Health & Safety Risk Assessment Form

Ref: NHSF:026:08:WE7	**Generic Risk Assessment Form**		
Issue date:	October 2017	**Revised Date:**	May 2025
Author(s):	National Health & Safety Function		
Legislation	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations**,** it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.		
Note:[1]	When conducting risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable. *It is the responsibility of local management to implement any remedial actions identified.*		

[1] Please note this cover does not require printing for every Risk Assessment

Generic Risk Assessment For Slips, Trips and Falls in Catering Department	
Division: Acute Hospital	**Source of Risk:** Risk Assessment
HG/CHO/NAS/Function: HG	**Primary Impact Category:** Harm to person
Hospital Site/Service: ABC University Hospital	**Risk Type:** Operational
Dept/Service Site: Catering Department, Kitchen	**Name of Risk Owner (BLOCKS):** Joe Bloggs, Catering Manager
Date of Assessment: 16.07.25	**Signature of Risk Owner:** Joe Bloggs
Unique ID No: 016	**Risk Co-Ordinator:** N/A
Objective being impacted: Compliance with OSH legislation and the maintenance of a safe and healthy work environment.	[1]**Risk Assessor(s):** Joe Bloggs, Brian Mullen H&S Rep

[2]HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	[3]ACTION OWNER	DUE DATE
Slip Trip Fall Hazards - Risk of injury to employees as a result of slips/trips and falls hazards while working in the kitchen of the catering department.	Environmental Controls • Anti-slip flooring is present throughout the area. • All workspaces, walkways and storage areas are appropriately lit and maintained as part of the preventative maintenance schedule. • Task specific lighting is provided over fryer, hob and assembly line areas. • Drainage system and drip trays are in place to prevent pooling of water or liquids on floors. This is maintained as part of the preventative maintained schedule with facilities. • Ventilation hoods are located over the fryer and hob area. There are extractor fans in the wall at the tilting kettle and dishwasher areas. These are to reduce the likelihood of condensation or excess moisture when boiling, cooking, draining etc. These are maintained as part of the preventative maintained schedule with facilities.	Ordering and delivery of stock must be reviewed to avoid build-up of materials on the walkways during delivery periods. Discuss possibility of smaller quantities being delivered more frequently. To prevent accidental leaks and ensure optimum performance of ventilation systems a preventative maintenance schedule to be implemented. Ensure all equipment which requires maintenance and servicing is included and updated. We will use the NHSF's Register of Equipment - Statutory and Maintenance Record workbook to record same. Ensure all new staff have read and understood the relevant SOP's for the department. All records to be updated in the catering manager's office. NHSF Fast Facts Slip, Trips and Falls, Ref FF:003:02 to be communicated to all staff at team meetings	Joe Bloggs, Catering Manager Joe Bloggs, Catering Manager Joe Bloggs, Catering Manager Joe Bloggs, Catering Manager Joe Bloggs, Catering Manager & Brian	01/09/2025 01/08/2025 01/08/2025 30.09.2025 30.09.2025

	Housekeeping • Spills are dealt with immediately as detailed in, SOP CD-121. • A regular cleaning schedule is followed to maintain hygiene standards and tidiness. See SOP CD-121. • Dirty or greasy mops and squeegees are cleaned or replaced regularly to prevent contamination • Greasy spills are treated with appropriate cleaning solutions, and floors are dried thoroughly • Cleaning solutions are mixed as per their instructions to prevent a build-up of residue, and dirty water is replaced frequently throughout the cleaning process. • Cleaning equipment is rinsed thoroughly after use and emptied into the waste drain. • Staff use well-wrung mops, dry mops, and clean squeegees to speed up drying time and avoid leaving slippery surfaces • Mid-shift cleaning involves using minimal water, small-area mopping, and immediate drying • End-of-shift cleaning includes soaking, scrubbing and final drying of floors • Obstructions such as food packaging waste or wrappings	Following recent reports of STF's incidents, complete a slips, trips and falls mapping exercise of catering department to help identify areas where STF's incidents have happened and are more likely to happen. Additional control measure will be implemented following review and risk assessments reviewed to reflect same.	Mullan, H&S Representative	

[1] Risk Assessor required for OSH risks only.
[2] Where the risk being assessed relates to an OSH risk please ensure the HAZARD and associated risk are recorded. Other risk assessments require a risk description only.
[3] Person responsible for the action.

	are disposed of appropriately and never stored in walkways. Cardboard and larger recyclable waste is brought to the recycling baler in the yard by appointed staff member. • Any issue with floors such as uneven surfaces, loose tiles, or damage is to be reported to the line manager immediately Engineering Controls • Demarcated walkways are in place • Anti-fatigue non slip mats are located in the wash-up area • The floor slopes into the drain to prevent water accumulation at the tilt kettles. This change in floor level is highlighted in yellow. • Splashguards, worktop edge surfacing are in place to prevent liquid spills. • Ventilation hoods must be switched on to remove excess moisture and steam in the food cooking areas. • There are six trollies available, and one Soup pot transport cart provided. • Staff are trained on all equipment and records available in catering office. • Food waste bins are provided directly at food prep area for food waste and changed regularly as per SOP CD-121. • Adequate waste bins are provided for general waste and			

	changed regularly as per SOP CD-121. • Trailing cables and cords are secured to prevent tripping hazards Administrative Controls • There is no unauthorised access to the catering department, signage is displayed on the entry door. • Any meetings with management must be pre-arranged and takes place in the catering managers office. • A one-way system is in place in the kitchen and indicated by floor signs • Clear warning signs are displayed for wet floors when required and removed when no longer needed • As part of the regular cleaning schedule SOP CD-121, an inspection is carried out daily to identify any potential issues with STF hazards and recorded on the check sheet within the SOP • All staff (100%) have completed the required Slips, trips and falls training on HSEland as per TNA, records are located in the Catering Manager's office Personal Protective Equipment (PPE) • All catering staff wear safety footwear with slip resistant soles EN20345			

			All accidents/incidents must be reported to line manager for appropriate follow up.								
[1]Inherent Risk			**[2]Residual Risk**			**[3]Target Risk**			**Risk Status**		
Likelihood [1-5]	**Impact [1-5]**	**Rating [Likelihood x Impact]**	**Likelihood [1-5]**	**Impact [1-5]**	**Rating [Likelihood x Impact]**	**Likelihood [1-5]**	**Impact [1-5]**	**Rating [Likelihood x Impact]**	**Open**	**Monitor**	**Closed**
N/A	**N/A**	**N/A**	**3**	**3**	**9**	**2**	**3**	**6**	**X**		

[1] Rating **before** consideration of existing controls.
[2] Rating **after** consideration of existing controls.
[3] Desired rating **after** actions.