



## Combe Mill Society - Risk Assessment

### Activity: Tea Room and its immediate surrounds

### Risk Assessment undertaken by: WF

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<b>Assessment Date</b>	9 February 2023	<b>Certification</b>	The contents of and conclusions drawn in this Assessment are the responsibility of the Tea Room Manager and have been certified by the DRS as meeting the requirements of the Combe Mill Society for display on the web site.
<b>Next review date:</b>	1 March 2024		
<b>Date of last review:</b>	Not applicable. New Assessment		
<b>Assessment Ref:</b>	RA14_v1 tearoomDD		

### Abbreviations used in this risk assessment

Where an action or reference applies to a specific person that person is referred to by his or her initials. These persons are:

- WF, W Foster (Tea Room Manager)

Where an action devolves on a post holder the following abbreviations are used:

Abbreviation or Name	Meaning
CMS	Combe Mill Society
DRS	Director Responsible for Safety
QNA	Quantitative assessment Not Applicable
PP	Proficient Person: a person approved by the TM to act on his/her behalf when the TM is not present.
RCD	Residual Current Device
TM	Tea Room Manager or a person authorised to deputise.
Volunteer	Persons allowed to participate in the Mill's work prior to their election as members

\*Residual Risk (RR) =H x P



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Hazard (1)	Who might be harmed (2)	Consequence of Hazard (H) and associated uncontrolled Risk. (3)	Risk from matrix* (4)			Control Measures adopted or required to make the Residual Risk Rating acceptable (5)	Residual Risk
			H	P	Risk		RR*
1 Hot water from wall mounted boiler	TM, volunteers, staff members	Scalding if used carelessly or if the boiler malfunctions.  Level of Harm assessed as moderate (H=3) and the Occurrence as Possible (P=3). The consequent estimated uncontrolled risk is Moderate (Risk =9)	3	3	3 X 3 = 9	Annual servicing of boiler Staff training includes immediate response to a scald. Staff move carefully within kitchen area Only one person to dispense hot water at a time Cups placed on a tray when several are being carried Cups/tea pots etc. placed onto a tray These additional measures are estimated to reduce the Occurrence to 2 leaving a residual risk of 6. This is formally Tolerable and in the absence of any further practicable measures is acceptable.	3 X 2 = 6

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			H	P	Risk		RR*
2 Electrical appliances	TM, volunteers	<p>Electric shock and effect of bacteria.</p> <p>The local electric power system is modern. The supply circuit fitted with an RCD. Hence the Level of Harm is assessed as moderate (H=3) and the Occurrence as unlikely (P=3). Consequent estimated uncontrolled risk is Moderate (Risk =9)</p>	3	3	<p>3 X 3 = 9</p>	<p>All appliances to be PAT tested before use and thereafter every year.</p> <p>Appliances not to be used near water</p> <p>Any defects notified immediately and appliance taken out of use.</p> <p>Dishwasher cleaned monthly on hot cycle using dishwasher cleaner to descale and reduce incidence of bacteria in the machine.</p> <p>These measures move the bacterial hazard into controlling position and the reduced Occurrence to 2 leaving a residual risk of 6. This is formally Tolerable and in the absence of any further practicable measures is acceptable.</p>	<p>3 X 2 = 6</p>

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3 Spillage of food, liquid, drink	TM, members of the public, volunteers	Slipping, dirty surfaces, poor hygiene i.e. risk of bacteria/food poisoning  Level of Harm assessed as moderate (H=3) and the Occurrence as Possible (P=3). Consequent estimated uncontrolled risk is Moderate (Risk =9)	3	3	3 X 3 = 9	Anti bac spray used on all surfaces and tables regularly.  Floor washed weekly  Cleaning equipment accessible for use  Any spillages cleared up immediately.  These additional measures are estimated to reduce the Occurrence to 2 leaving a residual risk of 6. This is formally Tolerable and in the absence of any further practicable measures is acceptable.	3 X 2 = 6

