

Risk Assessment

Site:	ICANDO	Assessment No.	IC/001
-------	--------	----------------	--------

Assessor	Ellen Mitchell	Description of Building or Area	ICANDO General visit
Date of Assessment	08/12/2023		
Task/Activity/Process/Equipment			
Technical Advisor (if applicable)			
Persons Name (If Applicable to vulnerable Groups)		Equipment used (if applicable)	
When identifying HAZARDS consider:			
a) The Task (Who, What, Where, When, How)			
b) The environment (temperature, noise, lighting, dust, fumes)			
c) Materials, Equipment, and Substances (machinery, tools, chemicals, etc)			



RA REF No.	Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place	Risk Rating Factor = SxL			Further control measures required?	Action By Whom	To be completed by (Date)
					Severity	likelihood	Factor			
IC/001/01	Slips, trips and falls	Guests and staff may suffer an injury if they slip, trip or fall, possibly over spillages, steps, stairs, darkness at night etc	Visitors	Ensure all guests/staff are warned of possibility, all guests/staff wear shoes, running to be kept to a minimum, spillages cleared ASAP, corridors/emergency exits kept clear, exits clearly marked, nightlights in place	3	3	9			
IC/001/02	Stairs	Guests and staff could cause injury if they fall on the stairs	Visitors	Ensure all groups are briefed not to run on stairs, handrails and safety procedures to be checked regularly	3	3	9			
IC/001/03	ICANDO Equipment	Guests and staff could be injured by incorrect storage of equipment	Visitors	Ensure all equipment is stored correctly, and adequate staff training is given.	2	2	4			
IC/001/04	Boiling Water	When preparing hot drinks boiling water could spill onto guests or staff	Visitors	Warn all guests of boiling water. Boiling water tap has a safety system in place.	3	3	9			
IC/001/05	Food Handling	Guests and staff may suffer food poisoning due to poor food handling techniques. Guests or staff could be injury using kitchen equipment, eg. Knives when in food handling	Visitors	Ensure all staff follow correct health and safety procedures and further health and safety procedure in place for food preparation. Ensure knives are well looked after and kept away from children.	3	2	6			
IC/001/06	Showers	Guests and staff could risk injury falling or slipping in wet showers	Visitors	Ensure non slip coating is added to the bottom of showers, ensure showers are regularly cleaned	2	2	4			
IC/001/07	Hazardous Substances - e.g Cleaning Products	Chemical burns, inhalation of vapours to staff or guests if exposed	Visitors	Ensure protective equipment is provided for staff, eg, gloves. Ensure all cleaning products are locked away	3	2	6			
IC/001/08	Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Visitors	Ensure all equipment is tested regularly and to industry standard. Electric points maintained by professionals	3	2	6			
IC/001/09	Fire	Guests and staff could risk injury if a fire took place and they were unable to exit the building	Visitors	Ensure regular fire checks take place, offer fire exit guidance during welcome talks, ensure all fire protection equipment is kept up to date and in working order, keep all exits clear	4	1	4			
IC/001/10	Lack of Ventilation	Guests and staff could risk becoming ill.	Visitors	Throughout the ICANDO centre ventilation is provided by a mixture of air conditioning units and fresh air vents. These run from an air handling unit bringing fresh air into the system continuously. A recommendation will be made to all units to have the air conditioning running on automatic at all times in order to ensure good, fresh ventilation	2	2	4			