**Parish of St Mary Magdalene, Prudhoe**

**Activity Risk Assessment**

Activity: **Coffee and Chat Mornings** Date of first risk assessment: **January 2022**

Location: **Parish Hall**  Time/frequency: **Twice weekly, Thurs: Sat**

Name of leader with responsibility: **Ann Bolam** Date to be reviewed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazards** | **Who may be**  **harmed/how** | **What are you already doing** | **Do you need to do anything else to manage the risk?** | **Action by when** | **Done** |
| Covid | All | Anti bacterial hand gel available at on entry to the hall.  Masks to be worm when working in the kitchen and serving drinks and food  Windows opened, adequate ventilation in the kitchen and hall.  Track and trace, names recorded and contact details.  Tables and chairs sanitised before and after use.  Hand washing facilities (soap and paper towels) and hand gel in the toilets  Posters and signs in prominent places  ‘Catch it, Bin it etc’  Lateral flow tests for volunteers | Spare face masks available + paper tissues, Pedal bin to place paper tissues into to reduce touch points.  Maintain reasonable social distancing,  Maximum of six people per table.  Customer to be seated at a table and then give their orders to one of the volunteers to minimise mixing.  Drinks and food items served to the customer.  Customers seated next to each other is a lower risk than opposite them. | Each session |  |
| Respiratory hygiene | All | Wearing masks, avoiding touching mouth, nose and nose. | Tissues to be disposed of into a pedal bin, then hands washed. | Each session |  |
| Volunteers |  | Wear plastic one use aprons to be disposed after each session.  Wear a face mask, frequent hand washing. | Reminders if necessary. | Each session |  |
| Food hygiene | All | Cover all food on display on the hatch to prevent contamination.  Use separate knives for cutting and spreading  Food labelling to inform about allergens and ingredients in specific food items or verbal warnings especially regarding high risk allergens such as nuts.  High level of food hygiene maintained. Use of the correct coloured chopping boards.  Store perishable products in the refrigerator.  Store biscuits in air tight containers once opened to prevent product going soft.  Excellent hand hygiene.  Awareness of cross contamination and correct food storage to prevent this. | Make sure that volunteers are made aware of current food labelling policies and harmful allergens.  Posters and information in the kitchen to inform including food from Greggs.  Wrap up any leftover food correctly and place in the fridge.  Check temperature of the refrigerator and regular cleaning to maintain high standards of hygiene.  Check use by labels on drinks, biscuits and spreads regularly, correct rotation of perishable products . | Each session |  |
| Slips and trip Hazards.  Fire | All | Spread out tables and chairs to avoid hazards, pinch points.  Mop up sills of liquids and other substances immediately and give verbal warnings to anyone in the immediate area.  Exits are not obstructed.  Fire extinguisher and fire blanket available if needed. | If a large amount of water is spilt use the cleaning sign as a warning to all.  Ensure any accidents are logged.  First aid kit in the kitchen.  Volunteers are aware where the fire equipment is located. | Each session |  |
| Burns and scalds | All | Be aware of kitchen safety regarding hot water and steam from dishwasher, kettle boiling and pans on hob.  Use of oven gloves for removing food, utensils from the cooker, hot pans.  Awareness of the hot water heater.  Customers to be made aware of hot drinks.  Servers use trays to minimise accidental spills . | Volunteers to be given training and made aware of the new equipment in the kitchen so that they are fully aware of how they work and alerted to possible dangerous situations | Each session |  |
| Vulnerable adults | Customers at the coffee mornings | Volunteers to hold a DBS check certificate which is up to date. Volunteers are aware of safeguarding and are knowledgeable of the process to follow where concerns are raised or seen | All concerns are to be logged and suitable action taken if necessary. Correct lines of communication are known in the event of a concern.  Discretion and privacy to be maintained. | Each session |  |