RISK ASSESSMENTS

CAFÉ BAR

ISSUE 2 | **SEPTEMBER 2026**

RISK ASSESSMENT:
CAFÉ BAR

Assessment Completed By: Nathan Harber
Position: F&B Manager
Date: September 2026
Review Date: September 2027

Purpose of Assessment:

To identify hazards associated with the operation and use of the Café Bar and ensure appropriate control measures are in place to reduce risks to an acceptable level.

Document Status:

This risk assessment must be reviewed annually or following any significant change to equipment, procedures, staffing, or incident.
This document is available to all staff and reviewed annually.

CAFÉ BAR & FRONT OF HOUSE

Hazard	Who can get hurt?	How can you get hurt?	Control Measures
Making Hot Beverages And Serving	Staff	Burns, Scolding, steam burns	Training by an external supplier on how to use the machine. Temperature monitors available to use to monitor the heat reached Layout is designed to give space to work efficiently.
Preparing Cakes For Display	Staff	Cuts	Staff training on preparation, Proper preparation area.
Serving Alcohol	Under 18s	Underage drinking, Intoxication	Challenge 25. Two licence holders, staff trained on asking for ID. Majority of users are members where we can double check on our membership system. Refusals book on the bar and staff trained to use it when asking for ID.
Using The Merry Chef	Staff	Burns, Scolding	Correct height of the machine, plenty of space around to move. Proper serving tray available to bring heated products out of the machine.
Loading Preparing The Glasswasher	Staff	Heavy weights, Scalding	The glass washer can be loaded with the tray in the unit. This will minimise lifting large trays in. To take out you can open the washer and bring the tray out to a drying area and leave to dry and cool down before touching/moving items.
Using The Dishwasher	Staff	Heavy weights, Scalding	Pass through dishwasher set up to minimise lifting. The unit only works once the doors are closed so hot water should not be available to scold. Training for the staff is given.

Using The Oven	Staff	Burns, heat, moving hot trays	Training given to all staff using this area. Clear guidance on all products we cook.
Using The Pizza Ovens	Staff	Burns Moving hot trays	Training given to all staff.
Using Knives	Staff	Cuts	Training given to staff. Knives stored correctly. Knives transported correctly for cleaning and storage. Making sure the knives are not dull and blunt where the staff member is having to use a lot more force.
Cleaning Utensils	Staff	Scolding, Cuts	Training given on use of the dishwasher. Sharp products to be stored and put in the sink to soak.
Receiving Deliveries	Staff	Heavy lifting, Correct storage at height	Delivery should be directly to the storage area.
Allergens	Staff and Members of the public	Allergic reactions	First aid trained staff, Correct and clear signage and labels. Up-to-date Allergens forms/Folder. Bright Yellow folder under the bar. Allergens sheets should be checked regularly and signed by a manager.

Air Quality In The Kitchen	Staff	Extraction fans above main cooking areas	Staff to turn on the Extraction fans before turning on equipment in the kitchen. *In case of a fire the Extraction fans should be turned off, could increase the fire in a kitchen with the air flow*
Temperature Control In The Kitchen	Staff	Extraction fans, Monitoring freezer temps.	Staff fill out a daily temperature sheet for the fridges and freezers twice a day. One AM and one PM. Anything out of the normal temperatures are recorded by the staff and if a continued pattern, actions must be taken to address the problem.
Cossh	Staff and Members of the public	Chemical burns, Scolding, internal damage to lungs if inhaled or mixed	Training given to staff. Limited chemical use with three main chemicals, two supplied by Bookers CleanPro range, with clear readily available information and instructions online as well as in our COSSH folder "H2- Detergent/ Disinfectant" "H1-Heavy duty cleaner degreaser" the third "SmokeKlean" is well documented in our COSSH folder and is only used as necessary. All products are kept in dedicated spray bottles clearly labelled.
Other Chemicals	Staff and members of the public	Chemical burns, Scolding, internal damage to lungs if inhaled or mixed	Other regular chemicals used like Glass cleaner and Flash, Training given to staff on how to use the chemicals, and the correct dosage.
Beer Cellar	Staff	Compressed Gas, Changing the barrel heavy lifting	Signage on how to change a barrel and what happens in an emergency. There is also an eye wash station located in the cellar. Compressed gas is chained up.
Draft Drinks		Compressed Gas change	Train staff on how to correctly change a gas cylinder. Compressed gas is chained up

Fryers	Staff	Oil burns Spits of oil when placing products in oil Boiling water when cleaning Inhaling Oil	Safety warnings around the Fryers. How to clean guides and training provided for staff cleaning the fryers. Making sure oil is clean so that staff are not breathing in burnt or old oil.
Griddle	Staff	Spits of oil or hot substances	Staff trained to use the griddle. Signage on the griddle that warn people of the hot surface.
Blender	Staff	Sharp blades Electric Shock Allergens Spillage Slips / Falls	Staff are trained to use the machine correctly, How to clean down the machine (This machine does completely come apart for deep cleaning) Make sure the machine in unplugged when doing the deep clean. Two lids to make sure to reduced spillage, making sure staff clean up quickly and use the correct wet floor sign.
Microwave	Staff	Burns Scalds Static shock/ Electrical shock Exploding food/Liquids Metal objects/ sparking	Staff are trained to use the microwave. How to cover food correctly and the correct equipment to use in the microwaves. Correct chemicals when cleaning (H2) and zero metal objects in the microwave
Ice Machine	Staff Public	Slips and Falls Contaminated ice Back pain	Melting ice when taking ice out could melt and cause a puddle, so training staff on how to reduce ice falling out and how to correctly clean spillages quickly and safely. Cleaning sheet and schedule for the machine to reduce Contaminated ice from cleaning the machine, or objects falling in. Remove all ice that has been contaminated. Train staff on the correct ways of lifted heavy items (Large ice buckets).
Defrosting Food	Staff Public	Food Poisoning Food Spoiling	Staff are trained on how to defrost items. Items of food can be left out for 1 hour MAXIMUM before needing to be placed in a fridge to continue to defrost. All food must be covered and dated correctly using colour coded day dot labels to increase visibility for food checks later.

