# Canteen/tuckshop

This checklist has been developed to assist schools in addressing their hazard identification and reporting.

The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

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| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |
| **Fire safety and emergency response** | **Action if required** **(✓ if no action)** |
| Safety rules, emergency information and evacuation routes are prominently displayed and volunteers/staff know how to enact them. |  |
| Emergency alarms can be heard in this area (when applicable). |  |
| Doorways, walkways and evacuation exits kept clear and at least 600mm wide. |  |
| External exit doors can be opened from the inside without a key and emergency fire door exits are signed. |  |
| Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. |  |
| Emergency lighting operational if mandated. |  |
| The facility has emergency isolation for gas. |  |
| An approved first aid kit is readily available and stocked appropriately. |  |
| **Management procedures** | **Action if required (✓ if no action)** |
| Procedures are in place to ensure that the canteen and equipment is operated and maintained in a safe and hygenic manner. |  |
| Systems are place to ensure security around cash handling and related processes. |  |
| Safe operating procedures are displayed with all potentially hazardous equipment. |  |
| Required personal protective equipment is available and in good condition. |  |

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| **Buildings** | **Action if required (✓ if no action)** |
| Area is clean and tidy. |  |
| There is sufficient space for each person to perform their work safely. |  |
| Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted. |  |
| Walls, ceilings and roofs are safe and in good condition. |  |
| Steps/stairs/ramps are in a safe condition with a non-slip surface, and secure handrails where needed. |  |
| Doors, windows, locks and latches are in good condition and working order. |  |
| There is adequate ventilation. |  |
| Fly screens are fitted to windows and doors. |  |
| The sinks and drains are clear (i.e. not blocked). |  |
| The lighting is adequate to work safely. |  |
| **Furniture, fixtures and fittings** | **Action if required (✓ if no action)** |
| All furniture is safe and in good condition. |  |
| Light fittings/fixtures and ceiling fans are clean, in good condition and working order. |  |
| All bench surfaces in good condition (no cracks, damaged laminex etc). |  |
| **Storage** | **Action if required (✓ if no action)** |
| Flammable material is stored and handled in a safe manner. |  |
| Required resources and equipment are stored safely. |  |
| Free standing shelves/cupboards are secured to ensure stability. |  |
| Waste containers are readily available. |  |
| **Hazardous chemicals** | **Action if required (✓ if no action)** |
| Current (within five years) safety data sheets are readily available for hazardous chemicals. |  |
| Chemicals are stored away from foodstuffs and labelled appropriately. |  |
| Chemicals are stored in original containers. Decanted or diluted substances are clearly labelled and stored in suitable containers – never in food or drink containers. |  |
| **Electrical** | **Action if required (✓ if no action)** |
| Electrical equipment is in good condition and tested as required by the department’s electrical testing procedure. |  |
| Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water. |  |
| All new power boards purchased will have an overload switch. |  |
| The area has Residual Current Device (RCD) protection. |  |
| Stoves/cookers have an isolation switch. |  |
| Electrical cables/cords are kept clear of walkways etc. |  |
| **Plant** | **Action if required (✓ if no action)** |
| Manuals are available for operating equipment and machinery. |  |
| A maintenance register is in place for all equipment and machinery that requires regular maintenance. |  |
| The moving parts of all machinery and equipment are guarded in accordance with the regulations. |  |
| All machines are fitted with the appropriate safety signs and SOPs. |  |
| No machinery or equipment is hazardous due to noise, fumes, poor maintenance or other factors. |  |
| **Bain maries/Cold rooms** | **Action if required (✓ if no action)** |
| Bain maries are clean, set at the correct temperature and located away from student access. |  |
| Cold room doors can be opened from the inside without a key. |  |
| There is lighting and a light switch available in the cold room. |  |
| The cold room/refrigerator is at the recommended temperature/s. |  |
| **General** | **Action if required (✓ if no action)** |
| Food waste and rubbish is removed on a daily basis. |  |
| Hazards such as sharps, glare, noise, fumes or vermin been identified. |  |
| Hand-washing facilities are available. |  |
| All gas pipes are clearly labelled. |  |
| All hot liquid containers have lids to prevent scalds. |  |
| Heat resistant gloves/mitts are available. |  |
| A fume extraction system is in place where required. |  |
| Isolation valves are readily accessible and clearly labeled. |  |
| Pest control is managed such that it does not pose a hygiene risk. |  |
| **Use the following space to record additional issues or hazards** | **Action if required** |
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