

Needham Parish Council.

Risk: Preparation of Refreshments Page 1.

Date of Assessment: August 2021

Date of Review: 28 November 2022

If an action/activity is given a high (H) level of risk and there is a high (H) potential impact if risk happens then this must be made known to the person responsible for H&S in this area BEFORE action/activity takes place.

TASK	RISK	LEVEL OF RISK	POTENTIAL IMPACT IF RISK HAPPENS	CONTROL MEASURE
1. Preparation of food	<ul style="list-style-type: none"> • Food poisoning 	L	H	<ul style="list-style-type: none"> • Follow guidance on the Food Standards website: www.food.gov.uk/multimedia/pdfs/barbecue_bugs_final.pdf • Person who is preparing food should hold or be supervised by someone holding a Basic Food Hygiene certificate
2. Allergies	<ul style="list-style-type: none"> • Allergic reaction 	L	H	<ul style="list-style-type: none"> • Warning notices depending on the food served. • Separate the foods to which there are commonly allergic reactions.
3. Tables and kitchen surfaces	<ul style="list-style-type: none"> • Food poisoning 	L	H	<ul style="list-style-type: none"> • Keep surfaces clean and clean and disinfect them regularly
4. Making drinks - use of boiling water system.	<ul style="list-style-type: none"> • Burns/scalds 	L	H	<ul style="list-style-type: none"> • Allow only those people into area who ought to be there • Volunteers must use a small jug to transfer hot water.
5. Moving hot drinks	<ul style="list-style-type: none"> • Scalding 	L	H	<ul style="list-style-type: none"> • Use flasks to transport drinks
6. Drinks: hot and cold.	<ul style="list-style-type: none"> • Scalding when making hot drinks 	L	M	<ul style="list-style-type: none"> • Drinks to be served to those attending the event. • Sensible hygiene precautions to be taken.
7. Barbecue	<ul style="list-style-type: none"> • Food poisoning 	M	H	<ul style="list-style-type: none"> • Follow guidance on the Food Standards website: www.food.gov.uk/multimedia/pdfs/barbecue_bugs_final.pdf • The cooking to be overseen by a person with a Basic Food Hygiene certificate • Sensible hygiene precautions to be taken.