**RISK ASSESSMENT FOR PROVISION OF REFRESHMENTS**

Houghton Regis Helpers

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**Date of Risk Assessment: 16 June 2023 Carried out by: Jenny Gallucci**

A risk is the likelihood of the identified hazard causing actual harm, categorised as:

HIGH risk (potential life threatening/highly likely to occur); MEDIUM risk (may cause injury or damage/fairly likely to occur); or LOW risk (mild or no injury or damage/unlikely to occur)

| **Hazard** | **Severity of Harm** | **Likelihood of Risk** | **Risk Factor** | **Control Measures** | **Further action required?** |
| --- | --- | --- | --- | --- | --- |
| Electrical hazards | Electric shock  Potential serious personal injury | Only if checks not carried out | Medium | Check all appliances, cables and sockets, before session commences | Avoid use of adapters/extension cables.  Check electrical appliances and cables are away from water sources.  Ensure portable appliances are PAT tested regularly. |
| Food Contamination | Food poisoning | Unlikely with wrapped, non-perishable foods.  Potentially life-threatening with raw and open perishable foods.  Fairly likely if food waste incorrectly disposed of. | Low  Medium/High  Low/Medium | Appropriate storage of foods at all times.  Check best before and use by dates.  Wash hands regularly, before and after handling food.  Use gloves and protective clothing when handling foods.  All food waste disposed of in black sacks in covered bins. | Recommend all volunteers handling & serving food have food hygiene certificate. – minimum of 1 volunteer on duty must hold Food Hygiene Certificate  Hand-washing in separate sink from food prep. sink.  Bins must not be overfull – dispose of waste in refuse bins outdoors as and when required and at end of session. |
| Food preparation surfaces | Contamination leading to food poisoning | Unlikely with wrapped, non-perishable foods.  Potentially life-threatening when raw and open perishable foods are prepared | Low  Medium/High | Clean down all surfaces with anti-bacterial spray and disposable cloths.  Use separate boards/knives/equipment for raw and cooked foods.  Wash hands before and after handling raw / cooked foods. | Recommend all volunteers handling & serving food have food hygiene certificate – as above  Hand-washing in separate sink from food prep. sink. |
| Hot drinks | Burns and scalds | Risk for users of urn and kettle.  Risks for customers buying hot drinks. | Medium  Low | One person use urn at a time. Pay close attention to possible risks.  At outdoor events hot drinks to be served in heat insulated cups with lids. | Urn/s only to be emptied or moved when water is cooled.  Volunteers who offer to serve hot drinks do so at their own risk |
| Allergies and food intolerance | Reactions to food allergies and food intolerance  Potential anaphylactic shock | Food ingredients not known  Allergies not identified | Medium  High | Ensure that food ingredients are checked  Provide ‘free from’ foods where possible  Purchase foods from reputable suppliers  All homemade foods must include list of ingredients | Display allergy signage and disclaimer notices  Have First Aider on site |
| Spillages leading to trips and falls. | Cuts, bruises, minor fractures | Unlikely as long as all spillages cleaned up immediately. | Low | Spillages to be cleaned up immediately. | Use warning sign for large spillages. |
| Money handling - contamination | Contamination leading to food poisoning | Unlikely as long as control measures are followed | Low | Money collected by non-food handler. |  |