

Eaton Vale Scout and Guide Activity Centre Ltd

Eaton Vale, Church Lane, Eaton, Norwich, NR4 6NN

Location: Kitchens

Title : Kitchen Hire (Iceni House&Tented Village)	Date of Assessment : 02/11/2023	Risk Assessor : Susan Newton
Risk Assessment Reference : EVAC	People involved in making this assessment : Susan Newton	
Task/ Process : Hire of Kitchen	People at Risk : Employees, Members of the Public	

Hazard : Electrical Electrocutation or electric burns from faulty or damaged equipment
Control Measures:
1. Portable electrical appliance testing conducted on a risk based approach, with records of testing retained.
2. All cables are tucked away / no trailing cables within the cooking and food preparation areas.
3. Fixed electrical wiring is maintained and inspected every 5 years by an electrical contractor. Record of inspection held.
4. Non essential equipment is turned off after use.

Hazard : Fire Equipment used for heating and cooking food could become a source of ignition
Control Measures:
1. Fire extinguishers are readily available for use in the event of fire.

Hazard : Manual handling Kitchen staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.
Control Measures:
1. Sink at good height to avoid stooping.

Hazard : Uneven, Wet or Slippery Floors Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages
Control Measures:
1. Kitchen equipment maintained to prevent leaks onto floor
2. Equipment faults leading to leaks are to be reported promptly to centre management
3. Customers encouraged to clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry
4. Suitable cleaning materials available
5. No trailing cables or obstruction in walkways

Hazard : Gas Appliances and Equipment Staff, customers could suffer serious/fatal injuries as a result of explosion/ release of gas.

Control Measures:

1. Gas equipment maintained. Safety of gas equipment is checked annually by a registered Gas Safe contractor.
2. Emergency Gas stop switches are installed in the kitchen. Senior staff know where the main isolation tap is and how to turn supply off in an emergency.
3. Fire fighting equipment kept in the area.

Hazard : Hazardous Substances Contact with bleach and other cleaning and washing chemicals, can cause skin damage, skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems.

Control Measures:

1. Dishwasher provided instead of washing up by hand.

Hazard : Knives Staff involved in food preparation and service could suffer cuts from contact with blades.

Control Measures:

1. Knives suitably stored when not in use.
2. First-aid box provided (Customer who are hiring the centre are expected to have own group first aider and this is explained on booking and on check in)

Hazard : Food hygiene Food poisoning, poor standards of hygiene, incorrect storage of food. Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.

Control Measures:

1. Warm water, soap and towels (disposable) are available.
2. Cuts etc. are to be covered with waterproof adhesive dressings.
3. Separate chopping boards and utensils used for raw and cooked foods.
4. Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.
5. Adequate rubbish bins for waste food and they must be emptied daily.
6. Electronic insect killer placed close to entrance.

Hazard : Food allergies Allergic reactions. A person could have a severe allergic reaction (anaphylaxis), which can be life threatening.

Control Measures:

1. Hirers to ensure that they are aware of the needs of their users and aware of the ingredients/food additives present in foodstuffs.

Hazard : Contact with steam, hot water, hot oil and hot surfaces Kitchen staff, food service staff may suffer scalding or burns injuries.

Control Measures:

1. 'Hot water' signs are displayed at relevant places.
2. Water mixer taps provided.
3. Ensure handles on pans maintained. Management to be made aware of any that don't meet specification so can be replaced.
4. Ensure adequate space is available around the ovens at all times when handling hot items.

Hazard : Cross Contamination Passing of infections from one person to another

Control Measures:

1. Colour coded cutting boards used.

Hazard : Burns

Control Measures:

1. Oven gloves provided and used.

Documents Associated with this Risk Assessment:	
Review Date : 02/11/2023	Reviewer : Susan Newton