

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

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
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

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
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

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
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

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
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

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
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

RISK ASSESSMENT: Tuck Shop and Store Risk Assessment

Completed by: Ferny Crofts Admin Team

Date: January 2026

Review Date: January 2027



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