



# Risk assessment



**NB** This assessment is designed as a guide only and is not to be considered exhaustive of all potential risks.

1. Risk assessment can be considered to be a five step process:
  - identify potential hazards
  - decide who might be harmed and how
  - evaluate the risks and decide whether current control measures are adequate or if more should be done
  - record the significant findings
  - review the assessment periodically and revise if necessary
2. In deciding who might be harmed it is not necessary to list individuals by name, but consideration should be given to groups of people who may be affected.

Reg Charity 203644 (England and Wales) and SC037711 (Scotland)

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Power supplies	Electric shock Electrical fire	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	All power supplies provided will meet the requirements of current regulations See 'Fire' below	
Food from a variety of sources	Food poisoning	Consumers	<ul style="list-style-type: none"> <li>• Occasional caterers (fewer than 10 events per year) do not require formal food hygiene training, however the food produced must be fit for consumption. See <a href="http://www.food.gov.uk">www.food.gov.uk</a> for more information</li> <li>• Servers should not be suffering from diarrhoea, vomiting, coughs and colds and should maintain a good standard of personal hygiene</li> <li>• Cakes to be transported in clean, sealable containers. Unwrapped cakes should be kept covered</li> <li>• Make sure any foodstuffs containing cream are out of the fridge for the shortest time possible</li> <li>• Use appropriate utensils to serve cakes</li> <li>• Have some means of washing hands and equipment</li> <li>• Put a 'Use by' date on all items</li> </ul>	
Slips, trips and falls	<ul style="list-style-type: none"> <li>• Trip hazards</li> <li>• Cables</li> <li>• Uneven ground</li> <li>• Spills</li> <li>• Stands/displays</li> <li>• Safety ropes for marquees, gazebos etc</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical cabling must be used in such a way as to not present a trip hazard. This may require cables to be taped down or run through rubber non trip trucking</li> <li>• Care must be taken placing displays etc and support ropes etc should be easily visible</li> <li>• Spills should be cleared ASAP</li> </ul>	

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Cash handling	Theft	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Collection and cash boxes to be secured or supervised at all times</li> <li>• Only staff to have access to cash</li> <li>• All cash to be banked as soon as possible following the event</li> </ul>	
Fire	<ul style="list-style-type: none"> <li>• Electrical fires</li> <li>• Mains</li> <li>• Generator</li> <li>• Other fires</li> <li>• Smoking</li> <li>• Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical equipment is subject to regular safety inspection and testing</li> <li>• Generators must be secure and fenced to prevent interference</li> <li>• Where electricity is used a minimum of 1 x 0.6kg dry powder extinguisher must be provided at each location using power</li> <li>• Sand bins should be provided as cigarette disposal points</li> <li>• Waste containers kept away from buildings, marquees or gazebos</li> </ul>	
Hot equipment	Injury from burns and scalds	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Public prevented from handling hot equipment</li> <li>• Hot products to be served in appropriate containers such as insulated cups or mugs</li> <li>• Warnings given to public if served hot products</li> <li>• Appropriate PPE to be worn by staff</li> <li>• Hot equipment not to be moved during the event</li> <li>• Minimise number of people in area where hot equipment is being used</li> <li>• Ensure contents of first aid kits are in date and plentiful</li> <li>• Trained first-aider on site (see First aid below)</li> </ul>	
First aid	<ul style="list-style-type: none"> <li>• General injuries</li> <li>• Medical emergencies</li> <li>• Heat stroke</li> <li>• Dehydration</li> <li>• Sprains</li> <li>• Strains</li> <li>• Cuts</li> <li>• Scratches</li> <li>• Allergic reactions</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure contents of first aid kits are in-date and plentiful</li> <li>• Member/s of staff attending with appropriate and current first aid qualification</li> <li>• All food labelled with note if containing common allergens</li> <li>• Staff to know the ingredients of food items and to ask if they consumer suffers from any allergies before serving</li> </ul>	

**If cooking with children, also consider the following**

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Hot surfaces, equipment and foodstuffs	Burns, scalds	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Moving hot items of equipment and removing lids from pans only to be done by staff</li> <li>• Adequate number of staff members present to supervise</li> <li>• Pan handles positioned so as not to hang over the edge of the cooker</li> <li>• Limit number of pupils and staff around ovens and hot items</li> <li>• See 'First aid' above</li> </ul>	
Knives	Cuts	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Number of knives accessible controlled</li> <li>• Pupils taught correct and safe techniques for using knives under adequate supervision</li> <li>• Knives not to be left in the sink and to be washed separately</li> <li>• See 'First aid' above</li> </ul>	

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
Slips, trips and falls	Slippery floors	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Walkways to be kept clear at all times</li> <li>• Any spillages, litter and food debris should be cleared up immediately</li> <li>• Mops, hot water, wet floor signs and appropriate detergent available</li> <li>• See 'First aid' above</li> </ul>	
Use of ovens and cookers (electric/ gas)	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Fire, explosion</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils must be adequately supervised at all times</li> <li>• Cookers and ovens kept away from any flammable materials including waste containers, as well as doorways and fire escape routes</li> <li>• Equipment is appropriately maintained</li> <li>• A gas isolation valve should be available to isolate the gas supply when not in use</li> <li>• Fire blanket kept in the area and staff understand how to use it</li> <li>• Also see 'Fire' above</li> </ul>	
Food poisoning	<ul style="list-style-type: none"> <li>• Poor standards of hygiene</li> <li>• Incorrect storage of food</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils taught the need for personal hygiene</li> <li>• Staff and pupils to wash hands thoroughly after visiting the toilet and before handling food</li> <li>• Warm water, soap and towels available</li> <li>• Waterproof, adhesive plasters available and used to cover any cuts</li> <li>• Long hair tied back</li> <li>• Clean aprons worn by staff and pupils</li> <li>• Avoid the use of foods requiring refrigeration if this cannot be provided</li> <li>• Foods appropriately covered/wrapped and stored in suitable containers</li> <li>• 'Use by' and 'best before' dates should be checked and adhered to</li> </ul>	

For larger scale events also consider:

Description of hazard	Description of risk	Who is at risk	Current control measures	Comments and further control measures required
<ul style="list-style-type: none"> <li>• Control of public</li> <li>• Disturbance</li> </ul>	<ul style="list-style-type: none"> <li>• Pedestrians and vehicles in same areas – accidents</li> <li>• Injury from crowd, crush, trampling etc</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Defined car parking</li> <li>• Where possible defined, marked or roped/fenced pedestrian routes</li> <li>• Awareness of the potential number of visitors to event</li> <li>• PA or loud hailer to communicate with public in an emergency</li> <li>• Planned evacuation procedure for enclosed spaces, gardens etc</li> </ul>	
Vehicles at event	Traffic accident during access, egress or parking at event	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the numbers anticipated to attend and ensure adequate parking is available</li> <li>• At busy events nominate parking stewards</li> <li>• If there are likely to be access issues/queues then ensure that the local police are informed of the event times</li> </ul>	
Site management	Identification of staff and volunteers from public	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate staff/volunteers to cope with the expected number of visitors</li> <li>• Staff/volunteers should be identifiable. T-shirt etc or badge (not necessarily with a name) indicating that they are helpers at the event</li> </ul>	

Signed assessor: ..... Date: .....

