Risk Assessment for All Saints Little Bealings Kitchen, Hub, Services and Events

Purpose

All Saints Church Little Bealings provides regular church services and also has uses beyond a traditional parish church, with a modern kitchen installed and a central community space which is used for the hub café and for various events or hires.

It is important that proper Health and Safety and Safeguarding risks are identified and mitigated, both for staff and visitors.

This document identifies specific risks and mitigations for the kitchen and flexible hub space, services and events.

For each specific event please also consider if any additional activities taking place give rise to any specific risks/mitigations which are not raised in this document.

Please see also:

* Our Health and Safety Policy
* Our Fire Risk Assessment

Available from the “Policies” section of our church website.

Last review/update: Helen Wittgreffe 18/4/2023, Churchwarden and Kitchen Supervisor

Created by: John Wittgreffe on 18/4/2023, Churchwarden and Safeguarding Officer.

Based on prior risk assessment and updated for the new kitchen and café hub operations.

Risk Assessment

Starts on the next page.

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| **What are the Hazards?** | **Risks** | **How can risk be controlled?** | **Notes and Actions/dates** |
| **General** |  |  |  |
| **Unsupervised Children** | Children may be in the café, or at events or services, or Hub hires, and could walk into the kitchen and handle hot/sharp objects | The gate to the kitchen is to be kept closed both when in use and when not in use.  Children must be supervised by a guardian.  Only authorised staff are allowed beyond the gate who are aware of this risk assessment and have received kitchen training.  Any sharp object is safely put away at the end of each kitchen session.  Hirers are made aware that only authorised staff may use the kitchen and that if they wish to use the kitchen an authorised person must be present or they must undertake kitchen use training. | JW Add a term on kitchen use to the hub hire agreement. Meanwhile all hirers to be made aware of kitchen restrictions. |
| **Fire** | Adults/children | Fire risk assessment done as at www.communities.gov.uk/fire and necessary action taken. |  |
| **Electrical** | Staff could suffer serious/ fatal injuries as a result of electric shock.  In the communal area, risk of shock from children playing with sockets. | Churchwarden visually inspects the system once a year, and is competent to do so.  System inspected and tested by an electrician every five years.  Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.  Staff know where fuse box is and how to safely switch off electricity in an emergency.  Plugs, sockets etc suitable for kitchen environment.  Access to fuse box kept clear.  Residual current devices (RCDs) installed on all mains plug circuits | Everyone to remain vigilant and warn children not to touch plug sockets |
| **Machinery / Kitchen Appliances** | Staff risk serious injury from contact with dangerous parts on machinery. competent person.  Specific risk identified as sharp edges within the hot plate/warmer cabinet.  Specific risk of burns if touching the interior of the oven when hot or removing cooked items.  Specific risk of scalding from the hot water boiler used for tea etc. if hand is placed under the stream of hot water.  Risk of scalding if hand is placed under the stream of hot drink from the coffee machines  Risk of falling items if moving the mobile (wheeled) cupboard for access to the boiler | Operating instructions easy to locate.  Staff trained in cleaning, assembly and operating procedures.  All dangerous parts to machinery suitably guarded.  Daily checks of machinery guards before use.  Staff trained to spot and report any defective machinery.  Safety-critical repairs carried out by competent person.  Oven gloves are provided | Staff are reminded to unplug appliances from the mains before maintenance  Take specific care to avoid sharp edges when cleaning the hot plate/warmer cabinet.  Take specific care when removing items from the oven- use oven gloves, wait for oven to cool down before cleaning the interior.  Take particular care when handling the hot water boiler and coffee machines to always ensure hands and face are clear of the hot water stream when the tap is opened.  The surface of the moveable cupboard must be cleared before moving and only moved by an authorised person (auth by churchwarden) |
| **Set up/tidy away and moving produce or furniture** | Bump/scrape/trip injury to individual adults or people nearby | Areas are set up/tidied away by staff/volunteers prior to people arriving or when people have left  All advised to only move equipment they feel physically capable of moving safely.  If an item is not very easy to move then a visual risk assessment is to take place before moving and the method agreed by each person involved, e.g. larger tables to be lifted by 2 people one at each end. |  |
| **Medical emergency/injury –** trips/slips, fire, burns, electric shock, staff/visitors falling ill, manual handling injury | Everyone present | -First aid kit clearly available in church at all times.  -All accidents/injuries to be reported using accident book and forms forwarded to the relevant party.  - Ensure mobile phone availability to call 999 for emergency services as necessary. | -Regular checks of first aid kit to ensure all items are in date and that they remain well stocked, and of accident book to ensure enough forms available.  -Completion of first aid training course for as many church staff/volunteers as possible (these are held locally every few years at All Saints Kesgrave and also at Little Bealings School) |
| **Trapping hazard from doors** | Children & adults  Physical injury | Adults only to open and shut doors. |  |
| **Injury from electric sockets** | Children & adults  Electrical shock | Department of Health have highlighted dangers of plug socket covers. |  |
