

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.	Safer recruitment procedures to be followed. Safeguarding training which lasts for 3 years. Basic Awareness Training and Foundations in Safeguarding are required. Sign a Confidential Declaration and sign to accept The Code of Safer Working Practice. (Church of England) Safeguarding policy for vulnerable adults. (Available on website) Safeguarding good practice guidance for vulnerable adults. Lone Working Policy: Ministry Team and Church Visiting	Avoid lone working wherever possible. Read and implement relevant Building Risk Assessment and Evacuation Policies. Food Handlers should undertake Basic Food Hygiene and Safety Training. Team Leaders should ensure helpers are trained in handwashing routines and cleaning procedures. Co-ordinators need DBS check if vulnerable people present.	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	Tripping or slipping causing injury.	Coats and bags should be stored safely so they do not cause a tripping hazard.	Report any maintenance problems to the relevant people.	Group Leader.		
		Any spills should be removed immediately.	Are there any warning signs about slippery floors?			
		When carrying hot food, team members should make others aware they are carrying hot food.				
	Overcrowding in the kitchen.	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.	Team Leader needs to ask people to leave unless help has been requested.			
	Injuries caused by handling furniture or lifting heavy objects.	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.				
	Burns and scalds.	All volunteers need to exercise care and to be made aware of risks during induction and training.				
	First Aid	Only those qualified to do so should administer First Aid. In an emergency call 999.	First Aid box should be kept suitably stocked with contents in date. If any resources are used, this should be reported to the person responsible for First Aid or a Church Warden.	First Aider/Team Leader		
Risk of Fire	Everyone present	Fire doors are clearly marked and procedures for Emergency evacuation are clearly explained.	Members to be reminded of procedures from time to time.	Group Leader		
		It is imperative that doors are unlocked/locked as per the Fire Safety Policy for the relevant premises.	Team Members should familiarise themselves with policy.			

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	Kitchen Fire	Team members should know where the fire blanket and First Aid Box are kept.	PAT testing is planned for September 2023. All equipment used on church premises from home should be tested.	Fabric Officer		
Food poisoning	Cross contamination Spread of bacteria caused by poor hygiene.	High standards of hygiene to be always maintained. Helpers will wash hands on arrival, after handing money, before handling food and after touching anything that may cause cross infection. Protective clothing should be worn, and long hair tied back. 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. Tables to be wiped with antibacterial product before and after use.	Food hygiene training for team leaders If possible, use a separate sink for washing hands rather than food preparation sink.		Everyone	
Severe illness or death caused by lack of awareness of food allergen risks.	Allergens	Allergens must be listed, and warning signs are displayed. All helpers to make themselves aware of the content of food provided.	Know what is in the ingredients and be ready to provide information about the allergens. All food prepared/cooked at home must be brought with a list of ingredients.	Food prepared at Home allergen sheet is being developed.	PCC to discuss how to implement use.	

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		One dish to be used per product to avoid contamination. No mixing of similar items.				
During the event	Theft of Possessions	Ensure that all attendees are responsible for their own		All attendees.		
		possession.				
	Dealing with difficult Individuals	De-escalation Guidance is available on the Safeguarding Board in Church and in the Coffee Morning Safeguarding Folder.	Team to have charged mobile phone with them.			
	Someone is taken ill.	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.	Appoint a First Aider.			
After the Session	Risk of infection and inconvenience to others who may use the facilities.	No used Tea towels to be left 'to dry'. Floor should be swept.		Catering Team		
		The kitchen, and other areas used are to be left clean, tidy, and ready for others to use.				
Money handling	Spread of infection.	Wash hands after handling money		Group Leader		
	Good accountancy practice. Guidance from Treasurer.	Money to be counted by two people and recorded along with receipts for costs ready to be handed to Treasurer for banking an reimbursement.				
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	Responding to a Safeguarding concern. All the Team are aware of how to report a Safeguarding concern to PSO by virtue of Safeguarding Training.	Safeguarding Notice Board in Church.			