

Risk assessment



Activity / Event name: Church Hall Catering Date of risk assessment: July 2023 Review Date: July 2024			Assessor Name: H&S Officer Name: Brian Cook			Signed: Signed:		
Activity	Who might be harmed?	What are the hazards?	What do you need to do to control this risk?	Action by who?	Action by when?			
Use of kettle	Kitchen user	Likely burns from steam / hot water. Electrocution, scalding.	Ensure you only fill the kettle for the required amount ensuring you don't overfill it. Do not use kettle in an enclosed area and ensure the kettle is not on the edge of the work top where it might get knocked off.	Hall manager Event Coordinator Kitchen user	Before event and before use			
Use of Water Urn	Kitchen user	Likely burns from steam / hot water.	Urn to remain secured by retaining strap at all times. Only fill with the predicted amount of water required using a jug. To empty urn, use a jug to drain water into and tip down the sink.	Hall manager Event Coordinator Kitchen user	Before event and before use			
Use of oven	Kitchen user	Likely burns from steam / hot door, sides and shelves / hot contents, plates and food	When opening the oven be cautious of the temperature of the oven, as steam may come rushing out. When getting contents out, ensure that you are using heat protection such as oven gloves.	Event coordinator Kitchen user	Before & in use			
Use of microwave	Kitchen user	Likely burns from steam / hot door, sides and shelves / hot contents, plates and food	When opening the oven be cautious of the temperature of the oven, as steam may come rushing out. When getting contents out, ensure that you are using heat protection such as oven gloves.	Event coordinator Kitchen user	Before & in use			
Use of dishwasher	Kitchen user	Likely burns from steam / hot door, sides and shelves / hot contents	When opening the oven be cautious of the temperature of the oven, as steam may come rushing out. Consider leaving the door open (supervised) for a short while to let the contents cool before touching the contents, as may be hot.	Event coordinator Kitchen user	Before & in use			

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Spillage of liquid	Anyone in the vicinity	Slips, trips and falls	Clean up any spills using correct (blue) cloths, etc.	Event coordinator Kitchen user	As necessary
Use of small electrical appliances	Kitchen user	Electrocution	PAT tested every two years. Check for any visible deterioration. Switch off when not in use. Avoid contact with water.	Event coordinator Kitchen user	Before & in use
Washing up	Kitchen user	Water can be hot therefore it can easily burn	Hot water sign displayed above the hot water advising it can be hot and therefore shouldn't leave body in contact for too much time.	Event coordinator Kitchen user	During event
Food storage	Kitchen user	Food poisoning / food contamination	ALL FOOD MUST BE STORED IN LABELLED CONTAINERS Hot food stored above 63° Cold food stored below 8° The temperature of the fridge to be monitored and recorded regularly by hall staff. Ensure that at least one of the team has a Food Hygiene Certificate where possible.	Event coordinator Kitchen user	During event
Temperature control	Kitchen user	Food poisoning / food contamination	Hot food stored above 63° Cold food stored below 8° Ensure that at least one of the team has a Food Hygiene Certificate where possible.	Event coordinator Kitchen user	During event
Serving food	Kitchen user	Burns Cross contamination	To ensure there is no cross contamination, different utensils should be used for different food. Ensure protective gloves are worn. Ensure that at least one of the team has a Food Hygiene Certificate where possible. Use trays when serving. Do not overload.	Cooks and waiting staff	During event

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Allergies	Kitchen user	Allergic reaction	Ensure that all allergies are identified prior to event and all food is correctly identified.	Event coordinator First Aider Anyone eating	During event
Hot food and drinks	Kitchen user	Food poisoning and burns	Ensure food and drinks are served at the correct temperature (within legal guidelines) using a food temperature probe. Ensure that at least one of the team has a Food Hygiene Certificate where possible.	Cooks and waiting staff	During event
Cold food and drinks	Kitchen user	Food poisoning and frostbite	Ensure food and drinks are served at the correct temperature (within legal guidelines). Ensure that at least one of the team has a Food Hygiene Certificate where possible.	Cooks and waiting staff	During event
Choking	Anyone eating	Compromising of airways / death	Ensure there is a First Aider present where possible	Hall Manager Event coordinator First Aider Anyone eating	During event
Wet floors	All	Slips and injury	Mop up any spills immediately and dry the floor. Display warning sign until dry	All	During event

Overall note: Instructions for all electrical / gas appliances are located in second drawer of the bank of three.