



Homerton College, Cambridge, Risk Assessment Form

Department or activity under assessment: Student Barbecues and Safe Use of MCR Barbecue Area

| Activity or Task | List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the control measures which will reduce the likelihood of this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. ⁵ |
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| Condition of Barbecue | <p>Not clean – hygiene hazard</p> <p>Poor condition – Health and Safety hazard</p> | <p>Serious illness due to food contamination to all participants</p> <p>Cuts, burns and injuries due to unsafe equipment</p> | Medium | <p>Undertake a visual inspection to ensure the barbecue is in good working order</p> <p>Ensure the barbecue is thoroughly clean and fit for use, no sharp edges or areas in a state of disrepair – any issues must be reported to the Maintenance Helpdesk and rectified before the barbecue can be used.</p> <p>estates@homerton.cam.ac.uk</p> | |
| Position of Barbecue and Safety of Barbecue Area | <p>Risk of setting fire to flammable materials and substances</p> <p>Risk of burns and injury</p> | <p>Hot barbecue could fall onto flammable objects causing fire or onto those in attendance causing burns and injury</p> | Medium | <p>Ensure the barbecue is on a flat, firm base, well away from other buildings, trees, tall grass or shrubs.</p> <p>Ensure the barbecue is not positioned near a main gas point</p> <p>Ensure surrounding area is clutter free and clear of flammable materials and free from vehicle and pedestrian traffic.</p> <p>Suitable barrier positioned around the barbecue to keep those in attendance away from hot surfaces</p> | |

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| | | | | <p>and cooking area – a table or portable fencing can be used.</p> <p>Only designated people to light and operate the barbecue in line with manufacturer instructions.</p> | |
| Fire Safety | <p>Naked flames and extremely hot surfaces</p> <p>Hot food and utensils</p> | <p>Risk of serious burns and injury to people doing the cooking, those in attendance or other people involved in the activity from naked flames and extremely hot surfaces and utensils</p> <p>Risk of setting fire to surrounding area, property and adjacent buildings, flammable materials/substances etc</p> | High | <p>Particular care should be taken in hot, dry weather to reduce the risk of starting a forest or grass fire</p> <p>Keep a bucket of water or sand nearby for emergencies. The Building Services team will be able to arrange for the loan of a fire extinguisher - estates@homerton.cam.ac.uk</p> <p>Charcoal, fire lighters must be stored in a locked metal cupboard or outside store. N.B. purchasing the fire lighters and charcoal on the day of the event will eliminate or minimise the need to store them.</p> <p>If using barbecue briquettes or charcoal as fuel do not use petrol or other highly volatile fuels to light charcoal as there is a high risk of injury. Solid firelighters are a safer alternative and should be used instead. Only use on cold coals.</p> <p>Gas bottles must be kept in a locked outdoor store away from the main building with appropriate signage</p> <p>Check the wind direction and other weather on site before you start the barbecue. Consider relocating the barbecue if you are concerned about the risk of fire due to the wind direction.</p> <p>Check that all pipes and connections are in good condition before lighting. Always change cylinders in open air. Turn gas cylinders off before disconnecting the hose. If you think there may be a leak turn the gas off immediately. Do not keep more cylinders than you need.</p> | |
| Safe Use of Barbecue | <p>Naked flames and extremely hot surfaces</p> <p>Hot food and utensils</p> <p>Flammable materials</p> | <p>Risk of serious burns and injury to people doing the cooking, those in attendance or other people involved in the activity from naked flames and extremely hot surfaces and utensils</p> <p>Risk of setting fire to surrounding area, property and adjacent buildings, flammable materials/substances etc</p> <p>Risk of Food poisoning</p> <p>Manual handling injuries from transporting the</p> | High | <p>Keep attendees, garden games well away from the cooking area</p> <p>Never leave the barbecue unattended</p> <p>Ensure there is room to access and exit the area.</p> <p>Create a barrier to prevent unauthorised people from getting too close to the barbeque. Tables or portable fencing can be used.</p> <p>Avoid trailing wires for any electrical equipment.</p> | |

