Risk Assessment - Cotswold Halt Cafe

Reference No: COT-45771-3
Version No: 5
Assessment Approver: Kevin Jarvis

Department: Railway Catering Services
Date Of Assessment: 24 April 2025
Review Due Before: 02 September 2029
Lead Assessor: Kevin Jarvis
Team: Alan Nicholls, Christine Johnson, Val Mitchell and tracey Jaggers

Use of Cotswold Half Cafe

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Slips & Trips Tripping over spillages or objects	Everyone	1) CRITICAL - Engineering: Equipment maintained to prevent leaks. - Effective 2) CRITICAL - Engineering: Drip trays to be provided in areas where required and practical to fit.. - Effective 3) CRITICAL - Engineering: Good lighting to be present in all areas. - Effective 4) CRITICAL - Engineering: Any changes of level in areas or on steps to be highlighted. - Effective 5) CRITICAL - Administrative: Good housekeeping. Work areas kept tidy with goods stored suitably. - Effective 6) CRITICAL - Administrative: Any faults reported and addressed as soon as possible. - Effective 7) CRITICAL - Administrative: Spillages to be cleaned up immediately. - Effective 8) CRITICAL - Administrative: Suitable cleaning materials to always be available. - Effective 9) CRITICAL - Administrative: No trailing cables or obstructions to be placed in walkways. - Effective 10) CRITICAL - Administrative: Be aware of narrow walkways in kitchens etc. Watch out for others, especially those carry hot drinks and food. - Effective 11) CRITICAL - PPE: Ensure suitable firm topped footwear is worn at all times - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Engineering: Consider improvements to existing floor surfaces. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Score and Control Measure Notes. Risk very difficult to eliminate. Risk remains the same.							
Health and Safety	Manual Handling Strains or bruising from carry heavy objects	Volunteers & Staff	1) CRITICAL - Engineering: Consider using manual handling aids such as sack trucks and trollies etc. - Effective 2) CRITICAL - Engineering: Store heavy items at low levels. - Effective 3) CRITICAL - Engineering: Store regularly used items at low levels. - Effective 4) CRITICAL - Engineering: Use steps and ladders as appropriate. - Effective 5) CRITICAL - Administrative: All staff to have completed the GWSR Manual Handling training. - Effective 6) Administrative: Arrange for deliveries to be made in packages that can be safely handled. - Effective 7) CRITICAL - Administrative: Seek assistance for heavy/awkward loads. - Effective 8) CRITICAL - Administrative: Ensure that suitable break times are allowed and taken in line with the current legislation. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Burns & Scalds Contact with hot water, steam, hot equipment or surfaces	Volunteers & Staff	1) CRITICAL - Engineering: Hot drinks in disposable cups to be served with lids. - Effective 2) CRITICAL - Administrative: Staff to be trained and aware of risks of hot oils, equipment and surfaces. - Effective 3) CRITICAL - Administrative: Staff to be trained in the use of hot equipment such as coffee machines and grills etc. - Effective 4) CRITICAL - Administrative: No U18's to use cooking equipment. - Effective 5) CRITICAL - PPE: Wear heat resistant gloves as appropriate. - Effective 6) CRITICAL - PPE: Wear aprons as appropriate. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Use water mixer taps wherever possible. - Effective 2) Engineering: Consider signage warning of hot surfaces and water etc. - Effective 3) PPE: Consider wearing long sleeves at all times. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Cotswold Halt Cafe - Railway Catering Services

