



Risk Assessment - Tasks and Equipment

Risk Evaluation (Score) Matrix	What is the likelihood of an incident occurring & the potential severity of the incident?	Likelihood of occurrence		
		High (Likely to occur)	Medium (Could occur)	Low (Highly unlikely to occur)
Potential Severity	High (Death or disability)	HH = 1	MH = 2	LH = 3
	Medium (Injury or illness)	HM = 4	MM = 5	LM = 6
	Low (First Aid)	HL = 7	ML = 8	LL = 9

Activity	Hazard	Initial Risk			Control measures	Actions required	Person Responsible
		Probability (Likelihood)	Consequence (Severity)	Risk			
Electrical equipment	Electric shock and burn injuries Electrocution Unsafe equipment could develop electrical shorts, creating fire and/or shock hazards	M	M	5	Test tag and inspect electrical equipment and appliances regularly	Report any faulty item immediately Have electrician tag equipment	Employee Employer
Use of Coffee Machine	Steam Hot water/milk scalds Electric shock	M	L	8	Test and tag Maintenance Training One operator at a time	All new staff trained in safe use of coffee machine	Employer
Slips, Trips & Falls	Wet floors – staff slipping Floor mat	H	L	7	Signage for wet floors (Slippery when Wet) Immediate rectification of spills Non-slip footwear Black non-slip mats for protection Report hazards Provide towels, bucket, mop, detergent for quick clean up of spills	Signage used in café and kitchen Wear non-slip shoes Clean up spills quickly	Employee
Noise (including kitchen equipment, customers, and noise from outside)	Tension, stress	H	L	7	Select the quietest equipment if possible Replace or isolate loud equipment Wear hearing protection	Report any concerns immediately	Employee
Contact with the public	Abuse, assault, robbery	L	M	6	Provide barriers where money is handled Provide adequate outside lighting Arrange customer service and emergency response training	Follow procedures and instructions regarding security and contact with public Report any concerns	Employer Employee
Sexual harassment, workplace bullying	Emotional stress, fear and anxiety, physical illness	L	L	9	Establish workplace policy Provide staff briefings or training	Report any concerns	Employer
Manual handling (bending, reaching, stretching, pulling, lifting, repetitive motions)	Musculoskeletal disorders, including sprains and strains	H	M	4	Rotate jobs Provide approved stepladder or step or stool for stacking above shoulder height Provide mechanical aids (e.g. forklift) Schedule regular breaks Store heavy items on lower shelves Use team lifting	Follow instructions and training Use mechanical aids and stepladders where provided Seek help when you think a team lift is required	Employee

Activity	Hazard	Initial Risk			Control measures	Actions required	Person Responsible
		Probability (Likelihood)	Consequence (Severity)	Risk			
Cleaning products	<p>Skin contact may cause irritation or dermatitis</p> <p>Vapours or fumes may cause headaches or respiratory problems</p> <p>Long term exposure may lead to 'chronic' (ongoing) health effects e.g. cancers, chronic respiratory conditions, skin conditions</p>	H	M	4	<p>Use the least hazardous product for each job</p> <p>Ensure good ventilation</p> <p>Make sure safety information is on label and material safety data sheet (MSDS)</p> <p>Provide appropriate personal protective equipment (PPE)</p> <p>Provide chemical handling training</p>	<p>Use PEE when provided (e.g. rubber gloves, eye protection)</p> <p>Read safety information on label and MSDS</p> <p>Ensure all staff have chemical handling training</p>	<p>Employee</p> <p>Employee</p> <p>Employer</p>
Unleveled terrain	<p>Falls</p> <p>Cuts</p>	M	M	5	<p>Place appropriate safety signs where necessary</p> <p>Level out walkways if need be.</p>	<p>Observe any safety signs</p> <p>Repair foopaths, etc</p>	<p>Employee</p> <p>Employer</p>
Housekeeping	<p>Tripping hazards</p>	M	M	5	<p>Maintain a tidy work environment</p>	<p>Keep hoses off the floor when not in use</p> <p>Keep walkways clear</p> <p>Put equipment away after use</p> <p>Put rubbish in the garbage bin</p>	<p>Employee</p>
Completed by:					Date:		
Signed:							
Actions completed and effective:							

