


PART 1

RISK ASSESSMENT	Homes for All				Activity: Soup kitchen			
	Date: 20 Dec 2017 – 28 Feb 2018				Location: Former Lush store, Cornmarket Street, Oxford			
	Risk assessment completed by: Riki Therivel, community fridge coordinator				Signed: 			
IDENTIFIED HAZARD	HAZARD APPLIES TO:	likelihood	Severity	Risk	CONTROL PROCEDURES	Revised Likelihood	Revised Severity	Revised Risk
1. Equipment, furniture and building/location hazards								
Electric shock from appliances	Volunteers	2	3	6	<ul style="list-style-type: none"> All electrical and electronic equipment used will be subjected to a PAT test where possible or a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. Sockets must not be over-loaded and electrical equipment should be turned off and unplugged when not in use and at the end of the activity. 	1	3	3
2. Slips, trips, manual handling and burns								
Slips and trips	Volunteers, clients / public	3	3	9	<ul style="list-style-type: none"> Good housekeeping: work areas kept tidy, goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor Equipment faults leading to leaks reported promptly to manager Staff clean up spillages immediately using mop and/or paper towels and leave the floor dry Suitable cleaning materials available Good lighting in all areas No trailing cables or obstruction in walkways Smooth flooring provided in kitchen (to do) 	2	3	6
Handling heavy items possibly leading to injury	Volunteers	2	2	4	<p>Heavy items stored on shelves at waist height</p> <p>Sink at good height to avoid stooping</p> <p>Staff trained in how to lift safely</p>	2	2	4

Contact with hot water and hot surfaces possibly leading to burns	Volunteers				<ul style="list-style-type: none"> All staff told to wear long sleeves Heat-resistant cloths provided 			
3. Sharp items					<ul style="list-style-type: none"> 			
Knives can be stolen or used to hurt people	Clients / public	4	4	16	<ul style="list-style-type: none"> No sharp knives to be kept in the kitchen First aid kit and mobile phone on site at all times 	1	4	4
4. Handling of food and cleaning products								
Frequent hand washing can cause skin damage. Some food can cause some people to develop skin allergies	Volunteers	2	2	4	<ul style="list-style-type: none"> Where possible and sensible, staff use tools (cutlery etc.) to handle food rather than hands Food grade, single-use, non-latex gloves are used for tasks that can cause skin products Where handling cannot be avoided hands are rinsed promptly after finishing the task 	1	2	2
Handling of cleaning products	Volunteers	3	3	9	<ul style="list-style-type: none"> All chemicals/containers clearly labelled Where possible, cleaning products marked 'irritant' not purchased and milder. Avoid using chemicals and substances that are classified as "hazardous to health" as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Alternatives used instead Long-handled mop provided and used 	2	2	4
5. Hazards related to food								
Food poisoning including sickness from contamination and poor food hygiene	Clients / public	3	3	9	<ul style="list-style-type: none"> Daily cleaning schedule, temperature check, documentation in a logbook Provision of only warm and cold non-alcoholic drinks, fruit/veg and ready-to-eat food No high risk food or cooked food allowed Nearby bin for waste food, including food is past its 'use by' date 	2	3	6
Allergic reactions leading to illness and in extreme cases death	Clients / public	2	5	10	<ul style="list-style-type: none"> Food and ingredients clearly marked so that they're aware of potential allergens. 	1	5	10

Guidance:

Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**

Revised risk score: < 8 = **satisfactory** – activity can proceed control procedures in place

8 > 12 = **acceptable** - be vigilant and stop activity if extra risk occurs,

> 12 = **unacceptable** - activity should not go ahead

PART 3

Homes for All soup kitchen										
Date: 20 Dec 2017 – 28 Feb 2018										
Location: Former Lush store, Cornmarket, Oxford										
Amendment sheet completed by: [Insert name and position/role]										
Signed: [Please sign hard copy]										
IDENTIFIED HAZARD	Hazard Applies to:	Likelihood	Severity	Risk	CONTROL PROCEDURES	Revised	Revised	Revised		
						Likelihood	Severity	Risk		
<p>Guidance: Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). Risk score = Likelihood X Severity. Revised risk score: < 8 = satisfactory – activity can proceed control procedures in place 8 > 12 = acceptable - be vigilant and stop activity if extra risk occurs, > 12 = unacceptable - activity should not go ahead</p>										

