

Risk assessment – Coffee Morning

All leaders must conduct on-going risk assessments of activities, location and needs of individuals present. This is a starting point.

Activity or Event: Coffee Morning

This is a generic Risk Assessment which will not cover every situation. Please consider all possible risks and assess them accordingly and record all necessary actions.

Likelihood (of risk causing an issue) 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)

Severity (of the negative / harmful outcome from the risk) 1 = Low (minor cuts and bruises) 2 = Medium (serious injury or incapacitated for 3 days or more) 3 = High (fatality or a number of persons seriously injured)

Risk Rating highlights where the main focus should be of things which cause high risk: 1 – 2 = low priority 3 – 4 = medium priority 6 – 9 = high priority

What are the hazards?	Who might be harmed and how?	Evaluate the risk. What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Likelihood?	Severity?	Risk Rating? (LxS)
Building: Slips and trips	Anyone using the space	The area is kept tidy and clear of unessential obstructions. Spillages are cleaned up immediately. Cleaning items for greasy spillages are accessible.	Place all items into storage after use. Leaders to be vigilant for items in walkways, spills and other items which could cause a fall.	Leaders	2	2	4
Building: Fire	Anyone using the space	Fire Extinguishers are in strategic places: An evacuation plan is given / explained to users of the building. Regular practice of drills and evacuation throughout the year with varying user groups. The maximum number of people to be safely on the premises has been judged to be:	Extinguisher and smoke alarm dates are checked and regularly replaced, as needed. Every user group to share evacuation information.	Stewards	2	3	6
Building: kitchen area	Hot water tap. Potential scolding. Crockery and cutlery stored in kitchen area. Potential for heavy, broken or sharp objects to cause harm.	Usually only leaders will use the kitchen area and a child gate will prevent young children from entering. Children will be supervised at all times if they are required to use the kitchen.	Appropriate items will be in a first aid kit, with a first aider onsite. Remind children that they need to be supervised if using the kitchen area.	Leaders	2	2	4

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Building: Hot water boiler	Anyone if the boiler is not used carefully. The boiler provides constant hot water from a pull-down tap at a height which may prevent some people from seeing inside the container to see if they have the required amount. They could be splashed if it is over-filled, for example.	The kitchen area is only for those involved in cooking. If these are children, they are never alone and are supervised closely. No children to use the boiler – pump pots will be filled with hot water by an adult instead.	Ensure that awareness of the possible dangers of the water boiler are explained and	All leaders	2	2	4
Building: Lack of First Aid Kit	If specific items (such as for burns) are missing, it could cause individuals added hurt and pain.	First Aid Kit will be easily accessible and regularly checked / refilled. Dates on items will be checked.	Every user of the building should be informed where the kit is, and who the first aider is, if possible.	Stewards	2	1	2
Eating food	If rushed, for example, eating food could cause choking. Food with allergens given to the wrong individual could cause harm and possibly fatality. Food prepared incorrectly could cause illness.	Plentiful time will be allowed for individuals to eat food, with everyone encouraged to sit still while they do so. Clear guidance (in consent forms) will be sought as to which foods are not allowed. Individuals will only be given foods which they can eat.	Participants will be encouraged to wash/sanitise hands before eating. Clean crockery and a safe space to eat will be provided. Leaders will make sure that food is prepared in a clean environment and that it is thoroughly cooked/heated where necessary.	Leaders	2	2	4
Hot food / drink	Hot food/drinks could cause scolding and/or burns.	Items will be given out at the correct temperature, with a warning of heat to those receiving it. If necessary, the item will be carried by a leader to the table, and/or given with a tray to protect the hands from heat. Appropriate items will be in a first aid kit, with a first aider onsite.	A first aider will be present at events.	Stewards / Leaders	2	2	4
Drinking drinks	Drinks, if rushed, could cause choking. If carried incorrectly they could be spilled and cause damage to the building and/ or a slip hazard.	Individuals will be able to request drinks during sessions. Drinks will be consumed whilst physically still in a safe, unrushed space.	Any spillages will be mopped up straightaway.	Leaders	2	2	4

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	Lack of drinks could cause dehydration.						
Serving/Preparing food	Food may be served with sharp items, or may be hot / cold and could cause harm if incorrectly handled. Individuals serving and receiving food could pass bacteria and other germs if not properly considering their hygiene.	Food will be fresh and provided in a clean and safe environment, with appropriate oversight from individuals with Food Hygiene Certification. Leaders serving food will have ensured they have clean hands and utensils. Any food which may pose danger (i.e. is very hot or cold) will be clearly disclosed by the leader serving it.	Most items will not require sharp utensils. However, if one is needed, only leaders are to use it. Only leaders will be allowed to operate appliances such as blenders and toastie makers.	Leaders	2	2	4
Safeguarding: Risk of abuse	Children and vulnerable adults may be harmed by those charged with their care. Signs of abuse might be missed or incorrectly responded to.	All leaders are recruited safely and an enhanced DBS Check is carried out before they take up their role. DBS Checks are repeated every 3years. Leaders are asked to complete safeguarding training and are made aware of what to do if they have safeguarding concerns. A minimum of 2 leaders required per session.		Leaders	2	3	6

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> Combined risk assessment and policy template published by the Health and Safety Executive 11/11
H&SE Risk Assessment Template