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4 Food preparation and storage	Members of the public, volunteers	Food poisoning'  Level of Harm assessed as moderate (H=3) and the Occurrence as Possible (P=3). Consequently estimated uncontrolled risk is Moderate (Risk =9)	3	3	3 X 3 = 9	All TMs to hold food hygiene certificate  Gloves worn for food preparation  Appropriate storage of food  Food stored/disposed of with regard to use by dates on labels  Frozen food labelled and dated  Raw and cooked meat stored apart  Colour coded chopping boards for food preparation when raw meat/fish is involved (generally not on menu  Fridge temperatures monitored and recorded weekly.  These additional measures are estimated to reduce the Occurrence to 2 leaving a residual risk of 6. This is formally Tolerable and in the absence of any further practicable measures is acceptable.	3 X 2 = 6

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			H	P	Risk		RR*
5 Food allergy	Members of the public, volunteers	Allergic reaction/anaphylactic shock  CMS is not in a position to quantify this risk but is aware of the Hazard’s potential for harm.			QNA	Allergen awareness poster on display in tearoom  Allergens identified in foods  First aid training includes anaphylaxis  CMS is not in a position to apply a quantitative analysis as to the effect of these measures. It does however believe that they demonstrate that the Risk is under control and the Residual Risk is as low as is reasonably practicable.  The Residual Risk is colour coded moderate as a visual reminder of the potential consequence of the hazard.	QNA

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6 Slips/trips in the tea room or surrounding decking	TM, volunteers, members of the public	Injuries caused by falling  Level of Harm assessed as moderate (H=3) and the Occurrence as Possible (P=3). Consequently estimated uncontrolled risk is Moderate (Risk =9)	3	3	3 X 3 = 9	TM to be vigilant regarding trip hazards e.g. bags on flood, dogs, door mat etc.  TM to inspect area for hazards prior to opening tea room.  All staff to be constantly vigilant for trip hazards/obstruction in the tea room e.g. bags, walking sticks, door mat etc.  These additional measures are estimated to reduce the Occurrence to 2 leaving a residual risk of 6. This is formally Tolerable and in the absence of any further practicable measures is acceptable.	3 X 2 = 6
7 Choking on food or drink	TM, Volunteers, members of the public	Danger to life if airway becomes obstructed  This risk is not under the control of CMS			QNA	Despite the fact that this risk is not under the control of CMS, the Society accepts its responsibility to deal with the consequences of this hazard in so far as is reasonably practicable  TM training includes basic first aid on choking.  CMS believes that this arrangement will help keep any Risk as low as is reasonably practicable.	QNA

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			H	P	Risk		RR*
8 Cleaning materials- spillage, ingestion, contamination of food	TM, volunteers, members of the public	Poisoning / skin burns  Some cleaning materials can have fatal consequences. Consequently the Severity of Harm is assessed as Extreme (H=5). The Occurrence as Possible (P=3). The associated Risk is 15.	5	3	5 X 3 = 15	Cleaning materials stored in separate cupboard away from all food.  Cleaning materials stored in the shed to be kept separate from food items.  Apart from employed cleaner, Only TM to use cleaning materials in the tea room.  Volunteers to be discouraged from entering kitchen area and reminded not to wash anything in the sink apart from crockery items belonging to the tea room.  No non-food/ drink to be kept in fridges.  These measures are estimated to reduce the frequency to very unlikely (P=1)	5 X 1 = 5

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9 Operation of the Tea Room	TM, volunteers, members of the public	The Residual Risks derived above presume the presence of a Proficient Person. In the absence of such a person the basic risks before the control measures were adopted apply. These are clearly unacceptable			As Above	1) If visitors are entitled to be present, the Tea Room may only be opened if the TM or a PP is available to open the Room and to control the ensuing open period.  2) If for any reason the PP in charge of the Tea Room leaves the site or otherwise becomes unable to oversee the working of the Tea Room and there is no other person to take on the Task, the Tea Room must close as quickly as practicable.  When the Mill is closed to visitors from the general public, members and Volunteers working at the Mill use it as a mess room. They are allowed to boil water to make a hot drink but are not allowed to cook food.  The room is also rented out to outside hirers for private events. The terms and conditions are outside the scope of this assessment. The conditions are subject to the overarching constraint that they must not allow activities that could compromise the conclusions drawn in this assessment.	As Above

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	Staff Related	Safety Issues					

