

Risk Assessment for the business known as 'Juliette's' at 7a Michael Street, Peel Isle of Man, IM5 1HB.

Risk assessment relates to the offering of Baking, Cupcake Decorating, Cake Decorating Workshops, Craft Activities and Catered Events

1. General Description of the Business Activities:

The business offers the following activities:

- **Baking Workshops:** Limited to 8 participants per session to ensure adequate space and supervision. Participants learn to bake cakes, pastries, and other baked goods. Some workshops involve the use of the basement kitchen area and may include the use of knives for tasks like chopping, slicing, or preparing ingredients.
 - **Cupcake Decorating Workshops:** Typically 10-20 participants. Participants decorate cupcakes with icing, fondant, and other materials.
 - **Cake Decorating Workshops:** Typically 10-15 participants. Participants decorate full-sized cakes using various tools and techniques.
 - **Crafting Activities:** Typically 10-20 participants. Includes a variety of creative activities such as wreath making, felt work, card making, and other arts and crafts. These activities often involve the use of hot glue guns, sharp tools, and small objects.
 - **Catered Events (Refreshments, Grazing Platters, Small Plates):** Some workshops and events may include refreshments, grazing platters, or small plates of food, depending on the specific event and customer requirements. These items are prepared and served to complement the workshop activities and can include snacks, finger foods, and light meals. The business also operates as a pop-up cake shop on occasion.
 - **Children's Workshops:** For all children, however for those aged 8 and under, it is required that adults stay to assist their children, especially when working with small items and ingredients. Very young children (under primary school age) may only attend at the discretion of the parent or guardian due to the small or sharp items used.
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2. Potential Hazards & Risks Identified:

A. Stepped Access at the Front of the Property

- **Risk:** Slips, trips, and falls on the front steps, especially with large groups, leading to sprains, fractures, or head injuries.

- **Control Measures:**
 - **Signage and Supervision:** Ensure the steps are clearly marked with visible warning signs, especially for larger groups entering or exiting the premises.
 - **Offer of site visit:** All visitors are offered a site visit if desired as stated in our Terms and Conditions page on the website.
 - **Clear Pathways:** Staff should direct participants carefully when entering and exiting the building, especially with children or those who may have mobility issues.
 - **Icy conditions:** Apply salt to front steps to reduce the risk of slipping in wet or icy conditions.
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B. Stairs Leading to the Basement Kitchen Area

- **Risk:** Slips, trips, and falls, especially during the baking workshops when participants may be carrying ingredients or equipment to the basement kitchen.
 - **Control Measures:**
 - **Adult supervision:** Ensure that parents and guardians of young children supervise their child and encourage them to remain seated to prevent accidental access by participants.
 - **Supervision:** Ensure staff are stationed near the basement stairs during baking workshops to oversee safe access to the basement.
 - **Verbal Warning:** Include mention of the stairs in the safety briefing at the start of each workshop to inform participants of the restricted area.
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C. Cooking Equipment & Tools in the Workshops (Baking and Decorating)

- **Risk:** Burns, cuts, and scalds from hot equipment or sharp tools, especially with a group of 8 participants (baking) or 10-20 participants (decorating and crafting).
 - **Control Measures:**
 - **Training & Briefing:** Prior to any activity, provide clear, specific instructions on how to safely handle hot equipment and sharp tools.
 - **Supervision:** Always ensure staff are present to supervise the use of hot equipment and sharp tools.
 - **Protective Gear:** Provide oven mitts, heat-resistant gloves, and aprons to all participants. For children's workshops, ensure extra supervision when handling hot materials or sharp tools. Children aged 8 and under to have their own parent or guardian present.
 - **Emergency Response:** Ensure that staff know the location of first aid kits and how to administer basic first aid, particularly for burns and cuts.
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D. Allergens in Baking, Decorating, and Catering

- **Risk:** Participants may unknowingly consume products containing allergens (e.g., nuts, dairy, gluten) or cross-contamination could occur during baking, decorating, or catering activities.
 - **Control Measures:**
 - **Allergen Information:** Share a clear list of ingredients for all baking, decorating, and catering activities. Check for allergies with each participant before the session begins (via the booking form) and ensure participants are aware of any potential allergens in the refreshments, grazing platters, or small plates (via website information on booking).
 - **Alternative Ingredients:** Provide gluten-free, dairy-free, and nut-free alternatives where possible and only if requested for both the workshop activities and catered events. For children's workshops, ensure parents are consulted about allergies before the activity begins.
 - **Cross-Contamination Prevention:** Ensure proper cleaning of surfaces, equipment, and hands when switching between activities or when handling different types of food, especially in catering areas, to prevent cross-contamination.
 - **Food Handling:** For catered events, ensure that food is prepared and stored according to food safety guidelines, including safe temperatures for hot and cold items, hygiene practices, and sharing of allergen information at the time of booking.
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E. Crafting Materials (e.g., Scissors, Glue Guns)

- **Risk:** Cuts from sharp crafting tools, burns from glue guns, or other injuries related to using crafting materials, especially with activities such as wreath making and felt work, which often require hot glue guns.
- **Control Measures:**
 - **Supervision:** Ensure that adults stay with children aged 8 and under and assist them with using sharp or potentially dangerous tools like scissors or hot glue guns. Larger groups (15-20) should be divided into manageable sections for supervision.
 - **Hot Glue Gun Safety:** Before using hot glue guns, provide a demonstration on safe handling. Make sure participants understand the risks of burns and hot glue.
 - **Tool Safety:** Instruct participants on the proper use of tools, particularly those involving sharp objects or hot surfaces (e.g., glue guns). Always provide a brief demonstration of safety protocols before use.
 - **Safety Equipment:** For children's workshop avoid the use of dangerous materials wherever possible. Ensure that children aged 8 and under have their own adult supervision, and provide gloves or protective gear when using sharp tools or glue guns. Provide heat-resistant finger covers to reduce the risk of burns when using hot glue guns.

