



**Houghton Regis Helpers**  
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## RISK ASSESSMENT FOR PROVISION OF REFRESHMENTS

**Date of Risk Assessment: 9<sup>th</sup> August 2019 (Version 3)**

**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.

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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.	