Food Preparation Areas	Staff Public	Cross contamination Sickness	Kitchen staff are trained to clean an area before use, use the correct colour coded equipment for (Raw meat, cooked meat, Fish, Vegetables, Fruit and bakery) We also have labelled or purple equipment for the allergens. Labels are on the wall in the Kitchen, so staff are accountable for using the correctly coloured equipment on top of their food hygiene training. Allergen specific food prepared first, then Vegan, then vegetarian and then meat.
Hand Wash Sinks	Staff	Cross contamination Sickness Burns if the water is too hot	There are two hand wash sinks in F&B. One on the bar which is a multi-use sink for hand washing and filling up Water jugs. The second-hand wash station is in the Kitchen/Washroom next to the outside door. This is so the Cook can wash hands before entering the kitchen area. A map layout is below. Signs are placed on all sinks in the Kitchen with a diagram on how to wash your hands.
Washing Up Sink	Staff Public	Cuts Cross contamination Sickness Burns if the water is too hot	This sink is for pot washing and utensil washing only. Signs are above the sink with a Caution hot water sign. No other chemicals should be put down this sink ie. buckets. Staff are trained to not place any glass in this sink as well to make sure no glass breaks into the sink. There is also a washing guide on the wall to show the staff how to correctly clean and load the push through dish washer. Not cutlery is to be left in this sink to reduce cuts or someone stabbing themselves. All staff are told to place cutlery and small utensils in the cutlery holder which will then be rinsed off before it goes through the dishwasher.
Food Washing Sink	Staff Public	Cross contamination Sickness Burns if the water is too hot	This sink is for washing food and food preparation related use only. Signs are above the sink with a Food use only & Caution hot water clear signage. No chemicals should be put down this sink ie. Buckets or washing up equipment. Staff are trained to only use this sink for food preparation use only and to use appropriate equipment

			for containing and draining food items.
Allergens	Staff Public	Cross contamination Sickness Death	Allergen books are kept up-to-date and checked weekly by supervisors and management. Staff are trained to place allergen stickers on equipment used daily where coloured utensils are not used. These are cleaned after each use and kept separate from other utensils. In the Kitchen Allergens are prepared first, with a clean station and equipment. Regarding allergens when cooking the cook is the only person who deals with the allergens at the time. No one else is allowed to handle the food. The cook also washes hands and wears gloves as an extra safety measure. After the food is prepared and cooked on its own, the counter tops, equipment used is washed straight away so that there is no risk on cross contamination. Any need for an allergen investigation must be conducted by the GM or higher along with a possible EHO (Environmental Health Officer).
Spoiled Food or Contaminated Food.	Staff Public	Cross contamination Sickness (Diarrhea, Stomach pains, Cramps, Nausea, Vomiting and fever) Death Choking Dehydration	In the case of any contaminated food, the cook is to inform the FoH manager even if they are off that day. (By phone call, Pumble or WhatsApp). The reason for the contamination is written in the daily food diary for the day that it happened. In the extra notes at the bottom the following information is needed. The contaminated food should also be photographed and all food that has come into the contamination should be removed correctly depending on the circumstance. The staff member maybe told to keep a sample or the whole food for investigation. How the contamination happened: Has the food been recalled: When this happened: Signs food is contaminated: Changes in colour, Texture, Odor or taste.

Storage of Equipment	Staff	Cross contamination	Equipment is stored in the kitchen, in Colour correct groups. All knives are kept facing down so that staff members do not stab or cut themselves. Making sure all equipment is clean and not damaged before use. Knives are kept sharp to reduce the possibility of injury.
Storage	Staff	Contamination Pest damage	All stock and equipment is kept off the floor. If needed for example take away sleeves for pasties, these are kept in boxes with a lid. Any signs of damage to boxes, stock or equipment is noted straight away and investigated by FoH upper staff or higher.
Staff Training	Staff Public	All of the above	Staff are trained by the Supervisor or higher within their first two weeks and never left to lone work during this period. Signed off paperwork is stored in the daily diary. Training is then on going with things changing and recorded on their training paperwork. Every 3 to 4 months there is a review of this training and update.
External Doors	Public Staff	Cross contamination Pest infestation	All three external doors should be kept closed at all times, When stock deliveries come in, items must be checked for damages or contamination before entering. When exiting the doors the doors must be closed as quickly as possible to prevent the possibility of pests and insects coming in. IE Mice, Rats, Flies. There are fly zaps by the door. There are also signs on each door telling staff to keep these doors closed at all times.