

Organisation name: Sustainable Crediton.

**RISK ASSESSMENT FOR LUNCH MADE FROM DONATED FOOD**

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?
Heavy lifting	Volunteers setting up the hall may hurt their backs etc lifting chairs and tables	3 of the fitter volunteers have been asked to help set up. They will be in pairs to lift any heavy tables and use the trolley provided to shift multiple chairs.	No	Esther Mann and the 3 volunteers	On the day
Kitchen hazards: boiling liquid, sharp implements, spills of liquid on floor.	Kitchen volunteers may be scalded, get burns, get cut or slip on wet floor.	Many of the volunteers have used this kitchen before and are aware of any potential hazards. A booklet "Rules for use of the Kitchen" is available in the Boniface centre and all volunteers in the kitchen will be shown it. Children are not admitted to the kitchen unless under adult supervision.	No	Carolyn Scott	On the day
Accidents with Food Processors and Liquidisers	Kitchen volunteers may be injured	Volunteers to be told that these must always be switched off at the plug before emptying or dismantling	No	Carolyn Scott	On the day
Moving food from server to tables	Individuals at the lunch may scald themselves or drop plates and contents	Volunteers will have mopping-up materials to hand; First Aid kit available in the kitchen	Volunteers to not overfill plates	Esther Mann	On the day
Difficulty of guaranteeing quality & safety of donated food	Food poisoning	Most of the foods will be vegetables, pulses, oils and dried goods. There may be some animal/dairy products – to be carefully vetted on the day	Volunteers to closely check 'use by dates' where available on the day	Carolyn Scott	On the day
Inadequate food hygiene procedures	Volunteers and general public pick up food poisoning.	The lead volunteer in the kitchen has a food safety certificate.	All volunteers in the kitchen to be sent a copy of the Boniface Centre's 'A Code for Food Handlers' by Esther Mann before the event	Carolyn Scott	On the day
Fire Breaking out	Volunteers and general public	Fire extinguishers available plus fire blanket in the kitchen. Sign posted emergency exits. There is no fire alarm. Fire exits will be kept clear.	In the event of a fire, person responsible for the event must shout loudly "Fire, please evacuate". Toilet area must be checked to ensure everyone is evacuated.	Esther Mann	On the day