

Risk assessment form

Event	Coffee morning and cake sale
Location	St Thomas the Apostle
Date	15/10/2017
Assessor	Parish volunteer

Hazard	Who is at risk	Controls	Tolerable risk – yes/no?
Slips and trips	Volunteers preparing/serving food	<ul style="list-style-type: none"> - Good housekeeping – work areas kept tidy, goods stored suitably etc. - Spillages (including dry spills) cleaned up immediately using suitable methods and leave the floor dry. - Suitable cleaning materials available. - Good lighting in all areas including cold storage areas. - No trailing cables or obstruction in walkways 	
Burns from steam, hot water, hot oil and hot surfaces	Volunteers preparing/serving food	<ul style="list-style-type: none"> - All volunteers told to wear long sleeves. - Heat-resistant gloves/cloths/aprons provided - 	
Food allergies	Diners	Make sure everyone selling cakes knows all the ingredients	

<p>Food hygiene (advice for those making cakes etc.)</p>	<p>Diners</p>	<ul style="list-style-type: none"> - wash your hands and any equipment you are using in hot soapy water - keep food out of the fridge for the shortest time possible - even if people are waiting to eat, don't reduce cooking times - always make sure food is properly cooked before you serve it - keep raw and ready-to-eat foods apart - do not use food past its 'use by' date 	
<p>Other risks?</p>			