

Work Task List

Company:	BCLC	Department:	Youth	Location: Oasis Coffee Bar
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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 receiving 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 from 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	
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Date on next review 3 / 6 / 2013	health and safety manager's signature: