

RISK ASSESSMENT FORM

PART A. ASSESSMENT DETAILS: Coronation Café 7.3.23

Activities: Cafe

Location of activity: Parish Rooms, Church Lane

Name of Person(s) undertaking Assessment:	Jane Slaymaker	Signature:	
		Date of Assessment:	

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Slips and trips Examples: spillages, trips on uneven surface, loose cables, tables and chairs (and other obstructions)	Cafe helpers Visitors	Slips/trips/ sprains/collisions	<ul style="list-style-type: none"> Clear up spillages immediately No trailing electrical leads Café helpers to assist people moving about the room with hot drinks if there are temporary obstacles (handbags, dogs etc) Request that dogs are kept on a short lead Café helpers to be aware of number of dogs in the room and take action is necessary Visually check locations before event starts
Vehicle movement e.g. car parking in lane	Cafe helpers Visitors	Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing. Injury from falls from the vehicle	<ul style="list-style-type: none"> Immediate entrance to hall kept clear Limited parking space for visitors with disabilities available close to entrances or drop visitors and park on Main Road

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Manual handling. Movement of equipment, furniture etc.	Cafe helpers	Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle.	<ul style="list-style-type: none"> • Tables – always assess the load and the route to be taken – large or heavy items may need 2 people to lift safely • Only carry what you are comfortable with. Consider sharing or reducing the load
Fire	Cafe helpers Visitors	Fatality, serious burns, smoke/toxic fumes inhalation.	<ul style="list-style-type: none"> • Fire notice in place in hall • Escape routes kept clear • Green with white pictograms signage showing fire exits. • Fire extinguishers in situ and visually checked • Assemble on Green • No smoking site
First aid provision	Cafe helpers Visitors	Any of the injuries referred to in the risk assessment document	<ul style="list-style-type: none"> • Mobile phone to be carried by Jane Slaymaker • Check First Aid box contents in hall
Kitchen	Cafe helpers	Burns Electrocution Knife cuts	<ul style="list-style-type: none"> • Adults only in kitchen • Be aware that some items remain hot after use • All sockets to be turned off when not in use • Maximum of 4 persons in kitchen
Poor food hygiene	Cafe helpers Visitors	Food poisoning	<ul style="list-style-type: none"> • Access to toilets and hand washing facilities • Food hygiene poster displayed • Food preparation requirements sent to all bakers • Frequent hand washing • Food Hygiene certificate held by Jane Slaymaker

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			<ul style="list-style-type: none"> • Notices if applicable, that certain cakes etc may contain nuts etc
Covid	Cafe helpers Visitors	Illness	<ul style="list-style-type: none"> • Review guidelines applicable on the day • Keep all areas ventilated • Promote hand washing