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| | | barbeque and ancillary equipment. | <p>Close windows nearby to stop smoke entering the building.</p> <p>Carry out a manual handling assessment of the carrying/movement of the barbeque, fuel, gas bottles, tables and chairs etc.</p> <p>Ensure the barbecue is cool before attempting to move it</p> <p>Charcoal Barbecues</p> <ul style="list-style-type: none"> • Use only enough charcoal to cover the base to a depth of about 50mm (2 inches) • If using barbecue briquettes or charcoal as fuel do not use petrol or other highly volatile fuels to light charcoal as there is a high risk of injury. Solid firelighters are a safer alternative and should be used instead. Only use on cold coals. • Never put hot ashes straight into a dustbin or wheelie bin – they could melt the plastic and cause a fire. <p>Gas Barbecues</p> <ul style="list-style-type: none"> • Make sure the tap is turned off before changing the gas cylinder • Change cylinders outdoors if possible or in a well ventilated area • If you suspect a leak to the cylinder or pipe work, brush soapy water around the joints and watch for bubbles – tighten to fix but do not overtighten • Ensure the gas bottle remains upright at all times • Ensure equipment carries a British Standard Kite Mark or European C.E mark. • After cooking, turn off the gas cylinder before turning off at the controls to ensure any residual gas in the pipe work is used up. <p>Disposable Barbecues</p> <ul style="list-style-type: none"> • Study the user instructions carefully and | |
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| | | | | <ul style="list-style-type: none"> follow them closely. Only use a barbecue in very well ventilated areas. Never place the barbecue on anything flammable - the foil base gets very hot. Leave the barbecue to cool down before attempting to move it - this may take several hours. Make sure that the barbecue is fully extinguished by pouring plenty of water or sand onto it. Do not place a disposable barbecue in a rubbish bin until it has cooled down completely. Make sure your barbecue is placed on level ground where it will not tip over. Bricks or a paving slab is ideal. Never use a barbecue indoors or inside a tent, the carbon monoxide that they produce can kill. <p>Event approval process</p> <p>Homerton College has a process in place to control events held on College premises. This is to ensure that each event is properly planned and managed by ensuring that a risk assessment is completed and suitable control measures are in place by the organiser. The process is applicable to any barbeque planned to be held on College grounds and gardens. Applications for events must be received at least 2 weeks before the proposed date of the event and with full signed off approval from the relevant departments.</p> <p>Ensure that lone working is avoided</p> | |
| Food Safety and Hygiene Equipment, PPE and Personal Safety | Food poisoning | <p>Serious case of food poisoning due to contamination of food, poor food hygiene standards, poor storage of food, food not cooked correctly, poor personal hygiene and cleanliness standards, incorrect use, storage and cleanliness of equipment and utensils</p> <p>Risk of burns due to incorrect or no PPE</p> | High | <p>As near as is practical to an existing kitchen for easy access to hand washing and storage facilities and transportation of food stuffs while complying with the above</p> <p>Ensure that first aid equipment is available and that there is an appropriately trained first aider in attendance or a first aid trained Porter is on duty at the Lodge for the duration of the event</p> <p>Ingredients and prepared items are brought to the barbecue area in package sizes that are light enough for easy handling where possible.</p> <p>Food safety is the other most significant risk to control when using a barbecue. Preventing cross contamination and following good personal hygiene measures are important to ensure the</p> | |

