

Parish of St. Nicholas Church Dereham



Dereham & District
Team Ministry

Risk Assessment & Management for Catering

Date of first risk assessment: July 2023. Reviewed: July 2024

Time/frequency: 3 yearly

Date to be reviewed: July 2027

Location: Church and Church House, Dereham

Name of Leaders with responsibility: Catering Team

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Health & Safety	<p>Tripping or slipping causing injury.</p> <p>Overcrowding in the kitchen.</p>	<p>Coats and bags should be stored safely so they do not cause a tripping hazard.</p> <p>Any spills should be removed immediately.</p> <p>When carrying hot food, team members should make others aware they are carrying hot food.</p> <p>Only Helpers on the Rota for that session should be in the kitchen area. Group Leader monitors numbers and allocates jobs regarding serving and clear up.</p>	<p>Report any maintenance problems to the relevant people.</p> <p>Team Leader needs to ask people to leave unless help has been requested.</p>	Group Leader.		
Food poisoning	<p>Cross contamination</p> <p>Spread of bacteria caused by poor hygiene.</p>	<p>High standards of hygiene to be always maintained.</p> <p>Helpers will wash hands on arrival, after handing money, before handling food and after</p>	<p>Food hygiene training for team leaders</p> <p>If possible, use a separate sink for washing hands rather than food preparation sink.</p>		Everyone	

<p>Severe illness or death caused by lack of awareness of food allergen risks.</p>	<p>Allergens</p>	<p>touching anything that may cause cross infection. Protective clothing should be worn, and long hair tied back.</p> <p>Equipment to be washed in hot water. If tea towels are used, they must be freshly laundered at 60 plus degrees. No food to be used past its 'Use by date'. Keep food products out of the fridge for the shortest time possible. Keep to recommended cooking and temperature guides. (Food Hygiene Regulations) Raw and cooked food must be kept separate.</p> <p>Tables to be wiped with anti-bacterial product before and after use.</p> <p>Allergens/ingredients must be listed, and warning signs are displayed.</p> <p>All helpers to make themselves aware of the content of food provided.</p> <p>One dish/plate to be used per product to avoid contamination. No mixing of items.</p>	<p>Team Leaders should ensure helpers are trained in handwashing routines and cleaning procedures.</p> <p>Know what is in the ingredients and be ready to provide information about the allergens.</p> <p>All food prepared/cooked at home must be brought with a list of ingredients.</p> <p>Display a statement making clear we cannot guarantee allergens are not present.</p>	<p>Food prepared at Home allergen sheet is being developed.</p>	<p>PCC to discuss how to implement use.</p>	
<p>After the Session</p>	<p>Risk of infection and inconvenience to others who may use the facilities.</p>	<p>No used Tea towels to be left 'to dry'.</p> <p>Floor should be swept.</p> <p>The kitchen, and other areas used are to be left clean, tidy, and</p>		<p>Catering Team</p>		

		ready for others to use.				
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