| **Slipping injury due to e.g. spills** **on floor** | Children & adults  Slipping hazard,  Physical injury | All spillages swept/mopped up as soon as they occur, block off if spill can’t be dealt with immediately. |  |
| **Toys left on the floor**  **Mats/blankets/tarpaulins** | Children and adults  Tripping hazard  Children and adults  Tripping hazard | Children/adults encouraged to keep toys on the designated play  mats/tables  Ensure tarpaulins are secured thoroughly with masking tape.  Ensure carpet mats are flat on the floor and that blankets remain on the mats so can’t be a slipping hazard on the wooden floor |  |
| **Tripping / injury due to any trailing wires and cables** | Adults and children  Physical injury | Ensure cables are safely secured and out of reach |  |
| **Exits impeded by toys / equipment/buggies** | Children and adults  Fire hazard | Keep exits clear |  |
| **Food and drink preparation** | Children and adults  Illness/disease  Contamination | Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands.  Food grade, single-use, non-latex gloves are available for tasks that can cause skin problems, eg salad washing, vegetable peeling.  Where handling cannot be avoided hands are washed promptly before and/or after finishing the task as appropriate, approx 20 seconds rubbing hands together with soap under warm water. | Staff reminded to thoroughly dry hands after washing.  Staff reminded to contact the supervisor if any redness/itching occurs due to an irritant.  Kitchen staff are trained in hygiene relevant to their duties and follow HSE guidance.  <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>  Ensure enough “blue paper” is always available |
| **Unhygienic surfaces**  **Unhygenic utensils** | Children and adults  Disease/illness  Contamination | All worktop and food surfaces are cleaned regularly in accordance with HSE guidelines and sprayed with the appropriate anti-bacterial spray before and after use.  All utentils/cutlery/crockery are thoroughly washed in hot water, preferably using the dishwasher where possible, before re-use. | Kitchen staff are trained in hygiene relevant to their duties and follow HSE guidance. |
| **Cross – Contamination** | Contamination with harmful bacteria from e.g. raw meat or vegetables  Contamination of certain special foods e.g. mixing utensils for meat and vegetarian, or mixing wheat cutting knife with gluten free. | Separate fridges which separate cooked and washed foods that are ready to eat/reheat from those that are unwashed or require cooking.  Separate colour coded chopping boards for raw, cooked, etc according to hygiene guidance.  Utensils for cutting/chopping/mixing etc are kept separate for raw/cooked/washed/unwashed/meat/vegetarian or vegan | Kitchen staff are trained in hygiene relevant to their duties and follow HSE guidance. |
| **Allergens** | Minor through to severe reaction to allergens. | Our notices ask customers to raise with us any allergies, as we cannot guarantee our produce does not contain allergens, with the exception of:  Where appropriate our menus state any special dietary information e.g. “dairy free” “gluten free” “vegan” and care must be taken to avoid any contact from other items that could cross contaminate (food, shelf, plate, knife, serving tools, etc).  The ingredients for any item are available on demand. |  |
| **Spillages of waste and accidents in toilet area** | Children and adults  Slipping hazard, physical injury, disease/illness | Toilet area/sinks checked regularly throughout sessions and cleaned as necessary with appropriate cleaning products.  Monitor heating and level of ventilation  Gloves to be worn and disposable cleaning product e.g., antibacterial wipes to be used. Cleaning wipes to be disposed of appropriately, wrapped up and binned daily. |  |
| **Ineffective heating / ventilation** | Children and adults  Unhygienic  Higher risk of spread of covid due to poor ventilation. | Use heating during colder spells.  Windows to remain open when good ventilation is required.  Parents and staff/vounteers to remain vigilant to ensure safety of children with windows /doors open.  Ventillation is increased if condensation starts to form on windows. |  |
| **Knives and sharp implements (kitchen area)** | Children and adults  Physical injury | Sharp equipment to be stored in the kitchen area where children are not allowed  Kitchen staff do not allow children entry |  |
| **Contact with bleach and other cleaning and washing chemicals** | Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems | Dishwasher can be used instead of washing up by hand.  All containers clearly labelled.  Where possible, cleaning products marked ‘irritant’ not purchased and milder alternatives bought instead.  Long-handled mops and brushes, and strong rubber gloves, provided and used.  Staff wash rubber gloves after using them and store them in a clean place  All kitchen cleaning materials to be stored kitchen side of the closed gate and out of sight  Staff/volunteers to remain vigilant. |  |
| **Choking on snack** | Children | Recommend that all children sit down to eat snack to reduce risk of choking  Age appropriate snacks to be provided where serving to young children- parent/guardian is responsible. |  |
| **Protruding objects at eye level** | Children and adults  Physical injury | Regular checks made to identify hazards in particular at the start of any child specific activity |  |
| **Sharp edges/corners** | Children and adults  Physical injury | In our environment it is difficult to cover every possible edge/corner and whilst every effort will be made to de-risk the environment it is up to each parent to supervise their own child. The staff on duty are to be vigilant in general for child behaviour that could result in injury and to step in if any obvious behaviour deemed unsafe takes place. |  |
| **Broken/faulty toys/equipment** | Children and adults  Physical injury | Checks at the beginning/end of the event to ensure toys/equipment are not broken or faulty.  Visual checks to ensure that batteries are secure/in date/not leaking in any electronic toys. |  |
| **Unclean toys/blankets/equipment** | Children and adults  Unhygienic | Regular checks to be made to ensure toys/equipment/blankets are clean |  |
| **Children at play and doors to the outside** | Whilst children are present, there are risks of:   * slipping out without being noticed and run into churchyard, road or go missing. * Inappropriate play causing risks to themselves or adults | All parents to remain vigilant and are told that they always remain responsible for the safety and whereabouts of their children.  All staff and volunteers to remain vigilant throughout the session to highlight and mitigate any potential risks (e.g. from a toy brought in).  If childrens games/puzzles are left out in the separate childrens area then a member of staff/volunteer must be assigned to keep any eye that play stays calm, as a courtesy (rather than as a childcare service), as parents may become distracted… but parents must not leave the building and children still remain in parents care.  Have access to mobile phone at all times for prompt use in emergency | All parents to remain vigilant and are told that they always remain responsible for the safety and whereabouts of their children. |
| **Events- potential crowd/congestion** | Events may lead to a larger number of people than usual in attendance, with maximum capacity risks and at times also Covid risk | * The hall H&S limit for this event is 50 people. The session lead must ensure that no more than 50 people are allowed in the building at any time and may have to politely turn away overspill.   Consider any additional Covid risks and whether this affects the maximum number of attendees or whether the event should be postponed (see next item) |  |
| **Covid-19 safeguards** | Risk of spread of Covid-19 | * At any time the government may impose Covid Safe restrictions and these must be followed as a minimum and exceeded if felt appropriate. * At the time of writing there are no specific Covid restrictions but Omicron is still in circulation. Simple measures will be used when there is a known local outbreak such as provision of hand-gel, spacing of chairs and good ventilation by keeping windows open where possible. |  |
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| **Additional Safeguarding Considerations:** |  |  |  |
| **What are the Hazards?** | **Risks** | **How can risk be controlled?** | **Notes and Actions** |
| **-Potential abuse to children and vulnerable adults** | Risk to individual children and vulnerable adults | -All staff and volunteers to follow safeguarding policy and procedures.  -All staff and volunteers to have certification at the appropriate level of safeguarding training, or to be booked in/undertaking training and under the on-site supervision of a leader who is trained appropriately.  -All staff and volunteers, if appropriate, to have Confidential Declaration and DBS certificate at the appropriate level.  -Safeguarding poster "Promoting a Safer Church" with local contacts, diocesan contact, and further help contacts should be clearly displayed in each building.  -Parents/carers have responsibility for taking their children to the toilet.  -All children should always be accompanied and supervised by a parent/carer.  - Be wary of misplaced over affection for example hugs or kisses on the cheek and avoid these unless it is clear there is agreement from the other person. | -Any safeguarding concern must be reported to the Safeguarding Officer, Incumbent or Diocesan Safeguarding Officer in accordance with the Safeguarding policy.  -Always ask first before hugging etc. |
| **Safeguarding:**  **private discussions and private prayer** | Risk of abuse to visitors or to staff whilst in private. | Private side meetings wherever possible should be with 2 staff present and should take place openly/visibly, for example in front of the sanctuary where you can be seen  1:1 private meetings should be discouraged and should be the exception rather than the norm. | If for a genuine reason only 2 people are present and the participants cannot be clearly visible (e.g.,GDPR, or a staff review), then another staff member should be made aware of the meeting starting and ending and it should be clear that both parties wish for this to be a 1:1 |
| **Safeguarding: visitors with special needs** | Visitors may arrive with special needs, such as mental health issues or mobility issues. For example, there may be embarrassing outbursts or behaviour that may appear threatening even if this is not the case. | Where this occurs staff should be friendly and sensitive and as far as possible work with the carer to provide suitable help. |  |
| **Safeguarding: a visitor attends exhibiting clearly threatening behaviour** | - Everyone  If this happens a rapid judgement is required from a leader present depending on the situation to mitigate immediate risks. | Engagement is not recommended if there is personal risk. If there are not evident and easy ways to calm the situation without personal risk, it may be necessary to call the authorities and help people leave | All staff to have a mobile phone or other means of contacting for help/guidance or emergency help. |
| **Safeguarding:**  **Visit from a known individual who has previously committed abuse –** re-offence | Everyone | Normally this would only happen with the informed beforehand by the police and the visit being a part of an agreed plan of rehabilitation where the individual was not put in any service/event where there would be risks (e.g., no children present if past child abuse). | If there is no plan in place and a leader is made aware that a prior abuser is present, then close visual supervision of the person should immediately be put in place as a precaution and a discussion on the most appropriate action should take place with the PSO/incumbent as soon as is practical, bearing in mind the accusation itself may be true or false. |