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			H	P	Risk		RR*
10) Supervision of trainees and unqualified assistants	trainees and unqualified assistants Supervising person	The various hazards that can arise are set out above and the details are not repeated here			As above	1) The work of Trainees and unqualified assistants is supervised by the TM or a PP. 2) Before starting the activity the supervisor must ensure that the trainee or assistant has had an adequate briefing. 3) The supervisor must not undertake any other tasks that conflict with this supervisory duty when the trainee or assistant is working in the Tea room. 4) The level of supervision provided depends on the needs of each trainee and unqualified assistant. It is determined by the supervising PPs and is subject to the overall direction of the TM.  As soon as the TM is satisfied that the Trainee is sufficiently knowledgeable the TM will reclassify the Trainee as a Proficient Person and enter the person's name on the list that the HTA is required to keep. (See Hazard 11.	As above

(continued on next page)

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			H	P	Risk		RR*
10) Supervision of trainees and unqualified assistants (cont'd)						(continued from previous page) The individual hazards assessed above have been reconsidered against the scenario that a supervised but inexperienced person is involved. The conclusions drawn were that the supervision ensured that the risks to the trainee or unqualified assistant were unchanged and that the risks to the Trainee/ unqualified person were closely similar those faced by the PP when alone As a consequence the detailed risks above were confirmed as applicable when supervised persons were working in the Tea Room.	

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			H	P	Risk		RR*
11 Failure to keep adequate records		Loss of control of risk due to unqualified persons carrying out duties for which they were not properly trained.			NQA	1) The TM is required to maintain an up to date list of the names of Proficient Persons This lists is the definitive list of Proficient Persons approved to work in the Tea Room. 2) The certificate of Proficiency provides reassurance to the person concerned that they are on the TM’s list. Their possession is not obligatory. 3) Any person may ask for his/her name to be removed from a list. 4) The TM is formally responsible for ensuring that CMS’s safety requirements are met in the Tea Room. 5) The TM seeks to resolve such matters by discussion. 6) If such discussion fails the TM should consult the DRS	NQA

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### Risk Rating Matrix

		Probability of Occurrence (P)				
		Very Unlikely	Unlikely	Possible	Likely	Very likely
Consequence of Incident expressed as the resulting "Severity of Harm" (H)	Negligible	Trivial (1)	Trivial (2)	Trivial(3)	Tolerable(4)	Tolerable(5)
	Minor	Trivial(2)	Tolerable(4)	Tolerable(6)	Moderate(8)	Moderate(10)
	Moderate	Tolerable(3)	Tolerable(6)	Moderate(9)	Moderate(12)	Substantial(15)
	Major	Tolerable(4)	Moderate(8)	Moderate(12)	Substantial(16)	Very serious(20)
	Extreme	Moderate(5)	Moderate(10)	Substantial(15)	Very serious(20)	Very serious(25)

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### Guidance on Interpretation

Parameter Level	HSE Descriptor	Meaning
<b>Severity of Harm (H)</b>		
1	Negligible	Postulated event not expected to lead to noticeable harm.
2	Minor	Level of harm that could lead to an injury that needs first aid treatment at the Mill
3	Moderate	Level of harm that could lead to an injury that requires professional help
4	Major	Serious medical injuries: for example broken limbs or a period of unconsciousness or the need to report the incident to a Regulatory Body
5	Extreme	Harm that could lead to death or life changing permanent injuries
<b>Probability of Occurrence (P)</b>		
1	Very Unlikely	Not more than once in 10 years
2	Unlikely	Not more than once a year
3	Possible	Over 1 but not more than twice a year
4	Likely	Over 2 but not more than 4 in a year
5	Very likely	Almost certain to appear: the occurrence often overlooked as being a 'normal everyday occurrence'.

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### Further Typical Measures that may be required to make the Residual Risk Acceptable

Risk R	Trivial	Tolerable	Moderate	Substantial	Very serious
Comment	Residual Risk (RR= 1 to 3) The risk is effectively non-existent and is acceptable as it stands.	RR = 4 to 6 The risk is adequately controlled but consider any justifiable minor additional measures	RR = 5-12 Additional controls should be considered where possible. The risk may or may not be adequately controlled.	RR=15-16 The risk is not adequately controlled: set out steps that must be taken before execution of operation can be approved	RR=20-25 The risk is not adequately controlled: the operation is unacceptable. Rigorous control methods are essential. Find an alternative if practicable.

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