

Risk Assessment

Popcorn Machine

Organisation name:
Name of person completing risk assessment: Jonathan Richardson (Author) & (Name) (Borrower)
Activity being assessed: Use of Candy Floss Machine
Activity details:
Event Name:
Event Organiser:
Location:
Date of Event:
Nature of event: Use of the Ice Cream Machine on external premises
Diocesan Involvement: The Diocesan of Norwich Children, Youth and Families Resource Centre equipment loan.

PROBABILITY	SEVERITY	RISK FACTOR P x S = R	COMMENTS
1 = Remote	1 = Minor injury	1 – 4 Very Low Risk	No further action required.
2 = Unlikely	2 = Incapacity to work	5 – 10 Low Risk	Measures to reduce risk should be monitored.
3 = Likely	3 = Major injury	10 – 15 Medium Risk	Risk reduction measures must be considered if the severity is high. Cost effective measures may be considered to establish more precisely the need for improved control measures.
4 = Very Likely	4 = Fatality	15 – 20 High Risk	Urgent action must be taken to further reduce the risk.
5 = Certain	5 = Multiple Fatality	20 – 25 Very High Risk	Activity should cease until the risk has been reduced.

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk. (R = P x S)

What are the hazards?	Who might be harmed	Existing Controls What are you already doing?	What further action is necessary on the day?	Action by who?	Completed	Likelihood	Severity	Risk
Electrical Item - Damage to machine/cables rendering it unusable Risk of electric shock.	Borrower/ User & Item	Annual PAT test of item. Visual inspection of item.	Check item for damage when borrowed and returned from loan. Ensure electric cable is fully unwound before plugging in. Ensure the electric cable isn't over stretched when machine in operation. Should an extension be required, ensure this is Pat Tested and the wire fully unwound before plugging in the machine. Cover all trailing wires to prevent injury from trips or falls.	Borrower/ User		1	4	4

Heavy/Large item - Injury caused by lifting e.g. back injury. Damage to machine from dropping.	Borrower/ User & Item	Item Labeled as heavy. Recommend (via instructions) two persons to carry, maneuver and load machine.	Ensure users are briefed. Instruct (via instructions) correct footwear worn when handling. Recommend two persons to carry and maneuver.	Borrower/ User		1	2	2
Using Machine - Stability and positioning of ice cream maker resulting in the machine tipping or being knocked over.	Borrower/ User & Item	Recommend (via instructions) placement of machine on a surface that is sturdy, flat, heat resistant and at a suitable height for safe working.	Ensure machine is placed on a surface that is sturdy, flat, heat resistant and at a suitable height for safe working and that the machine operator is satisfied with the safety of the set up before plugging in the machine.	Borrower/ User		1	3	3
Using Machine – Injury caused by misuse of equipment	Borrower/ User & Item	Risk assessment completed for loan equipment and made available to users	Make user aware and provided with instruction card	Borrower/ User		2	2	4
Using Machine – Machine overheating and catching fire causing burns, smoke inhalation, risk to property and life.	Borrower / User & Item	Risk assessment completed. Electrical checks completed. Instructions provided.	Operator not to leave machine unattended. Turn off machine when not in use and unplug from mains from safety. Switch off immediately if concerned by an aspect of the machines operation / it produces excess smoke or smells of burning. Do not continue to use. Report fault.	Borrower/ User		1	5	5
Food consumption & Allergies	Borrower/ User & Item	<ul style="list-style-type: none"> Ensure the machine is clean prior to use. Ensure cleaned after usage. Item stored in a suitable location. Keep manufacturers guidelines with machine. Instructions provided to users. 	<ul style="list-style-type: none"> Follow manufacturers cleaning instructions Instruct users to provide an ingredient list when using item. Instruct user to follow their local Food Safety protocols. Instruct user that operator to be trained in safe food handling. 	Borrower/ User		1	4	4

Assessment review date: N/A - one off event. (usually within one year, or earlier if working habits or conditions change)