

Risk assessment template

Purpose: Kitchen Use **Assessment carried out by:** WPFRT

Date of next review: 10/10/2024 **Date assessment was carried out:** 11/10/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Access to the kitchen/visitor control	General public, staff, hirers due to unknown persons causing disruption and putting all at risk.	Doors to be locked using thumb turners when inside the building alone. Hirer to conduct their own risk assessment for their event/hire	WPFRT provide hirer with their risk assessment prior to hire Unruly visitors will be asked to leave.	WPFRT & Hirers	During Hire	
Slips, trips and falls	General public, hirer, committee members. Due to general trips and falls.	Kitchen walk around area to be clear of any objects to then allow walk through o traffic with no trip hazards.	Pre hire visual check to be carried out by WPFRT to check the area is safe for handover.	WPFRT committee members & Hirer	Before the event starts and during.	

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		Clear signage displayed if where applicable Children supervised by parents/guardians Any rubbish disposed of accordingly. Any extension leads or other trailing items must be covered over and kept to a minimum to avoid risk of injury.	Hirers be aware of health and safety at all times during the hire Any leads in a path way must be covered with a rubber protector strip. Cables should be checked they are undamaged. Do not bunch electric cable together as it will overheat.	HIRER HIRER HIRER HIRER HIRER	Before the event starts and during. During hire During hire During hire During hire	

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			First aiders have access to fully stocked First Aid Supplies in Kitchen In the event that the incident is pre serious 999 will be called by the nearest person and the first aider will co-ordinate with the emergency services. WPFRT show hirer the cleaning supplies and wet floor signs	HIRER HIRER WPFRT HIRER	During hire During hire Start of hire/handover During hire	
		Spills/wet floors-Wet floor signs to be used and placed over the wet area (signs found in cleaning cupboard). Area to be cleaned and dried asap.				

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Fire/ Major incident	General public, Hirer & committee members due to a major event happening such as fire.	Existing fire procedures to be followed. Hirer to be aware of all fire exits, assembly point & call points. Hirer to follow Fire Policy.	WPFRT members to ensure hirer has knowledge of fire procedure during handover. Fire extinguishers to be used if safe to do so. First Aiders to supply first aid if required. Allow access to first aid supplies if possible (Found in both Kitchens)	WPFRT committee members & hirer HIRER HIRER	When needed during major incident When needed during major incident When needed during major incident	
Kitchen Use	General public, hirer & Committee Members Minor injury, general slip, trips and falls.	Only permitted persons allowed in the kitchen. Sharp equipment is used by competent adults only. Knives are not left	First aid facilities available in the	WPFRT & Hirer HIRER	Prior and during the event Prior and during the event	

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	Cuts from knives	unsupervised. Knives put away when not in use.	kitchen if needed. In any other circumstance, 999 to be called and hirer to co-ordinate access.	Hirer		
			WPFRT to check First Aid Box is stocked and in date.	WPFRT/Hirer	Prior to the event/hire	
		Allow adequate space around the kitchen Island to avoid risk of injury.		Hirer	Prior and during the event	
	Food contamination	Appropriate storage of foods at all times. Check best before and use by dates.		Hirer	Prior and during the event	

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		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.	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.	Hirer Hirer Hirer	Prior and during the event Prior and during the event Prior and during the event	
Hot Drinks	General public, Hirer & Committee Members Burns & Scalds Risk for users of urn and kettle.	One person use urn at a time. Pay close attention to possible risks. Urns to display caution hot water signs and checked regularly. Urns used per manufacturers guidelines.	Urn/s only to be emptied or moved when water is cooled. Persons who offer to serve hot drinks do so at their own risk	Hirer	Prior and during the event	

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	Risks for serving hot drinks. Allergies & Food Intolerance	Hot Drinks to be served in correct style mugs/cups if inside. At outdoor events hot drinks to be served in heat insulated cups with lids. Do not serve hot drinks to children. 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	Hirer Hirer Hirer Hirer Hirer	Prior and during the event Prior and during the event Prior and during the event Prior and during the event Prior and during the event	

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Hot Cooking equipment i.e. oven, hot plate, kettle etc.	Hirer, general public, WPFRT member Burns & Scalds	Only permitted persons allowed in the kitchen. Equipment to be used as per manufacturer's instructions. Hirer to be responsible for persons to be trained on responsible movement around the kitchen and use of equipment. Equipment to be tested annually.	WPFRT to make sure instructions for each piece of equipment is available to the hirer.	HIRER WPFRT HIRER HIRER WPFRT	During hire Prior to hire During hire During hire ANNUALLY	

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		Clear signage used where applicable. No under 18's to use the appliances		WPFRT/HIRER HIRER	During hire During hire	
Cash Handling	Hirer-Money handling - contamination Contamination leading to food poisoning	Card machine encouraged. Money collector to thoroughly wash hands and disinfect hands prior to any food handling.		Hirer	During event	
Covid transmission	General public, Hirer & committee members.	Covid legal requirements no longer in force – individuals to make own judgement concerning face covering, spacing and testing etc.	Hand sanitiser available Spacing between tables used for selling items to be maximised to	WPFRT/Hirer	Before the event starts and during	

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			promote social distancing.			
Manual handling	WPFRT & Hirer	Use safe lifting practices – bend knees, avoid bending back, clear routes to move items agreed between those involved.	Large / heavy items (such as tables or stacks of chairs) to be handled by a minimum of two people. Use lifting aids (e.g. Chair stack wheel unit) where possible.	WPFRT/Hirer	During setting up / packing away.	