

Risk assessment Chatterbox Café

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Assessment carried out by: S. Irons	Date assessment carried out: 15/07/23
Health & Safety Officer: Brian Cook tel: 01283 519179	
Café Leader: Shirley Irons tel: 01283 548746	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Kitchen/food service volunteers and/or customers may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitably etc. • Kitchen equipment maintained to prevent leaks onto floor. • Equipment faults leading to leaks quickly reported to Shirley Irons/Kas Fearn. • Volunteers clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. • Suitable cleaning materials available. • Good lighting in all areas • No trailing cables or obstruction in walkways. 	Volunteers to maintain good standard of housekeeping.	Shirley Irons	Ongoing	Ongoing
Manual handling Moving tables and chairs trays of crockery	Volunteers	Tables to be moved by two people. Ingredients bought in package sizes that are light enough for easy handling Small trays used to minimise weight Volunteers aware not to lift heavy items and refer to Shirley if in doubt.	Ensure new volunteers aware	Shirley Irons	Ongoing	Ongoing
Contact with steam, hot water and hot surfaces	Volunteers may suffer scalding or burns injuries.	<ul style="list-style-type: none"> • Volunteers trained in risks of using water urn and coffee machine • Operating instructions easy to locate 	Ensure new volunteers aware	Shirley Irons	On going	Ongoing
Knives	Volunteers involved in service could suffer cuts from contact with blades.	<ul style="list-style-type: none"> • Volunteers trained to handle knives. • Knives suitably stored when not in use. • First aid box provided 	All	All	Ongoing	Ongoing

Food handling	Frequent hand washing can cause skin damage. Some foods can cause some Volunteers to develop skin allergies.	<ul style="list-style-type: none"> • Where possible and sensible, volunteers use tools (cutlery, tongs scoops, etc) to handle food rather than hands • Food grade, single- use, non-latex gloves are used for all food tasks 	All	All	Ongoing	Ongoing
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Contact with cleaning chemicals	Volunteers Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Volunteers cleaning premises risk skin irritation or eye damage from direct contact with cleaning products.	<ul style="list-style-type: none"> • Dishwasher used instead of washing up by hand. • All containers clearly labelled. • Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Volunteers reminded to thoroughly dry hands after washing. <ul style="list-style-type: none"> • Hall cleaner services utilised for cleaning of toilets 	All	All	Ongoing	Ongoing
Electrical	Volunteers could suffer serious/fatal injuries as a result of electric shock	<ul style="list-style-type: none"> • Hall Manager visually inspects the system once a year and is competent to do so. • System inspected and tested by an electrician every five years. • Volunteers trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. • Hall Manager know where fuse box is and how to safely switch off electricity in an emergency. • Plugs, sockets etc suitable for kitchen environment. • Access to fuse box kept clear 	Hall Manager and volunteers	Hall Manager	Ongoing	Ongoing
Fire	Volunteers or customers could suffer serious/fatal injuries from burns/smoke inhalation.	Fire risk assessment done as community hall. Fire-fighting equipment etc. as above	none			

Safe guarding:

Area of concern	Who might be at risk	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Attendance of children and vulnerable adults	Children, vulnerable adults, volunteers	Awareness and training Open area/public space No lone working	none	n/a		
Those attending behaving inappropriately	Children, vulnerable adults, volunteers	Awareness and training, reporting procedure Open areas / public space No lone working	None			
Missing children	Children in attendance	Children remain the supervision of those they attended with Open and public space one entrance and exit	None			
Reporting incidents	Children, vulnerable adults, volunteers	Trained person available to listen and inform. Awareness of the need to report Arrangements for referral of concerns and managing allegations in place.	Additional training being arranged for adequate cover etc.	Shirley Irons	Ongoing	Ongoing