- **Workstation Safety:** Provide stable work surfaces for hot glue guns to prevent tipping and accidental burns. Keep hot glue guns away from flammable materials (e.g., paper, fabric) during use.
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F. Knives in Baking Workshops

- **Risk:** Cuts or lacerations from knives, especially during tasks such as chopping fruit, slicing dough, or preparing ingredients.
 - **Control Measures:**
 - **Knife Safety Training:** Provide a thorough safety briefing before the use of knives, demonstrating proper cutting techniques and handling.
 - **Supervision:** Ensure that staff closely supervise participants when using knives, particularly in small groups (8 participants).
 - **Child Safety:** For children's workshops, knives should be used only under direct adult supervision, with safer, child-friendly alternatives (e.g., plastic knives) provided when necessary.
 - **Knife Storage:** Store knives safely in their safety sheaves, ensuring that they are only accessible when necessary for the workshop.
 - **First Aid:** Keep a well-stocked first aid kit within easy reach in case of cuts or injuries. Staff should be trained in treating cuts and know how to handle minor wounds.
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G. Manual Handling of Ingredients & Materials

- **Risk:** Injuries to staff from lifting heavy ingredients, chairs, tables or materials.
 - **Control Measures:**
 - **Safe Lifting:** Staff should avoid lifting heavy boxes or stacks of chairs where possible, instead splitting them into more manageable loads. Work in pairs if necessary to reduce strain. Avoid lifting by workshop participants whenever possible.
 - **Training:** Ensure staff use proper lifting techniques when necessary, especially when handling heavy items.
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H. Slip and Trip Hazards in Crafting and Decorating Areas

- **Risk:** Slips, trips, and falls from materials, tools, or spills (flour, water, icing, etc.), especially when working with a larger group (15-20).
- **Control Measures:**
 - **Tidy Workspaces:** Encourage all participants to keep their workstations tidy. Provide bins for waste materials and offer staff to monitor cleanliness during the sessions.

- **Clean-up Routine:** Make sure all spills (flour, icing, water) are cleaned up immediately. Instruct participants to report any spills.
 - **Signage:** Use warning signs to block off a zone in the event of spillage in high-traffic areas (e.g., near baking stations, crafting tables) to prevent slipping.
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I. Fire Safety

- **Risk:** Potential fire hazard from ovens, stoves, or electrical equipment used in baking or crafting activities.
 - **Control Measures:**
 - **Fire Extinguishers:** Keep easily accessible fire extinguishers in all areas, particularly near the kitchen and crafting stations.
 - **Emergency Exit Plans:** Ensure that clear evacuation routes and fire safety instructions are displayed and discussed verbally at the start of sessions.
 - **Equipment Maintenance:** Regularly inspect ovens, stoves, and electrical equipment for safety, ensuring that they are in proper working order.
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3. Emergency Procedures:

- **First Aid Kit:** Ensure that a fully stocked first aid kit is readily accessible in both the workshop and kitchen areas.
 - **Staff Training:** Staff should be trained in first aid, especially in treating burns, cuts, and allergic reactions.
 - **Emergency Contacts:** Emergency contact numbers should be collected on booking for all participants.
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4. Risk Likelihood and Impact:

Hazard	Likelihood	Impact	Risk Level (Likelihood x Impact)
Slips, Trips, and Falls (steps)	Low	High	Medium
Stairs to Basement	Low	High	Medium
Burns and Cuts (Baking & Crafting)	Medium	Medium	Medium
Allergic Reactions (Food & Ingredients)	Low	High	Medium
Injuries from Crafting Tools	Medium	Medium	Medium
Injuries from Knives (Baking Workshops)	Low	Medium	Medium
Manual Handling Injuries	Medium	Low	Low
Slips and Trips in Crafting Areas	Low	Medium	Medium

	Hazard	Likelihood	Impact	Risk Level (Likelihood x Impact)
Fire Safety		Low	Very High	Medium

5. Conclusion

- **Workshop Group Sizes:** Maintain the maximum limit of 8 participants for baking workshops to allow for better supervision and space management. For larger groups (15-20), ensure a sufficient number of staff are present to monitor activities closely.
- **Supervision for Children:** In children's workshops (particularly those aged 8 and under), make it clear to parents or guardians that they must stay to assist their children, especially with tools and materials that could be small, sharp, or hot.
- **Knife Safety:** For baking workshops that involve knives, ensure thorough training and supervision to minimize the risk of cuts. Provide child-friendly alternatives for younger participants where necessary.
- **Catering & Food Safety:** For events that include refreshments, grazing platters, or small plates, ensure that food is prepared and stored safely, with careful attention to allergen information, cross-contamination risks, and food hygiene. Clearly label food items that may contain common allergens and ensure safe food handling and storage procedures are followed.