

|                        |                               |
|------------------------|-------------------------------|
| <b>Risk Assessment</b> | The Academy of Gymnastics Ltd |
| <b>Activity</b>        | Using the Cafe Area           |

|                 |              |                               |             |
|-----------------|--------------|-------------------------------|-------------|
| <b>Assessor</b> | Jeff Kincaid | <b>Location of Assessment</b> | Cafe Cairns |
|-----------------|--------------|-------------------------------|-------------|

| <b>Risk Rating Matrix (RR)</b>                                               | <b>Likelihood (L)</b>                   |                                     |                         |
|------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------|-------------------------|
| <b>Severity (S)</b>                                                          | Certain or near certain to occur (High) | Reasonably likely to occur (Medium) | Unlikely to occur (Low) |
| <b>Fatality; major injury or illness causing long term disability (High)</b> | <b>HIGH (H)</b>                         | <b>HIGH (H)</b>                     | <b>MEDIUM (M)</b>       |
| <b>Injury or illness causing short term disability (Medium)</b>              | <b>HIGH (H)</b>                         | <b>MEDIUM (M)</b>                   | <b>LOW (L)</b>          |
| <b>Other injury or illness (Low)</b>                                         | <b>MEDIUM (M)</b>                       | <b>LOW (L)</b>                      | <b>LOW (L)</b>          |

| <b>Hazards</b>               | <b>Who is at risk?</b>                                                                                                                                                                                                                                              | <b>Controls in place</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>L</b> | <b>S</b> | <b>RR</b> |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|
| <b>Allergen</b>              | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Disabled People</li> <li>• Temporary Workers</li> <li>• Volunteer Workers</li> <li>• Visitors</li> <li>• New &amp; Expectant Mothers</li> <li>• Contractors</li> </ul> | <ul style="list-style-type: none"> <li>• Allergen sign to be displayed advising customers to speak to cafe employees regarding any allergen information.</li> <li>• An allergen list is accessible for checking ingredients</li> <li>• All cafe workers, including young leaders and volunteers, must inform the Centre Manager and admin staff of any allergies they have.</li> <li>• PPE must be made available to staff to prevent cross-contamination</li> <li>• All cafe staff must wash their hands before working in the cafe and at regular intervals during their work time.</li> <li>• Staff preparing food must ensure that correct chopping boards and knives are used.</li> </ul> | L        | M        | Low       |
| <b>Collapse of equipment</b> | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> <li>• Customers</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> <li>• Visitors</li> </ul>                                                  | <ul style="list-style-type: none"> <li>• All equipment must be stored correctly when not being used for club activities.</li> <li>• Heavy items must be stored at the bottom of storage areas.</li> <li>• Storage units must be secure and checked regularly for wear and tear, and any faults reported to the Centre Manager and/or the admin team who will arrange for immediate repair or remove the unit from use.</li> <li>• All items are stored correctly and shelves are not over loaded.</li> </ul>                                                                                                                                                                                   | L        | M        | Low       |

| Hazards                                      | Who is at risk?                                                                                                                                                                        | Controls in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | L | S | RR     |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--------|
| Contact with electricity                     | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> | <ul style="list-style-type: none"> <li>• All electrical equipment is unplugged when not in use</li> <li>• All electrical equipment is regularly serviced and PAT checked by qualified and approved electricians.</li> <li>• Only trained staff, and no children, to operate electrical machinery</li> <li>• Electrical cables are stored away when not in use.</li> <li>• All electrical equipment to be inspected on use for any faults or damaged and any damage is reported to the Centre Manager and/or the admin team who will remove the equipment or arrange immediate repair.</li> </ul>                                                                        | L | H | Medium |
| Crushing                                     | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Visitors</li> <li>• Volunteer Workers</li> <li>• Young Persons</li> </ul>                        | <ul style="list-style-type: none"> <li>• All heavy equipment is stored on the floor.</li> <li>• Shelving units are secure and checked regularly for signs of wear and tear and any faults reported to the Centre Manager and/or admin team and equipment withdrawn from use.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | L | H | Medium |
| Cuts/abrasions/lacerations                   | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Customers</li> <li>• Volunteer Workers</li> <li>• Visitors</li> </ul>                                              | <ul style="list-style-type: none"> <li>• All cafe workers are correctly trained prior to working in the cafe</li> <li>• Correct PPE is available</li> <li>• Sharp knives are stored correctly and out of reach of non cafe employees.</li> <li>• Equipment is regularly serviced by qualified engineers.</li> <li>• Equipment is regularly checked for wear and tear and any faults reported to the Centre Manager and/or admin team and the equipment withdrawn from use</li> <li>• The dishwasher is not overloaded and all knives are loaded with the blade end down or flat.</li> <li>• The dishwasher is loaded and emptied only by trained cafe staff.</li> </ul> | M | M | Medium |
| Hazardous Substances (Inc Biological Agents) | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Visitors</li> <li>• Volunteer Workers</li> <li>• Customers</li> <li>• Contractors</li> </ul>     | <ul style="list-style-type: none"> <li>• All hazardous substances are stored away securely when not in use</li> <li>• Only trained employees to have access to hazardous substances.</li> <li>• Correct PPE is available and used.</li> <li>• COSHH Assessments in place for each substance and consulted when necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                    | L | M | Low    |

| Hazards                        | Who is at risk?                                                                                                                                                                                    | Controls in place                                                                                                                                                                                                                                                                                                 | L | S | RR     |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--------|
| Hot Surfaces or liquids        | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Visitors</li> <li>• Volunteer Workers</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Heated items are left to cool sufficiently before being stored away</li> <li>• All cafe workers are correctly trained prior to working in the cafe, particularly with the coffee machine.</li> <li>• Equipment is regularly serviced by a qualified engineer.</li> </ul> | M | M | Medium |
| Slips/trips                    | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Contractors</li> <li>• Customers</li> <li>• Young Persons</li> <li>• Temporary Workers</li> <li>• Volunteer Workers</li> </ul> | <ul style="list-style-type: none"> <li>• All staff to complete a walk through of the cafe area before starting work and any obstructions are moved.</li> <li>• Any spills are to be cleaned as soon as possible after the event and Wet Floor signage placed in the area.</li> </ul>                              | M | L | Low    |
| Trapped fingers in door hinges | <ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Young Persons</li> <li>• Temporary Workers</li> <li>• Volunteer Workers</li> </ul> | <ul style="list-style-type: none"> <li>• No children should be in the cafe area</li> <li>• Door hinge guards to be used on the kitchen door access to the waiting room.</li> </ul>                                                                                                                                | L | L | Low    |

| Hazard | Additional Control | Assigned to | Due Date | L | S | RR |
|--------|--------------------|-------------|----------|---|---|----|
| (none) |                    |             |          |   |   |    |

|                    |            |           |             |
|--------------------|------------|-----------|-------------|
| Date of Assessment | 15/02/2023 | Status    | Complete    |
| Re-assessment Date | 15/02/2024 | Signature | <i>Okud</i> |