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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Kitchen - preparing and serving food | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk****Level** **(L x C)** | **Control measures** | **Residual Risk Level****(L x C)** | **Action by** | **Date to be completed** |
| Use of knives in food preparation. | Sharp knives. | Cuts. | Staff, church members, volunteers, visitors. | 4 x 3 = 12 | * Users to be trained to handle knives correctly.
* Knives to be suitably stored when not in use.
* First aid boxes to be provided.
* Knives not to be used for opening packaging.
* Nominated first aiders to be on site.
 | 2 x 3 = 6 | Church Elders | Immediately  |
| Preparing and serving food. | Frequent hand washing, allergies from vegetables and fruit. | Skin damage, dermatitis. | Staff, church members, volunteers, visitors. | 5 x 2 = 10 | * Staff to use tools to handle food.
* Provision of food-grade single use, non-latex gloves for tasks that may cause skin hazards – e.g. veg prep.
* When handling cannot be avoided hands to be rinsed promptly after task and thoroughly dried.
* Provide non-taint, nut-oil-free barrier cream.
* Staff to inform manager if hands have red or itchy skin.
 | 2 x 2 = 4 | Church Elders | Immediately  |
| Cleaning down surfaces and kitchen equipment. | Prolonged contact with water and combination of detergents, direct contact with bleach and other cleaning products. | Skin damage, skin and eye irritation, breathing problems. | Staff, church members, volunteers, visitors. | 5 x 3 = 15 | * Use dish washer instead of hand washing.
* Follow COSHH regulations re-labelling of containers.
* Long handled mops for floors and strong rubber gloves to be provided and used.
* Staff to wash rubber gloves after use.
 | 2 x 3 = 6 | Church Elders | Induction |
| Preparing food using kitchen machinery. | Injury from machinery moving parts. | Entrapment, cutting,crushing.  | Staff, church members, volunteers, visitors. | 4 x 4 = 16 | * Only staff trained in cleaning, assembly and operating procedures to use equipment.
* All dangerous parts to machinery to have suitably guards.
* Daily checks on guards before use.
* Staff trained to spot and report any defects.
* Safety critical repairs carried out by a competent person.
* All operating instructions must be easy to locate.
* Remind staff to always remove appliance from the power supply before carrying out maintenance or cleaning work.
 | 2 x 4 = 8 | Church Elders | Induction |
| Working in a hot environment. | High temperature. | Fainting, collapse, breathing problems. | Staff, church members, volunteers, visitors. | 5 x 3 = 15 | * Fans and extractors to be provided to control the air temperature.
* Suitable ventilation provided.
* Staff encouraged to take regular rest breaks and drink water.
 | 3 x 3 = 9 | Church Elders | During hot weather- monthsInduction  |

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| Name and position |  | Signature |  | Date completed |  |