

Risk Assessment	The Academy of Gymnastics Ltd
Activity	Working in Cafe Cairns

Assessor	Jeff Kincaid	Location of Assessment	Cafe Cairns - The Gym Academy
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Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Allergen	<ul style="list-style-type: none"> • Employees/Staff • Public • Customers • Contractors • Volunteer Workers 	<ul style="list-style-type: none"> • Ensure that staff declare any allergies and the severity. • Ensure staff are adequately trained in food hygiene. • Ensure any untrained staff are supervised. • Ensure ingredients and allergen list is reviewed and updated • Staff are first aid trained. • Correct PPE is available and used . 	L	H	Medium
Being struck by falling object	<ul style="list-style-type: none"> • Employees/Staff • Customers • Temporary Workers • Volunteer Workers • Public • Contractors 	<ul style="list-style-type: none"> • Ensure shelving equipment is secure and regularly checked • Heavy items are stored on the floor • Items are not propped against walls. • Wall fixings are regularly checked 	L	L	Low
Electric Shock	<ul style="list-style-type: none"> • Employees/Staff • Volunteer Workers • Temporary Workers • Public • Contractors • Customers 	<ul style="list-style-type: none"> • Ensure electrical items are PAT tested at regular intervals. • Ensure only trained staff use electrical equipment • Cables/Sockets/Plugs need to be inspected before use and any faults/damage reported immediately and the item withdrawn from use • Only approved equipment is used 	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Cuts/abrasions/lacerations	<ul style="list-style-type: none"> • Employees/Staff • Temporary Workers • Volunteer Workers 	<ul style="list-style-type: none"> • Ensure staff have completed correct Food Hygiene courses • Ensure only trained staff use equipment • Ensure sharp instruments are stored correctly • Ensure equipment is checked regularly and any faults reported and item withdrawn • Ensure PPE is available and used 	M	L	Low
Entanglement/Entrapment	<ul style="list-style-type: none"> • Employees/Staff • Adjacent Employees • Temporary Workers • Volunteer Workers 	<ul style="list-style-type: none"> • Ensure all staff are adequately trained • Ensure correct PPE is available • All cafe staff are to have completed mandatory food hygiene courses • Ensure all equipment is PAT tested • Ensure only approved equipment is used • All loose items including, scarves, ties and jewellery is to be removed prior to starting work 	L	H	Medium
Fire	<ul style="list-style-type: none"> • Employees/Staff • Adjacent Employees • Public • Pupils/Students • Customers • Young Persons • Disabled People • Temporary Workers • Volunteer Workers • Visitors 	<ul style="list-style-type: none"> • Ensure all staff are trained • Ensure correct ventilation in food preparation areas • Ensure that all flammable items are kept away from heat sources • Ensure heated items are allowed to cool before being stored away • Kitchen close down checklist is adhered to • Equipment is PAT tested • Equipment is routinely checked for damage and faulty items reported and withdrawn • Only approved items to be used • Items are stored away when not in use. 	M	M	Medium
Unsafe Equipment	<ul style="list-style-type: none"> • Employees/Staff • Adjacent Employees • Customers • Young Persons • Temporary Workers • Volunteer Workers • Visitors • Public • Pupils/Students • New & Expectant Mothers • Disabled People 	<ul style="list-style-type: none"> • Equipment is regularly checked for deterioration, any faults reported and item is withdrawn • Only approved equipment is used • Ensure all equipment is PAT tested • Ensure staff are adequately trained • Equipment is stored correctly • Only approved equipment is used 	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Slips/trips	<ul style="list-style-type: none"> • Employees/Staff • Temporary Workers • Volunteer Workers • Public • Customers • Contractors 	<ul style="list-style-type: none"> • Ensure kitchen floor area is kept clean • Ensure any spillages are cleared up immediately and wet floor signage used if necessary • Ensure items are stored away when not in use • Ensure all staff are adequately trained • Ensure task appropriate footwear is worn at all times • Ensure flooring is checked for damage and deterioration and any faults reported 	M	M	Medium
Cleaning materials contaminating food	<ul style="list-style-type: none"> • Employees/Staff • Adjacent Employees • Public • Pupils/Students • Customers • New & Expectant Mothers • Young Persons • Disabled People • Temporary Workers • Volunteer Workers • Visitors 	<ul style="list-style-type: none"> • Only approved cleaning materials are used • All cleaning materials are locked in a cupboard • Only food safe, non toxic products are used • Correct PPE is available and used • Hand washing facilities are available and used • Staff are adequately trained 	L	M	Low
Poor Hygiene	<ul style="list-style-type: none"> • Employees/Staff • Public • Customers • Young Persons • Volunteer Workers • Temporary Workers 	<ul style="list-style-type: none"> • Staff have undertaken food hygiene training. • Hand washing facilities are available • Correct PPE is available and used • Any instances of illness are reported to the Centre Manager and the sickness policy is adhered to. 	L	M	Low
Cross Contamination of food	<ul style="list-style-type: none"> • Employees/Staff • Public • Pupils/Students • Customers • New & Expectant Mothers • Young Persons • Disabled People • Temporary Workers • Volunteer Workers 	<ul style="list-style-type: none"> • Staff undertake correct food hygiene training • Equipment is regularly checked for deterioration and any faults reported and item withdrawn • Hand washing facilities available • Correct PPE is available and used • Correct colour coded equipment is available • Signage confirming colour coding rules 	M	M	Medium

Hazards	Who is at risk?	Controls in place	L	S	RR
Burns	<ul style="list-style-type: none"> • Employees/Staff • Public • Customers • Young Persons • Temporary Workers • Volunteer Workers • Visitors 	<ul style="list-style-type: none"> • Staff are adequately trained • Correct PPE is available and used • Correct utensils are available in the kitchen • Equipment is used on flat, stable surfaces • Untrained workers are supervised • Equipment is regularly checked for deterioration and any faults reported and item withdrawn • Temperature gauges are available • Equipment is left to cool before moving/cleaning 	M	M	Medium
Younger Staff	<ul style="list-style-type: none"> • Employees/Staff • Young Persons • Volunteer Workers 	<ul style="list-style-type: none"> • No one under the age of 16yrs is to be left working alone or unsupervised in Café Cairns. This includes all times that the cafe is open including private parties. • All staff including Young Leaders and Coaching Academy staff will be given a walk through of the cafe area to include an awareness of all hazards before commencing any work in Cafe Cairns 	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>