



<b>RISK ASSESSMENT</b>	<b>Food Preparation – Oxchefs County Scout Active Support Unit</b>	
<b>Establishment:</b> CPCW 6 <sup>th</sup> -8 <sup>th</sup> October 2023	<b>Assessment by:</b> David Jackson	<b>Date:</b> 26/09/2023
<b>Review Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> H/M/L
<b>Hot surfaces liquids /</b> Burns, scalds	Staff, , volunteer helpers	<ul style="list-style-type: none"> <li>• Lifting lids off pans &amp; kettles, moving hot tins, dishes and water to be restricted to adults only.</li> <li>• Adequate supervision and safe working procedures in place</li> <li>• Position pan handles not to overhang the edge of the cooker</li> <li>• Ensure adequate space is available around the ovens at all times when handling hot items.</li> </ul>		H
<b>Sharp equipment /</b> Cuts		<ul style="list-style-type: none"> <li>• Controlled storage and use of knives.</li> <li>• Knives are kept sharp as blunt knives can cause serious injuries.</li> <li>• Wash separately do not leave in sink</li> </ul>		H
<b>Slippery floors /</b> Slips and trips		<ul style="list-style-type: none"> <li>• No obstacles in walkways and regular cleaning of floors</li> <li>• Prompt maintenance of defects</li> <li>• Spillages should be dealt with immediately.</li> <li>• Paper towels to be used on small areas of water-based contamination.</li> <li>• Ensure good housekeeping and that any spills / food debris are cleared up immediately.</li> </ul>		H

<p><b>Use of cookers (Electric / gas)</b></p> <p>Electric shock Fire, explosion</p>		<ul style="list-style-type: none"><li>• Electrical equipment is subject to regular safety inspection and test ('PAT testing)</li><li>• Gas equipment is under planned maintenance.</li><li>• A gas isolation valve should be available to isolate the gas supply when not in use.</li><li>• Explorers must be supervised at all times.</li><li>• Portable cookers permanently wired into a fixed spur.</li><li>• Ovens for food preparation not to be used for other purposes e.g. heating plastics.</li><li>• Fire blanket kept in the area and staff should know how to use it.</li><li>• Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes.</li><li>• There should be no wall displays, pin boards etc in the close vicinity.</li></ul>		<p>H</p>
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<p><b>Food poisoning</b>          Poor standards of hygiene          Incorrect storage of food)</p>		<p><b>Personal hygiene</b></p> <ul style="list-style-type: none"> <li>• Staff taught the need for personal hygiene. Staff to wash hands before handling food and after visits to the toilet.</li> <li>• Ensure that warm water, soap and towels (disposable) are available.</li> <li>• Cuts etc. are covered with waterproof blue adhesive dressings.</li> <li>• Tie back long hair.</li> <li>• Aprons hygienically maintained</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained</li> <li>• Only small quantities of food should be stored, and correct stock rotation should be ensured.</li> <li>• “Use by” and “best before” dates should be checked.</li> <li>• Food stored in suitable containers. ( covered / protected from contamination)</li> <li>• Foods appropriately covered / wrapped and stored prior to cooking or preparation</li> </ul> <p><b>Training</b></p> <p>Staff to be trained to Level 2 Food Safety for Catering where needed and complete the Allergen Awareness course.</p>	<p>Separate chopping boards and utensils should be used for raw and cooked foods. If this is not practical, the chopping board should be cleaned and disinfected between use.</p>	<p>H</p> <p>H</p> <p>M</p>
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		<p><b>Food handling</b></p> <ul style="list-style-type: none"> <li>• High risk / raw foods kept apart at all times</li> <li>• Separate chopping boards and utensils used for raw and cooked foods.</li> <li>• Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation ,one use gloves should be used where necessary and not left on any longer than needed. Hands to be washed after glove use.</li> </ul> <p><b>Disposal of Waste</b></p> <ul style="list-style-type: none"> <li>• All Waste kitchen water to be disposed of down a sink into a main sewer. Recycling to be separated and placed in the Relevant onsite bins or taken away. Waste food to be collected in a compostable Bag and either taken away or placed in the Onsite bin. Non- recyclable rubbish to be bagged and Either placed in the Council bin or a skip.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation.</li> <li>• Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.</li> <li>• Adequate rubbish bins for waste food and they must be emptied daily.</li> </ul>		<p>H</p> <p>H</p>
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<p><b>People with food allergies</b></p> <p>Inadvertent contact</p> <p>Staff not aware of allergies</p>		<ul style="list-style-type: none"> <li>• All staff/volunteers are made aware of people who are sensitive to foods and food additives.</li> <li>• Staff should be aware of ingredients/food additives present in foodstuffs.</li> </ul>		<p>H</p>
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<p><b>REVIEWS:</b></p>	
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