

Kororareka Group Hazard and Risk Register

August 2020

Hazard	Potential Harm	Control Measures	Who Responsible	Risk Level
Flooring surfaces -including wet and slippery floors, lose or frayed floor coverings	- sprains and strains - bumps or breaks	- floors cleaned daily - slips cleaned up immediately - correct footwear worn - clear signage when slippery area identified - non slip tape as required- areas kept tidy at all times carpets and floors in good condition - electrical cabling secure so they do not extend into walkways - use warning signs - use correct equipment when at height e.g. ladders not chairs - correct lighting in place	All	Moderate
Clutter in accessways, walkways, doorways, emergency exits obstructed	Trips and falls leading to sprains and strains, bumps or breaks	- storage areas used correctly	All	Moderate
Electrical equipment	- electrocution or injury or illness	- Tag and Test - maintenance programme of electrical equipment - RCD used for maintenance equipment - use of multi boxes limited - if equipment appears broken do not use get checked by - maintenance	Maintenance	High
Exposure to hot liquids, fats, oils, steam, heating coils or elements	- burns & scalds	- Staff training provided on correct procedures - Clear processes in place for use of and transporting of hot liquids	Kitchen Team leader or head chef, Front of house	Moderate
Exposure to cold temperatures, walk in fridges and freezer	- burns, hypothermia	- Safety latches - Security cameras in fridge and freezers	Kitchen	Low

General Kitchen & Bar equipment including rotating equipment mixers, cutlery and glasses	<ul style="list-style-type: none"> - entanglement - cuts & bruises 	<ul style="list-style-type: none"> - staff training provided - Maintenance of equipment - following correct procedures - if equipment appears broken do not use get checked by maintenance 	Kitchen	Moderate
Exposure to noise	<ul style="list-style-type: none"> - long term effect on hearing 	<ul style="list-style-type: none"> - hearing protection 	Maintenance	Moderate
Use of chemical cleaning products	<ul style="list-style-type: none"> - chemical burns through contact on skin or eyes - contact dermatitis 	<ul style="list-style-type: none"> - material data sheets provided for all chemicals - protective clothing used where required - staff training provided 	Kitchen	Moderate
Poor Hygiene Factors	<ul style="list-style-type: none"> - illness and infections 	<ul style="list-style-type: none"> - staff training about personal hygiene and food safety practices - implementation of Food safety plan - hand washing facilities provided - cleaning schedules - regular pest control - alcohol-based hand sanitizers available 	All	Moderate
Vehicle movement in carpark	<ul style="list-style-type: none"> - death - serious injury - breaks or strains 	<ul style="list-style-type: none"> - carpark speed signage - identified walkways - for maintenance wear high vis vest - sufficient lighting in place 	Maintenance	High
Operating a motor vehicle and trailer	<ul style="list-style-type: none"> - death - serious injury - breaks or strains 	<ul style="list-style-type: none"> - licence check - training on how to load a trailer 	Maintenance	High
Operating mobile plant – lawnmower, weed eater	<ul style="list-style-type: none"> - serious injury 	<ul style="list-style-type: none"> - regular maintenance - training - Personal protective equipment (work boots, hearing protection) 	Maintenance	High
Work load and hours	<ul style="list-style-type: none"> - Stress - Fatigue - impact on mental health 	<ul style="list-style-type: none"> - Effective roster management - Breaks taken - EAP - access to gym 	Heads of Department	Moderate

Manual handling	<ul style="list-style-type: none"> -muscle sprains and strains -injuries to muscles, ligaments, - injuries to soft tissues - abdominal hernias - chronic pain 	<ul style="list-style-type: none"> - staff given instruction on safe lifting technique - repetitive lifting avoided - step ladders used for top shelves - hand trolleys used - ‘ask for help’ - suitable floor covering - loads split 	All	Moderate
Working at heights	- falls resulting in injury	<ul style="list-style-type: none"> - correct use of ladders - correct ladders used - ‘ask for help’ - continuous review of what is stored or needs access at height too limit frequency of use and need to access. 	All	High
Sharp objects e.g. knives, glass etc	- Cuts	<ul style="list-style-type: none"> - Staff training - Knife safety practice - broken glasses place in correct bin immediately. - Dust pan and brush used to pick up broken glass - sharp objects not to be put in sink 	All	Moderate
Exposure to Sun	<ul style="list-style-type: none"> - Melanoma - sun burn - sun stroke 	<ul style="list-style-type: none"> - wearing sun hats provided - wearing sunscreen - drinking water - limiting exposure 	Front of house and maintenance	Moderate
Exposure to high temperatures (environment)	- dehydration	<ul style="list-style-type: none"> - air conditioning used - effective roster management - regular water intake 	Front of house and kitchen	
Aggressive customers	<ul style="list-style-type: none"> - emotional distress - minor injury 	<ul style="list-style-type: none"> - staff trained in host responsibility - Manager Support - security cameras 	All	Moderate

Lone worker	<ul style="list-style-type: none"> - death - serious injury - breaks or strains 	<ul style="list-style-type: none"> - security cameras - Safe room - 'check in' through security company - all night workers have first aid certificate - carry cell phone at all times - don't wear personal music devices ipod etc so can hear - sufficient lighting in place 	Night managers	High
Bullying and harassment	<ul style="list-style-type: none"> - stress, intimidation - impact on mental health 	<ul style="list-style-type: none"> - code of conduct - disputes resolution process - training on bullying and harassment 	All	Moderate
Working with Gas	<ul style="list-style-type: none"> - Burns - inhalation – respiratory Carbon monoxide poisoning. 	<ul style="list-style-type: none"> - Ventilation/Extraction in place - If ventilation/extraction is not working or not adequate then work should stop and owner or senior manager contacted. - Safety valves in place - Training on how to handle gas for senior members - Hazardous substances certificate - End of night procedures to ensure shut off. - Maintenance protocols in place 	Kitchen	Moderate

<p>Covid – 19 or similar virus from customers, contractors or staff who are infected with a virus</p>	<ul style="list-style-type: none"> - physical illness - fatigue or mental illness from impact of Covid – 19 stress or unknown situation 	<ul style="list-style-type: none"> - Frequently touched surfaces including counters, handrails, doors, till, menu phones, keyboards and EFTPOS facilities are regularly cleaned. - Physical distancing – as per current alert level requirements. - Alcohol based hand sanitiser is provided in a number of places accessible to both staff and customers - Posters on hand washing re hand washing facilities are available in the bathrooms. - Any requirements re numbers and spacing in restaurant adhered to - Covid-19 check in register in place (both electronic and written) - Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well - Regular communication to staff on impact to business from covid-19 including ongoing job security etc. – - Regular communication support numbers or assistance for mental health. Posters around business. 		
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