



**RISK ASSESSMENT**

<b>CLUB:</b> Copplestone Methodist Church Cafe	<b>ASSESSMENT DATE:</b> 16/11/17
<b>ACTIVITY / ENVIRONMENT:</b> Cafe activities in the church and kitchen	<b>COMPLETED BY:</b> G. Couchman
<b>EDUCATIONAL OBJECTIVES:</b>	<b>DATE REVIEWED:</b> 15/09/21 (updated for Covid-19)

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Fire  Scalding by hot drinks  Injury on Soft Play Equipment  Injury from electrical sockets  Food Poisoning	Children and Adults  Children and Adults  Children  Children  Children and Adults	No smoking in building will be enforced by helpers. Fire extinguishers are located throughout the building. Leader has access to mobile phone at all times Children will not be allowed in the kitchen  Children will not be allowed in the kitchen. All adults and children should be sat down when handling hot drinks.  A notice informing carers that the area must be supervised by them in place. This notice also explains where the First Aid Kit is located and to who damages should be reported. Radiator covers have been made and installed. First Aid Kit is located in the kitchen along with folder for reporting incidents.  Socket covers are in place around the room  Food Hygiene booklet is located in the Kitchen. Utensils are always used when serving food and aprons are also worn by all Cafe helpers. Dishwasher now used for all items instead of washing up by hand to ensure fully sterilised and clean.	Hand sanitiser freely available in kitchen, church entrances and hall. Tissues available in kitchen

Hand Washing	Adult Kitchen Volunteers	Volunteers to wash hands before handling cutlery and food equipment for 20 seconds with soap and water and proper drying. Volunteers to be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.	
Food Handling	Kitchen volunteers	Disposable gloves to be worn	
Soft Play equipment	Children and Adults	Soft play to be sanitiser sprayed after use.	Sanitiser spray placed by soft play area out of reach of children
Creche toys	Children and adults	Creche toys to be wiped or sanitiser sprayed after use	Sanitiser spray and anti bacterial wipes to placed near creche toys ouyt of reach of children
Room Ventilation	Children and Adults	Non Fire Doors including outer main door to be left open and some windows to provide adequate ventilation to prevent spread of Covid-19	
Café Social Distancing	Adults	Small tables seating up to 4 to be available and a 2 metre distance rule applied	