

RISK ASSESSMENT: Tuck Shop and Store Risk Assessment

Completed by: Ferny Crofts Admin Team

Date: January 2026

Review Date: January 2027



| What is the Hazard? | Who may be harmed? | How might people be harmed? | Risk Rating | | | Control Measures in Place | Remaining Risk | | |
|--|----------------------|---|-------------|----------|------|---|----------------|----------|------|
| | | | Probability | Severity | Risk | | Probability | Severity | Risk |
| Manual Handling when lifting boxes of stock | Staff and volunteers | Injury/strain to back due to incorrect lifting | 4 | 3 | 12 | <ul style="list-style-type: none"> Manual Handling Training provided to all staff members and volunteers Staff to follow safe procedures according to Manual Handling Regulations Minimise frequency and extent of lifting. Empty boxes where possible to avoid over lifting Store heavy stock on lower level shelves. Trolley used to transport boxes of heavy items when collecting deliveries etc. | 1 | 3 | 3 |
| Trips, Slips and Falls E.g. Doorways, spillages, stock on floor, uneven surfaces | Staff and volunteers | Cuts, grazes, broken bones, strains head injury | 4 | 3 | 12 | <ul style="list-style-type: none"> Staff training provided Appropriate footwear to be worn when tasks carried out No running on site Clear eye line of direction of travel Staff/volunteers to keep walkways/flooring area clear | 1 | 3 | 3 |

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| Dropped Equipment/stock | Staff and volunteers | Crushing, injury to feet/legs/hands | 4 | 3 | 12 | <ul style="list-style-type: none"> • Staff training provided • Appropriate PPE worn • At least two people to take down boxes from top shelves in store | 1 | 3 | 3 |
| Falling Equipment Stock | Staff and volunteers | Crushing, head injury, cuts, grazes and bruises. | 3 | 4 | 12 | <ul style="list-style-type: none"> • Manual Handling Training provided to all staff members and volunteers • Staff to follow safe procedures according to Manual Handling Regulations • Staff to report any damage to shelving | 1 | 4 | 4 |

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| Electric E.g. Fans, heaters, ice-cream freezer, extension leads | Staff and volunteers | Staff could get electrical shocks or burns from using faulty electrical equipment. -Electrical faults can also lead to fires | 3 | 5 | 15 | <ul style="list-style-type: none"> All electrical equipment used in accordance with the manufacturer's instructions and staff trained in its use Equipment turned off and unplugged where possible after use Portable Appliance Testing (PAT) is carried out Defective plugs/equipment reported immediately and taken out of use and promptly replaced Sufficient sockets provided to avoid overuse of extension cables Staff told not to bring in their own appliances, fans etc. | 1 | 5 | 5 |
| Lone Working | Staff and volunteers | Could suffer injury or ill health whilst working alone in the office. Threat to personal safety. | 3 | 3 | 9 | <ul style="list-style-type: none"> Radio contact available at all times. Staff to inform management if working on site out of hours Staff advised to limit number of people in shop when working out of hours. Light installed outside tuck shop to ensure area is well lit. | 1 | 3 | 3 |

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| Environmental Hazards - Thermal Discomfort | Staff and volunteers | Staff may feel too hot or too cold | 4 | 2 | 8 | <ul style="list-style-type: none"> Building temperatures kept as reasonable as possible with supplementary heating/cooling Tuck shop is adequately ventilated – electric fan provided | 3 | 2 | 6 |
| Non Observance of Use by Dates | Customers | Food poisoning, sickness | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff/volunteers trained on stock management control Remove any out-of-date stock Reduce the cost of stock that is coming to the end of its use by date to clear | 1 | 3 | 3 |

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| Transporting Cash between Tuck Shop and Office | Staff and volunteers | Assault, threatening behaviours from individuals | 2 | 1 | 1 | <ul style="list-style-type: none"> Staff/volunteers to be aware of their surroundings Staff to report any threatening behaviour | 1 | 1 | 1 |
| Storage of Edible Stock E.g. Bacterial growth, damaged/spoilage packaging | Customers | Food poisoning, sickness | 2 | 3 | 6 | <ul style="list-style-type: none"> Keep all edible stock within cardboard boxes, off the floor Staff to remove any damaged items/packaging from sale. Store at safe temperatures. Controlled access to storage areas | 1 | 3 | 3 |
| Pests | Customers, staff and volunteers | Stings, bites, contaminated food | 2 | 3 | 6 | <ul style="list-style-type: none"> Pest control put into place in and around shop and storage area. | 1 | 3 | 3 |

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| Hitting Head on roof porch sides. | Customers, staff and volunteers | Head injury, unconsciousness, cuts and bruises | 4 | 3 | 12 | <ul style="list-style-type: none"> Planter put in place to prevent staff/customers walking in from one side of the shop. Mind head sign put in place Staff and volunteers made aware of lower porch side (when door not open) • | 3 | 3 | 9 |
| Trips/Slips/Falls on steps into the shop | Customers, staff and volunteers | Head injury, cuts and bruises, broken bones, sprains | 4 | 3 | 12 | <ul style="list-style-type: none"> Mind the step sign in place Staff member present to be first aid trained, or with the ability to contact a first aider, via radio/phone. | 3 | 3 | 9 |

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| Level | Likelihood Factor | Severity Description |
|-------|-------------------|---|
| 1 | Very Unlikely | Insignificant – No injury or No First Aid required. |
| 2 | Unlikely | Minor – Minor injuries requiring first aid such as cuts, grazes, bruising. |
| 3 | Fairly Likely | Moderate – Injuries resulting in up to three days' absence from work. |
| 4 | Likely | Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc. |
| 5 | Very Likely | Catastrophic – Amputations or Death. |

| Remaining Risk Level | Description |
|----------------------|---|
| | |
| 1-5 | Very low, minimal risk, control measures more than adequate |
| 5-10 | Low, control measures satisfactory |
| 10-15 | Medium, control measures adequate |
| 15-20 | High, control measures need further consideration |
| 20-25 | Very high, intolerable, stop Job |