended
MAN 17	Safety with Sharp Knives	October 2013	Amended
MAN 17.1	Sharpening Knives with a Steel	October 2013	New

Sector Specific Requirements for PPE

Read Hand PPE Requirement Guide

TASK/ROLE	RELEVANT RISK ASSESSMENT	PPE REQUIREMENT			PPE Type	Required Safety Conversation
		Cut Protection	Hand Burn Protection	Arm Burn Protection		
Use of knives for food preparation and service (KITCHEN BASED TEAM)	MAN 17	YES			Kuttlass Kutblade BL or GR	Cut injuries
Use of knives for food preparation and service (FRONT OF HOUSE TEAM)	MAN 17	YES			Kuttlass Kutblade BL or GR	Cut injuries
Sharpening of Knives (handheld steel)	MAN 17.1	YES			Kuttlass Kutblade BL or GR	Cut injuries
Putting items into/removing items from deep fat frying	CAT 14, CAT 17, CAT 18			YES	Bakers Mitt, HOTGRIP	Burn & Scalds injuries
Removing pans from stove	CAT 15, CAT 16			YES	Bakers Mitt, HOTGRIP	Burn & Scalds injuries
Serving mondo subs	CAT 57			YES	Bakers Mitt, HOTGRIP	Hand & Arm injuries
Removing clingfilm cover from microwave or oven cooked foods	CAT 33, CAT 14				Bakers Mitt, HOTGRIP	Burn & Scalds injuries
Hand dish washing	CAT 21				Nitritech II	Chemical injuries
The use of bag and sandwich sealers	CAT 02		YES		Bakers Mitt, HOTGRIP, Neoprene Oven Glove	Burn & Scalds injuries
The use of a panini machine	CAT 17		YES		Bakers Mitt, HOTGRIP, Neoprene Oven Glove	Burn & Scalds injuries
Placing hot items into a blast chiller	CAT 14		YES	YES	Bakers Mitt, HOTGRIP, Neoprene Oven Glove	Burn & Scalds injuries
Handling broken crockery & glassware	COM 06	YES			Kuttlass Kutblade BL or GR	Cut injuries
Use of and cleaning handheld/portable/dangerous equipment (slicers, mandolins)	CAT 39, CAT28, CAT32, CAT44	YES			Kuttlass Kutblade BL or GR	Cut injuries
Cleaning food and beverage vending machines	CAT 05, CAT 48	YES			Kuttlass Kutblade BL or GR	Cut injuries
Cleaning hot equipment	CAT 30	YES	YES	YES	Nitritech II	Burn & Scalds injuries
Serving customers on hot gantry	CAT 30		YES	YES	Bakers Mitt, HOTGRIP, Neoprene Oven Glove	Burn & Scalds injuries
Moving tables where there is a risk of sharp edges or wooden splinters	MAN 10 - Task Specific Man Hand	YES			Superior Riggers Glove, Perform Cut Level 3	Hand & Arm injuries
Polishing glasses	CAT 54	YES			Kuttlass Kutblade BL or GR	Cut injuries
Cleaning dishwashing/glasswashing machines	CAT 19	YES			Nitritech II	Cut injuries/Chemical injuries
Using or assembling roll cages	COM 09	YES			Superior Riggers Glove, Perform Cut Level 3	Hand & Arm injuries
Using sterilising sinks	CAT 42		YES	YES	Nitri Solve (length 48cm)	Burn & Scalds injuries
Filling glass water bottle system	CAT 56	YES			Kuttlass Kutblade BL or GR	Hand & Arm injuries
Cellar work	CAT 11	YES			Superior Riggers Glove, Perform Cut Level 3	Hand & Arm injuries
Needlestick protection	COM 01	YES			Turtleskin 300 Series Glove	Sharps injuries