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Cuts Knives and other sharp implements in use	Volunteers & Staff	1) CRITICAL - Engineering: Knives and other sharp implements to be stored securely when not in use. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Staff to be reminded to use scissors and cutters to open packaging and not knives. - Effective 2) Administrative: Special care and attention to be made when washing knives. - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Food Handling Allergies or impact of frequent hand washing	Volunteers & Staff	1) CRITICAL - Engineering: Use utensils wherever possible to handle foods. - Effective 2) CRITICAL - Administrative: Wash hands thoroughly and frequently when handling food. - Effective 3) CRITICAL - Administrative: Thoroughly dry hands after washing. - Effective 4) Administrative: Staff to have completed Safe Food training - Effective 5) CRITICAL - Administrative: ensure that allergen information is available at the point of sale. - Effective 6) CRITICAL - Administrative: Ensure that separate equipment is available for serving handling different types of food. e.g. meats, vegetarian, gluten free etc. - Effective 7) CRITICAL - Administrative: Ensure information from 'Best Before' and 'Use Before' dates are followed. - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) PPE: Consider wearing food grade gloves as appropriate. - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Chemicals Contact, sometimes prolonged, with detergents or splashed to eyes etc or vapours being breathed.	Volunteers & Staff	1) CRITICAL - Engineering: Use dishwashers rather than hand washing wherever possible. - Effective 2) CRITICAL - Engineering: COSHH assessments available for all chemicals. - Effective 3) CRITICAL - Administrative: All containers to have clear, permanent, manufacturers labels. - Effective 4) CRITICAL - PPE: Gloves and protective eye-wear to be worn as appropriate. - Effective 5) CRITICAL - PPE: Disposable gloves to be discarded after use. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Substitution: Use paper and or recyclable plates and cutlery where appropriate for easy disposal and reduced cleaning. - Effective 2) Administrative: Use milder chemical options wherever possible. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Gas Appliances Serious injury caused by explosion or gas release	Everyone	1) CRITICAL - Engineering: Equipment to be inspected and certified as safe for use. - Effective 2) CRITICAL - Engineering: Staff to be trained and aware of how to isolate equipment in an emergency situation, with suitable labels present. - Effective 3) CRITICAL - Engineering: Equipment to be suitably maintained and inspected. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Consider fitting of flame failure sensors on gas burning equipment. - Effective 2) Engineering: Consider fitting carbon monoxide sensors. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Electrocution Electric shock from contact with faulty equipment or installations	Everyone	1) CRITICAL - Engineering: Fixed wiring inspections to be carried out as per the regulations. - Effective 2) CRITICAL - Engineering: PATS testing of portal equipment to be carried out as per the regulations. - Effective 3) CRITICAL - Engineering: Equipment to be suitable for use in a high volume kitchen environment. - Effective 4) CRITICAL - Engineering: RCD protection to be fitted to all hand held (230V) equipment. - Effective 5) CRITICAL - Administrative: Staff trained in use of equipment. - Effective 6) CRITICAL - Administrative: Any damage, discoloration or signs/smells of burning to be reported immediately. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Cafe and train managers should introduce a regular internal housekeeping check of equipment. - Effective 2) Administrative: Consider training staff to be aware of how to isolate equipment at fused spurs, fuse/switch boxes or similar - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Cotswold Halt Cafe - Railway Catering Services

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Fire Injuries from flames or smoke	Everyone	1) CRITICAL - Engineering: Fire fighting equipment to be available. - Effective 2) CRITICAL - Engineering: Emergency exits to be clearly marked. - Effective 3) CRITICAL - Engineering: Emergency lighting to be fitted, tested and operational. - Effective 4) CRITICAL - Engineering: Fire Alarms to be on a regular testing schedule with fire drills carried out to a schedule. - Effective 5) CRITICAL - Administrative: Building must have a current fire risk assessment in place with all actions addressed. - Effective 6) CRITICAL - Administrative: All staff to have completed the GWSR Fire awareness training. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Machinery Contact with moving parts of equipment	Volunteers & Staff	1) CRITICAL - Engineering: All dangerous moving parts to be guarded as appropriate. - Effective 2) CRITICAL - Engineering: Repairs to equipment only to be undertaken by competent persons. - Effective 3) CRITICAL - Engineering: Equipment always to be isolated before undertaking any cleaning or repair work. - Effective 4) CRITICAL - Administrative: Staff suitably trained in the use of all equipment. - Effective 5) CRITICAL - Administrative: Equipment to be visually inspected before use. - Effective 6) CRITICAL - Administrative: Staff to report any defective equipment straight away. - Effective 7) CRITICAL - Administrative: Operating instructions for equipment to be readily available. - Effective 8) CRITICAL - Administrative: Staff should not bring into work any equipment from home to use. - Effective 9) CRITICAL - Administrative: Faulty equipment or those items requiring repair should be taken out of service straight away and the issue reported to managers. - Effective 10) CRITICAL - Administrative: Ensure that a cleaning regime is in place for all equipment that requires it. - Effective 11) CRITICAL - Administrative: regularly empty any equipment fitted with traps. i.e. dishwashers, - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider a regime for testing microwaves for door seal leaks etc. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Falls from Height Falls from ladders etc.	Volunteers & Staff	1) CRITICAL - Administrative: All staff to have undertaken GWSR Working at Height training. - Effective 2) CRITICAL - Administrative: Staff to be trained in the use of ladders and steps. - Effective 3) CRITICAL - Administrative: All working at height equipment to be inspected and ticket in date. - Effective 4) CRITICAL - Administrative: Suitably sized and inspected ladders or steps should be provided at each location that requires them - Effective 5) Administrative: Do not store items above head height, especially any that are likely to cause an injury if they fall. - Effective	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 4 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Temperature Fatigue caused by heat	Volunteers & Staff	1) CRITICAL - Engineering: Fans, extraction equipment and opening windows to be provided as required. - Effective 2) CRITICAL - Engineering: Staff to use suitably sized ladders and steps to open high windows. - Effective 3) CRITICAL - Administrative: Staff to take regular breaks and hydrate as necessary. - Effective 4) CRITICAL - Administrative: Daily checklists of fridges and freezers should be updated and any issues reported straight away. - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

COSHH Assessments

The following COSHH assessments are applicable to this risk assessment:

• COSHH-46207-6 - Dettol Surface Cleaner

Ends