

Risk Management Worksheet – Catering Food Handling

ANALYSE, ASSESS & PRIORITISE RISKS						CONTROL THE RISKS			
	Hazard Type	Potential Consequence	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1.	<ul style="list-style-type: none"> Poor quality food 	<ul style="list-style-type: none"> Food poisoning from bacteria transferred to food Food poisoning from bacteria growth in food 	H	U	M	<ul style="list-style-type: none"> Buy from reputable stockists only Observe Use by and best before dates Purchase foodstuffs as close to event as possible 	H	R	L
2.	<ul style="list-style-type: none"> Bacterial Cross Contamination 	<ul style="list-style-type: none"> Food poisoning Food wastage 	H	P	S	<ul style="list-style-type: none"> Food to be left in packaging as long as possible Food to be stored separate from other sources of contamination (e.g. raw meat/chicken) Ensure food is covered and leak proof in storage. Use dedicated utensils and chopping boards. Use gloves where possible, and change gloves between food types. Wash fruit & vegetables before use. Wipe food storage areas, such as fridges and eskies, with antibacterial chemicals between uses. 	H	R	L

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3.	<ul style="list-style-type: none"> Bacterial Growth from temperature 	<ul style="list-style-type: none"> Food poisoning Food wastage 	H	P	S	<ul style="list-style-type: none"> Food from distributors must be received at the correct temperature. (i.e. Frozen hard for frozen goods, 0-5 degrees for chilled foods) Food to be stored in accordance with manufacturer's guidelines (i.e. cool, refrigerated or frozen) Keep high-risk food at 5 °C or below, and above 60 °C to avoid the temperature danger zone. Once prepared, food is to be put back in fridge or eskies coolers for storage. Thawed food must not be refrozen. 	H	R	L
	<ul style="list-style-type: none"> Bacterial Growth from age 	<ul style="list-style-type: none"> Food poisoning Food wastage Poor food quality 	H	P	S	<ul style="list-style-type: none"> Place food orders to minimise storage time of food. Discard any food past its 'use by' date. Mark open food containers with date opened. 	H	R	L
4.	<ul style="list-style-type: none"> Contamination from food handling 	<ul style="list-style-type: none"> Food poisoning Food wastage 	H	P	S	<ul style="list-style-type: none"> Use utensils like tongs where possible. Use gloves, and change gloves between food types. Personal hygiene practices to be observed Clean benches and surfaces between uses. Cover cuts with high visibility dressings. 	H	R	L

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6.	<ul style="list-style-type: none"> • Incomplete cooking of food 	<ul style="list-style-type: none"> • Food poisoning • Food wastage • Poor food quality 	H	P	S	<ul style="list-style-type: none"> • Liquid food brought up to a rolling simmer and stirred regularly. • Food to be kept covered wherever possible. • All foods to be cooked according to manufacturer's guidelines • Thickest meat pieces checked prior to service to ensure that these are thoroughly cooked through. • Uncooked meat, especially chicken, NOT served. 	H	R	L
12	<ul style="list-style-type: none"> • Knives 	<ul style="list-style-type: none"> • Incisions, amputation 	H	P	S	<ul style="list-style-type: none"> • Staff trained to handle knives and slicing implements. • Knives kept sharp using sharpener and steel. • Knives & slicer safely stored when not in use. • First-Aid kit available. 	T	P	M
13	<ul style="list-style-type: none"> • Manual Handling 	<ul style="list-style-type: none"> • Strains, Sprains • Back/Spinal injury 	H	P	S	<ul style="list-style-type: none"> • Ingredients bought in package sizes that are light enough for easy handling. • Commonly used items and heavy stock stored on shelves at waist height. • Suitable mobile steps provided and staff trained to use them safely. • Handling aids provided for movement of large/heavy items. • Sink at good height to avoid stooping. • Staff trained in how to lift safely. 	T	U	L

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14	<ul style="list-style-type: none"> Slips & trips. 	<ul style="list-style-type: none"> Strains, Sprains, Head injury 	H	P	S	<ul style="list-style-type: none"> Good housekeeping – work areas kept tidy, goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks reported promptly to manager. Staff clean up spillages and leave floor dry. Cables to be sited out of pedestrian routes, or taped down 	T	U	L
12.	<ul style="list-style-type: none"> Steam hot water hot oil hot surfaces 	<ul style="list-style-type: none"> scalding or burn injuries 	H	P	S	<ul style="list-style-type: none"> Staff trained in risks of hot oils. Staff trained in risks of release of steam. Water mixer taps provided. Heat-resistant gloves provided. Access to running cold water for treatment 	T	U	L
13.	<ul style="list-style-type: none"> Cleaning products 	<ul style="list-style-type: none"> Skin damage due to contact or prolonged use of detergents Skin irritation or eye damage from direct contact with bleach and other cleaning products 	F	P	L	<ul style="list-style-type: none"> Gloves to be provided and used when washing dishes and/or using detergents for cleaning. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Long-handled mops and brushes, and strong rubber gloves, provided and used. Staff wash rubber gloves after using them and store them in a clean dry place. 	F	U	L
14.	<ul style="list-style-type: none"> Gas appliances 	<ul style="list-style-type: none"> Burn injuries Explosion 	D	P	H	<ul style="list-style-type: none"> Staff trained in the use and lighting of commercial ovens and stoves. Staff know where the main isolation tap is and how to turn supply off in an emergency 	D	R	M

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15	• Fire	<ul style="list-style-type: none"> • burns • smoke inhalation 	D	P	H	<ul style="list-style-type: none"> • Fire extinguishers installed as per regulations. • Hot oil supervised at all times 	D	R	M

Declarations

Compiler

I certify that this Risk Management Plan has been developed specifically for the activity as detailed **and that all control measures identified will be implemented for the activity.**

Activity Checker

I certify that I have checked this Risk Management Plan.

This Risk Management Plan is acceptable for the activity as detailed.