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| | | | <p>food available is safe to eat.</p> <p>The College strongly recommends that the students who will be preparing and cooking the food receive training in the basics of food hygiene and food safety hazards - (this can be achieved by booking a brief instructional training session with a College chef, attending training or reading appropriate guidance - The Food Standards Agency has a selection of useful training material and guidance available</p> <p>Barbecue operatives must wash their hands with soap and warm water before preparing food (do not use alcohol based hand sanitizer as this is flammable) after handling raw meat and before eating.</p> <p>Keep work surfaces, chopping boards and utensils used for preparation clean. Suitable personal protective equipment such as apron, oven cloth or mitts must be made available.</p> <p>Long handled tongs for handling the food must be used.</p> <p>It is strongly advised to not cook raw food on the barbeque; all food to be cooked in a conventional oven to a core temperature of 75°C immediately (or as soon as practically possible) prior to it being placed on the barbeque. This will further help to ensure that the food is safe to eat and any harmful bacteria have been killed.</p> <p>Ensure easy access to a covered waste bin and ensure that all waste is cleared regularly to avoid attracting pests.</p> <p>Be careful of steam when opening foil parcels.</p> <p>Keep meat, fish and dairy items in the fridge (ideally 5°C or less) and keep chilled food in an insulated cool box during the barbecue before cooking. It is also important to keep some foods cool to prevent food poisoning germs multiplying, these include salads, dips, desserts, cooked rice dishes and cooked meats.</p> <p>Ensure any food is used within the date code on the packaging.</p> <p>Prevent cross contamination by using separate utensils and equipment (e.g. tongs and plates) for raw meat and cooked / ready to eat foods.</p> <p>Avoid handling food directly with hands – use tongs or other utensils instead.</p> <p>The best time to cook on the barbecue is when the charcoal is glowing with a powdery grey surface. If the barbecue temperature is too hot, meat is likely to burn on the outside but remain raw in the centre.</p> <p>Turn food regularly and move it around the barbecue to ensure even and thorough cooking.</p> <p>Don't add sauce or marinade that has already been used with raw meat as this may contaminate</p> | |
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| | | | | <p>cooked food with harmful bacteria. Ensure meat is thoroughly cooked and steaming hot all the way through (burgers, sausages, chicken and pork should not be pink in the centre and the juices should run clear with a minimum core temperature of 75°C to ensure any harmful bacteria have been killed). Serve food immediately after cooking. Any food left over after 2 hours from the time it was cooked should be disposed of in an appropriate manner.</p> | |
| Cleaning Barbecue and Barbecue Area After Use | <p>Manual handling injury</p> <p>Use of cleaning equipment and chemicals</p> <p>Risk of burns from hot materials and equipment</p> <p>Risk of setting fire to flammable materials and substances</p> <p>Risk of fire to surrounding area</p> | | Medium | <p>Return barbecue and ancillary equipment to a secure outside storage area or, if using the outdoor barbecue area, ensure barbecue is thoroughly cleaned down and the area is left clear and tidy.</p> <p>Ensure barbecue and barbecue area have cooled down sufficiently before attempting cleaning</p> <p>If using cleaning chemicals follow all manufacturers instructions for use.</p> <p>Do not place a disposable barbecue in a rubbish bin until it has cooled down completely.</p> <p>Waste bags must be provided for waste disposal. Full waste bags tied up and disposed of in a secure waste bin with care taken to minimise the attraction of vermin. PPE provided with appropriate protection - gloves, eye protection and apron for cleaning Barbecue and barbecue area</p> | |

Explanatory notes:

- ¹ Hazards are activities which contain actual or potential elements of danger. Eliminating hazards by the use of an alternative work method should always be your first consideration.
- ² Please explain how an accident, incident or health condition could arise. All events which are '**reasonably foreseeable**' must be considered.
- ³ How likely is this event to occur? Is there a low, medium or high probability? When a 'high risk' activity is identified a further more detailed task/site specific risk assessment may be required. Examples of high risk activities are: working in a confined space e.g. a sewer or working at heights e.g. on extendable ladders.
- ⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant College policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are '**reasonably practicable**' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.
- 5. IF THE CONTROL MEASURES LISTED DO NOT SEEM ADEQUATE FOR THE RISK YOU ARE FACING DO NOT START THIS TASK – SPEAK TO YOUR SUPERVISOR.**

Important! It is essential to check regularly that the control measures specified in this risk assessment are actually being used in practice. All control measures should be reviewed regularly to ensure their effectiveness. Any specialist emergency or first aid procedures should be specified here.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here:

Is special monitoring (e.g. hearing test, hand-arm vibration, eye test, and health surveillance) required? If so, please enter details in the end column 'Suggested Further Action' - the University Occupational Health Service may be able to offer the service you require.

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection, safety footwear? You must ensure that any PPE specified is suitable for the purpose and compatible with all other PPE issued and needing to be worn. Each item of PPE needing to be worn to mitigate against the hazards that have been listed should be specified in the control measure column.

Please complete this section to confirm that this constitutes a reasonable and proportionate assessment of risk.

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| Name of assessor: Gary Sharp | Signature: <i>Gary Sharp</i> | Date: 16/07/2020 | Name of supervisor: | Signature: | Date: |
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant legislation. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here |
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