| **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 when?** | **Done** |
| --- | --- | --- | --- | --- | --- |
| Covid | All | -Volunteers with complete LFT before attending group and will not attend if displaying Covid symptoms.  -Hand sanitiser will be available  - Masks will be worn when moving around/ serving food.  - Room will be ventilated. | A list of people in attendance will be kept.  Remind people not to attend if displaying Covid symptoms. | Weekly |  |
| Scalding/burns | All | -Awareness of safety of yourself and others in the kitchen.  - Equipment will be provided to prevent touching hot pans etc  -Easy access to cold water  -First Aid box will be available. | We would recommend that a first aider be on premises whenever possible. | Ongoing |  |
| Food poisoning | All | -High levels of hygiene will be maintained  -Awareness of care regarding cross contamination  -Food will be served piping hot and high risk foods probe tested | Cooking volunteers have access to food hygiene training | Ongoing |  |
| Slips/trips/falls | All | -spillages will be promptly cleaned/ dried  -tables/ chairs will be spread out so do not create trip hazards. | n/a |  |  |
| Chocking | Vulnerable adults | -Food will be well cooked  -Food will be served in appropriate shapes for example batons not slices  -Volunteers will remain aware of high risk attendees. | We would recommend that a first aider be on premises whenever possible. | Ongoing |  |
| Fire | All | -exits are all open and clear from obstruction  -Fire extinguishers/ blankets are available if needed | N/A |  |  |
| Allergic reaction | All | -All attendees will be asked if they have any dietary requirements  - All volunteers will be made aware of dietary requirements. | We would recommend that a first aider be on premises whenever possible. | Ongoing |  |
| Vulnerable adults | Attendees at group | -All volunteers are safely recruited and hold an enhanced DBS check.  -All volunteers have attended Safeguarding training and are aware of the process to follow in the event of a concern. | All concerns will be logged and further action taken if deemed necessary. | Ongoing |  |