



Dereham & District
Team Ministry

Activity Risk Assessment

Activity : Catering at St Nicholas
Location: Church and Church House, Dereham
Name of Leaders with responsibility: Catering Team
PCC and Church Wardens

Date of first risk assessment: July 2023
Time/frequency: Continual
Date to be formally reviewed: July 2024

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
Recruitment of Catering/Fundraising Team.	As Fundraising events are advertised to the public, vulnerable people may be present.	<p>Safer recruitment procedures to be followed.</p> <p>Safeguarding training which lasts for 3 years. Basic Awareness Training and Foundations in Safeguarding are required.</p> <p>Sign a Confidential Declaration and sign to accept The Code of Safer Working Practice. (Church of England)</p> <p>Safeguarding policy for vulnerable adults. (Available on website)</p> <p>Safeguarding good practice guidance for vulnerable adults.</p> <p>Lone Working Policy: Ministry Team and Church Visiting</p>	<p>Avoid lone working wherever possible.</p> <p>Read and implement relevant Building Risk Assessment and Evacuation Policies.</p> <p>Food Handlers should undertake Basic Food Hygiene and Safety Training.</p> <p>Team Leaders should ensure helpers are trained in handwashing routines and cleaning procedures.</p> <p>Co-ordinators need DBS check if vulnerable people present.</p>	All members of the team.	PSO to be informed when new people are recruited.	
Arrival	People unfamiliar with the site layout and emergency/fire procedures	At the start of an event the layout of the building and emergency/fire procedures will be explained.		Group Leader/Host.		

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Health & Safety	<p>Tripping or slipping causing injury.</p> <p>Overcrowding in the kitchen.</p> <p>Injuries caused by handling furniture or lifting heavy objects.</p> <p>Burns and scalds.</p> <p>First Aid</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>Work in pairs to move tables and chairs. Do not lift if you are not able. Ask for help from others. Do not move furniture if you are alone in the building.</p> <p>All volunteers need to exercise care and to be made aware of risks during induction and training.</p> <p>Only those qualified to do so should administer First Aid. In an emergency call 999.</p>	<p>Report any maintenance problems to the relevant people.</p> <p>Are there any warning signs about slippery floors?</p> <p>Team Leader needs to ask people to leave unless help has been requested.</p> <p>First Aid box should be kept suitably stocked with contents in date.</p> <p>If any resources are used, this should be reported to the person responsible for First Aid or a Church Warden.</p>	<p>Group Leader.</p> <p>First Aider/Team Leader</p>		
Risk of Fire	Everyone present	<p>Fire doors are clearly marked and procedures for Emergency evacuation are clearly explained.</p> <p>It is imperative that doors are unlocked/locked as per the Fire Safety Policy for the relevant premises.</p>	<p>Members to be reminded of procedures from time to time.</p> <p>Team Members should familiarise themselves with policy.</p>	Group Leader		

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		One dish to be used per product to avoid contamination. No mixing of similar items.				
During the event	<p>Theft of Possessions</p> <p>Dealing with difficult Individuals</p> <p>Someone is taken ill.</p>	<p>Ensure that all attendees are responsible for their own possession.</p> <p>De-escalation Guidance is available on the Safeguarding Board in Church and in the Coffee Morning Safeguarding Folder.</p> <p>Group will take charge and direct appropriate actions. In a Medical Emergency 999 will be called. The Group Leader will liaise with next of Kin if they are present. No First Aid to be administered without suitable Qualification.</p>	<p>Team to have charged mobile phone with them.</p> <p>Appoint a First Aider.</p>	All attendees.		
After the Session	Risk of infection and inconvenience to others who may use the facilities.	<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 ready for others to use.</p>		Catering Team		
Money handling	<p>Spread of infection.</p> <p>Good accountancy practice. Guidance from Treasurer.</p>	<p>Wash hands after handling money</p> <p>Money to be counted by two people and recorded along with receipts for costs ready to be handed to Treasurer for banking an reimbursement.</p>		Group Leader		
Disabled access	Entrance	Make sure disabled access doors are open.	Work is in progress to make the entrance to St Nicholas easier to use.	Fabric Team		

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		The disabled toilet is near the Men's Toilets in church House.				
Safeguarding concerns	Vulnerable people may be present	<p>Responding to a Safeguarding concern.</p> <p>All the Team are aware of how to report a Safeguarding concern to PSO by virtue of Safeguarding Training.</p>	Safeguarding Notice Board in Church.			