# Risk Assessment

What is risk assessment, hazard analysis or HACCP (hazard analysis and critical control points)?

**Basically a hazard is anything that may cause harm to your customer or your staff. A risk is the likelihood of it happening.**

Risk Assessment is simply standing back from your business and looking at it to see where the HAZARDS are to your customer or your staff and then deciding how to eliminate or minimise them. Any measures identified as being necessary to control the risks must be detailed and implemented.

A risk assessment has four easy steps:

1. **Where** is the risk?
2. **What** is the risk?
3. **How** to control the risk
4. **Checks** to ensure controls are working

Examples of potential hazards may be: -Salmonella in Chicken -Injury caused by spillage of hot cooking fat

Risk Assessment should be undertaken by those who have knowledge and experience of the activity to be undertaken.

It should be formally recorded, signed and dated and kept for six years.

Example of risk assessment form...

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| Event Date of event Venue Organiser |
| Hazards Identified | Risk factor (High, medium, low) | Measures required to control the risk | Action to be taken by (Name) | Date completed and signature |
| Salmonella in Chicken | High | Store at correct temperature and cook thoroughly | F Smith |  |
| Spillage of hot cooking fat | Medium | Staff training, operating procedures | J Brown |  |

|  |
| --- |
| **Event:** **Date of event:** **Venue:** **Organiser:**   |
| **Hazards Identified** | **Persons at risk** | **Risk factor****(High-medium-low)** | **Measures required to control the risk** | **Action to be taken by (Name)** | **Date completed and signature** |
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N.B. If significant risks are identified, control measures should be implemented and a further risk assessment undertaken and recorded.

Name of Assessor (print): ................................................................................................

Signature: .........................................................................................................................

Date: .................................................................................................................................