| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Broken crockery  Spilled drink | All customers and volunteers | Only volunteers enter the kitchen | Dustpans and mops on hand | Volunteers | Ongoing | Yes |
| Food allergies | Anyone with an allergy | Food labels | Announce ingredients with potential for allergic reaction | Kitchen staff/Volunteers | Ongoing | Yes |
| Food handling | Anyone eating or drinking food & drinks in church | Ensure food handlers wash hands prior to handling food & touch as little as possible.  Use several plates to enable ease of access to plates | Ensure all food handlers are aware of dangers of poor hygiene.  If possible have one person who has passed the food handling & hygiene certificate Level 2. Ongoing request to PCC | Kitchen staff/Volunteers  AW to raise this at next PCC | Ongoing | In part |
| Food storage | Anyone eating or drinking food provided in church | Ensure food is kept in clean & airtight containers & wrapped appropriately in al. foil or other food wrap. Ensure food is fresh or within acceptable timeframe for eating.  Do not keep food that has been handled or is contaminated in any way. Clean kitchen regularly | Get improved storage containers & keep them in kitchen.  Ensure regular fresh supply of kitchen foil or other wrap. | Kitchen staff/Volunteers | Ongoing | Done |
| Security of church | Lone workers in the church | Vigilance and ensuring minimum of 2 volunteers in attendance | Keep church door closed when volunteers need a toilet break | Leader to confirm  Volunteers | Complete | Yes |
| Fire | Volunteers, customers | There are signed fire exits and extinguishers  Fire exit announcements - including muster point opposite cemetery gate. | Check both fire exits are clear, open and volunteers know location of extinguishers  DCC should plan a fire drills to ensure procedures are robust and effective | Leader to take charge  Volunteers | Ongoing | Yes |
| Unexpected injury or illness | Volunteers, customers | Provide a first aid kit – Kitchen  Mobile phone to contact emergency services | Know location of first aid kit – Kitchen, and defibrillator near Lych Gate. Identify any volunteer with first aid training. Ensure mobile phone available to contact emergency services | Volunteers | Ongoing | Yes |
| Open church door | Any children, leaving the premises out onto the road | Informing customers | Remind parents and responsible adults of the risk | Volunteers | Ongoing | Yes |
| External pathway is clear of leaves / obstruction | Check in good time before school arrives | Leader to ensure this is clear | Sweep if necessary | Leader to check  Volunteers | Ongoing | Done |
| Animals in church / near food | Anyone eating or drinking food provided in church | Advising pet owners that animals need to be kept away from food & particularly on tables | Remind individual pet owners when animals are near food.  Ensure that animals are not allowed to roam in areas where food is accessible. | Kitchen staff/Volunteers | Ongoing | Yes |
| PA sound equipment if used | Users - electric shocks | Electric checks each year. PAT tests on our equipment. | Inform other users that their equipment is their responsibility. | Volunteers | Complete | Yes |
| Toilets | Slipping, hygiene | Cleaner to clean toilets weekly | Check toilets regularly during and at end of session | Volunteers | Ongoing | Yes |
| Access to bell tower | Steep steps, fall hazard.  Gates in place but gaps in gate might allow small children to slip through | Gates closed; oversight by Volunteers and warning to all customers, especially those with small children and animals | Alert to anyone entering this area.  Tower gates secured with rope when not in use | Leader to check gate secured.  Volunteers | Ongoing | Done |
| Trip hazards | Tripping | Ensure other hazards are out of the way | Ensure any potential hazards are cleared before starting | Leader to check  Volunteers | Ongoing | Yes |