| **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 |  |