

# Risk assessment: C & S Parish Playing Fields Association Ltd Village Hall Kitchen

Assessment carried out by: Dinny Davies

Date assessment was carried out: 01/09/2023

Date of next review: 12/09/2024

Date signed off by committee: 28/11/2023

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Slips, trips &amp; falls</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Wet or dirty floor</li> </ul>	<ul style="list-style-type: none"> <li>• Non-slip tiles on floor.</li> <li>• Prompt repairs to any leaks</li> <li>• Kitchen roll available to clean up spills</li> <li>• Floor cleaned several times a week</li> <li>• Adequate lighting</li> </ul>	N/A	N/A	N/A	N/A
<b>Heat</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Burns from cooker or hot utensils</li> <li>• Scalding from boiling water</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic cooker and cooking utensils which users will be familiar with.</li> <li>• Equipment instructions are available in box file on kitchen worktop</li> <li>• Boiling water from 'Quooker' dispenser. Warning notice next to Quooker. Aerated water reduces risk of scalding. Quooker serviced every 3 years. Use of this item means</li> </ul>	N/A	N/A	N/A	N/A

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		no kettle lead, and no chance of kettle being knocked over				
<b>Tools &amp; Utensils</b>	Users Cuts from knives, broken glass or crockery	<ul style="list-style-type: none"> <li>• Sharp kitchen knives kept in locked cupboard, accessible only on special requested</li> <li>• First Aid kit in marked kitchen cupboard</li> </ul>	N/A	N/A	N/A	N/A
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Burns</li> <li>• Asphyxiation from smoke/fumes</li> <li>• Cooking or other materials catching fire e.g. paper or tea towels</li> </ul>	<ul style="list-style-type: none"> <li>• A fire risk assessment has been carried out for the whole building, and suitable actions taken.</li> <li>• Electric cooker – no naked flames</li> <li>• Fire blanket mounted on wall</li> <li>• Fire/smoke alarm – tested every six months by Guardian third party</li> <li>• Large fire extinguisher available by door</li> <li>• Small fire extinguisher available on worktop.</li> <li>• Fire extinguishers are inspected annually during Walkers third party inspection</li> <li>• Weekly checks of fire alarms, fire doors and emergency</li> </ul>	N/A	N/A	N/A	N/A

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		lighting.				
<b>Infection/Hygiene</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Infection from foodstuffs, and dirt and residue from food preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Modern kitchen, most surfaces easy to clean</li> <li>• Fridge available for storing food and drink at a cool temperature</li> <li>• Kitchen bin with lid, rubbish bags made available, and outside bin, all available for disposing of waste.</li> <li>• Ceiling extractor fan and cooker hood extraction fan.</li> </ul>	N/A	N/A	N/A	N/A
<b>Cleaning Materials</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Cleaning materials can be corrosive and/or poisonous, affecting skin/eyes etc</li> </ul>	<ul style="list-style-type: none"> <li>• Any potentially hazardous cleaning materials kept locked in cleaners cupboard</li> <li>• Only used by cleaner, not available to general users</li> <li>• Appropriate protection provided to cleaner e.g. rubber gloves</li> <li>• Only cleaning materials of a low risk are available to all users e.g. washing up liquid &amp; soap.</li> </ul>	N/A	N/A	N/A	N/A
<b>Electricity</b> 240v supply to	<ul style="list-style-type: none"> <li>• Users &amp; maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• All systems are designed, installed and certified by</li> </ul>	N/A	N/A	N/A	N/A

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lighting, wall sockets, cooker etc.	personnel <ul style="list-style-type: none"> <li>• Electrocution and/or burns etc</li> <li>• Due to misuse, faulty wiring or equipment faults</li> </ul>	qualified electricians, to conform with Building Regs <ul style="list-style-type: none"> <li>• Operating instructions available for equipment.</li> <li>• All portable electrical appliances are PAT tested annually</li> <li>• Electrical Installation Condition Report produced every five years</li> </ul>				