

**Trowbridge Lions Club Risk Assessment – Club Social Cooked Dinner**

**Risk Assessment No: TLC/AD-3**

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Preparation & Cooking	1. Cuts 2. Burns / Scolds 3. Food contamination	A. Preparation / Cooking Team B. Diners	1A	2	2	4	<ul style="list-style-type: none"> <li>Food to be purchased from a reputable source</li> <li>Preparation to be supervised by a person holding a valid Food Hygiene Certificate</li> <li>Care to be exercised when peeling / chopping vegetables, and when operating loading / unloading cookers and hot cupboards</li> <li>Meats (cooked and raw) to be kept separate during preparation and cooking</li> </ul>	Preparation / Cooking Team (Team Leader)
			1B	1	1	1		
			2A	2	2	4		
			2B	1	1	1		
			3A	1	1	1		
			3B	2	3	6		
Setting up	1. Cuts / trapped fingers 2. Trips 3. Dropping	A. Setting up team	1A	2	2	4	<ul style="list-style-type: none"> <li>Care to be exercised when transporting and setting up folding tables</li> <li>Care to be exercised when laying up tables</li> </ul>	Setting-up Team (Team Leader)
			2A	2	2	4		
			3A	2	1	2		
Entry / Egress of Dinners	1. Slips / Trips 2. Falls	A. Serving Team B. Dinners	1A	2	2	4	<ul style="list-style-type: none"> <li>Deliver 'Evacuation Drill' at start of event</li> <li>If dining facility not on ground floor operational lift to be available for those not able to use stairs</li> <li>If lift fails during the event arrange for Fire Service to transport diners to exit door</li> </ul>	Serving Team (Team Leader)
			1B	2	2	4		
			2A	2	2	4		
			2B	2	2	4		
Serving	1. Cuts 2. Food contamination 3. Burns	A. Serving Team B. Diners	1A	2	2	4	<ul style="list-style-type: none"> <li>Care to be exercised when transporting plates / dishes from serving area to tables</li> <li>If dining area is on different floor from cooking/serving area operational lift to be available to transfer serving trolleys</li> <li>Meals to be suitably covered/protected during transfer from serving area to table</li> </ul>	Serving Team (Team Leader)
			2A	1	1	1		
			1B	1	1	1		
			2B	2	3	6		
			3A	2	2	4		
			3B	1	1	1		
Clearing away	1. Cuts / trapped fingers 2. Burns / Scolds 3. Trips 4. Dropping	A. Serving Team B. Diners	1A	2	2	4	<ul style="list-style-type: none"> <li>Care to be exercised during washing up, particularly using any 'sterilising unit'</li> <li>Care to be taken disassembling and storing the tables and crockery</li> <li>All arisings / waste to be disposed of in a safe and appropriate manner</li> </ul>	Serving Team (Team Leader)
			1B	1	1	1		
			2A	2	2	4		
			2B	1	2	2		
			3A	2	2	4		
			3B	1	1	1		
			4A	2	1	2		
			4B	1	1	1		

**Notes:**

- Comply with instructions given by the Landlord/Proprietor and/or Local Authority H&S Advisor
- Copy of the event Risk Assessment is to be available at the venue for reference

**Key:** R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed