| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Contaminated food | People attending may get food poisoning | At least one helper at every session holds an up to date food hygiene certificate and all food preparation and handling is overseen by them | The person overseeing the food preparation will ensure that everyone involved in preparation is aware of good food hygiene practice and the dishes prepared are made from low risk ingredients | All helpers | November 2022 |  |
| Food allergens | A person may have an allergic reaction | At least one helper at every session holds an up to date food hygiene certificate | All dishes should display a list of allergens | Those preparing dishes | From now on | x |
| Slips trips and falls | A person attending may fall | The session leader checks the premises before people attend and takes action to remove hazards | No | N/A |  | x |
| Fire | People attending may not be able to leave the building in a timely way | The session leader checks to ensure that the building escape routes are all clear of obstruction  The churchwardens conduct an annual fire safety audit following the Ecclesiastical Insurance Company’s guidelines | No | N/A |  | x |
| Adult safeguarding | Vulnerable adults attending the session may not have their needs recognised and may be placed at risk | The activity leader has completed CofE safeguarding training up to Leadership level | Any future helpers will be recruited following the guidelines in Safer Recruitment and People Management | The activity leader with support from the PSO | Ongoing |  |
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