

Risk Assessment Form

Location/Dept: Hired Venues only	Date Assessed: 21st May 24	Assessed by:SWANCC
Task/Activity: Food preparation	Review Date: 21st May 25	Signed Community Council Manager 21.5.24 <i>S Evans</i>

Task	Hazard/ Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Food preparation	Use of sharp knives and hand tools	Staff	To ensure at Venue hired:- All knives are sharp and are in good condition All catering staff to use knives safely The use of knives is restricted to one, authorised persons for the cutting of cakes only. Suitable knives are provided for the tasks to be undertaken. Safe storage facilities are provided for all knives First aid kit provided in kitchen.	1	1	Low	
	Slips, trips and falls	Staff Residents Visitors Contractors	Food preparation areas are in good condition Food preparation areas are well lit and are free from slipping and tripping hazards. Kitchen staff wear suitable, robust footwear All spillages cleaned away immediately and the appropriate signs displayed Kitchen and food prep areas are restricted to authorised personnel only.	2	1	Low	

Food preparation	Hazardous substances. Washing up liquid		<p>All reasonably practicable measures are taken to avoid contact with eyes</p> <p>Suitable emergency eyewash facilities are provided and maintained.</p> <p>Suitable first aid facilities are provided. The first aid kit includes a supply of easily detectable (blue) waterproof dressings.</p>	2	1		
	Gas and Electricity (fire and explosion)	<p>Staff</p> <p>Residents</p> <p>Visitors</p> <p>Contractors</p>	<p>Clear access is maintained to the gas isolation valves for the cooker</p> <p>The main gas and electrical isolation points are clearly identified</p> <p>Relevant staff are informed of gas and electricity supply isolation.</p> <p>All portable electrical appliances in the venue's kitchen have been PAT tested (kettle & Urn)</p> <p>A staff member has carried out visual examinations of portable electrical equipment, plugs and leads before using the venue.</p> <p>Employees have been instructed not to use damaged or defective portable electrical equipment</p> <p>Damaged or defective portable electrical appliances are removed from use.</p> <p>All metal sinks, work surfaces and fitments are all earth bonded</p>	1	1		

Food preparation	Food contamination (physical)	<p>Staff</p> <p>Residents</p> <p>Contractors</p> <p>Visitors</p>	<p>Only pre prepared ready to eat food to be purchased from a suitable catering supplier or supermarket to be used to</p> <p>Drinks; - tea, coffee and cold drinks Staff wear suitable, clean clothing</p> <p>Staff are provided with appropriate protective gloves and aprons</p> <p>.</p> <p>Suitable storage facilities are provided for staff personal belongings and clothing</p> <p>Suitable first aid facilities are provided. The first aid kit includes a supply of easily detectable (blue) waterproof dressings and eye wash.</p> <p>Minor cuts, abrasions and facial jewellery are covered with easily detectable (blue) waterproof dressings</p> <p>Staff are instructed not to wear false nails, nail polish, perfume and excessive jewellery in food preparation areas</p> <p>All catering staff attend food hygiene courses</p> <p>Maintenance procedures in place for all machinery</p> <p>Catering staff are trained in food hygiene standards.</p>			Low	
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	Food contamination (Biological)		<p>Adequate hand washing facilities are provided (anti bacterial wash)</p> <p>Illness reporting procedure in place</p> <p>Catering staff are instructed to report relevant illnesses in accordance with the procedure</p> <p>Suitable toilet and other sanitary conveniences are provided</p> <p>Catering staff are instructed to wash their hands before returning to the catering area after using the toilet and other sanitary conveniences</p> <p>Investigate if Catering staff need to attend food hygiene training courses for simple serving of pre prepared food.</p>			Low	
Allergic reactions to Food ingredients	Food Serving		<p>All food to be served with the labels defining ingredients clearly visible and separate gluten free and dairy free from any risk of contamination.</p> <p>Milk and Fresh products for drinks to check are in date and kept at safe temperatures, check fridges and facilities at each venue before bringing in goods for public consumption</p>				

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so