

Trowbridge Lions Club Risk Assessment – Community Service Cooked Dinner

Risk Assessment No: TLC/CS-5

| 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"> Food to be purchased from a reputable source Preparation to be supervised by a person holding a valid Food Hygiene Certificate Care to be exercised when peeling / chopping vegetables, and when operating loading / unloading cookers and hot cupboards Meats (cooked and raw) to be kept separate during preparation and cooking | 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"> Care to be exercised when transporting and setting up folding tables Care to be exercised when laying up tables | 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"> Deliver 'Evacuation Drill' at start of event If dining facility not on ground floor operational lift to be available for those not able to use stairs If lift fails during the event arrange for Fire Service to transport diners to exit door | 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"> Care to be exercised when transporting plates / dishes from serving area to tables If dining area is on different floor from cooking/serving area operational lift to be available to transfer serving trolleys Meals to be suitably covered/protected during transfer from serving area to table | 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"> Care to be exercised during washing up, particularly using 'sterilising unit' Care to be taken disassembling and storing the tables and crockery All arisings / waste to be disposed of in a safe and appropriate manner | 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 Event Sponsor 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 |