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| **Additional Considerations for Church Services** |  |  |  |
| **What are the Hazards?** | **Risks** | **How can risk be controlled?** | **Notes and Actions** |
| **Communion - wafer** | Gluten wafer accidentally given to someone with a gluten allergy | - Offer both Gluten Free and normal wafers. It is suggested Square Gluten Free wafers are used to distinguish from round normal wafers and that the president or a churchwarden lets people know before the distribution.  There is of course also a responsibility of someone with a gluten intolerance to make themselves aware and to check they receive gluten free. |  |
| **Communion – shared cup** | Risk of contamination from someone who is infectious | Silver cup is used for shared cup which has disinfective properties over time.  Fortified wine (Ruby Port) is used which is disinfective.  After each person has sipped from the cup, the cup is wiped with a clean portion of a purifier and the cup is turned at least ¼ turn before presenting to the next person.  When introducing people to communion for the first time it is advised to tell them to abstain if they have any reason to believe they may pass on any infection.  Cup is cleaned thoroughly after each service. |  |
| **Intoxication from finishing left over wine** | Church canon requires left over wine to be consumed or poured on holy ground. Church wine is fortified and could quickly intoxicate if anything but a small amount is consumed. | If consumed it is only to be done so by someone who is not driving, and if anything but a small amount is left it should be distributed between attendees or poured in a special place in the churchyard. |  |