

# CAFÉ RISK ASSESSMENT

CAFÉ					
	Subject	Risk(s) identified	Impact	Management/Control of Risk	Review/Assess/Revise
54	Cafe	<p><b>1. Wet surfaces</b></p> <p><b>2. Slipping/falling</b></p> <p><b>3. Scalding</b></p> <p><b>4. Theft</b></p> <p><b>5. Damage in toilets / hall</b></p> <p><b>6. Dogs mess</b></p> <p><b>7. Hygiene handling</b> At present both a Food hygiene poster and an allergies poster do not have to be displayed.</p> <p><b>8. Sell by dates</b></p> <p><b>9. Allergy contents selling</b> At present both a Food hygiene poster and an allergies poster do not have to be displayed.</p>	<p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p>	<p>Regularly inspect flooring to prevent hazards such as obstructions or wet floors. Keep the floors and tables as dry as possible. Ensure that appropriate signage is in place to warn customers of potential slip or trip hazards. Put out Wet Floor sign if needed. Provide non-slip mats in high-risk areas such as near sinks or serving counters. Ensure all Children and dogs supervised and dogs kept on short lead. Ensure obstacles on floor are not obstructing steps or walkways.</p> <p>Signs warning of hot water. Electrical items, ie urns kettles not touched with wet hands. Children and Dogs to be kept away from hatch at all times. Take care around drinks to prevent spillages. Ensure tables are stable and large enough to accommodate a group sitting at it. Adults only in kitchen. Be aware that some items remain hot after use. All sockets to be turned off when not in use. Maximum of 4 persons in kitchen.</p> <p>Ensure bags are not left unattended. Staff to ask everyone to lock personal belongings in Parish Office and do not agree or take responsibility of other people's belongings. Money to be kept in the till during opening hours and placed in the safe and locked away in the office at the end. To follow security measures after closing. Stock to be locked away after serving.</p> <p>Check regularly.</p> <p>Clean immediately made aware of and put wet floor sign out.</p> <p>Only staff to have access to the kitchen/food. All have access to toilets and hand washing facilities. Frequent hand washing. Implement and follow proper food handling and storage procedures to prevent foodborne illnesses. Regularly clean and sanitise food preparation areas and equipment. Ensure that all staff members receive proper food safety training. The staffing rota will ensure that at least one person in the kitchen has a hygiene certificate at all times.</p> <p>Check all sale-buy dates on packaging prior to selling.</p> <p>Always ask prior to sales. Clearly label all food items with potential allergens to prevent accidental exposure. Train staff members on how to handle and prevent cross-contamination of allergens. Have a protocol in place for handling customers with severe allergies.</p>	<p>Check regularly. Existing procedure adequate.</p> <p>Signage in kitchen. All staff receive training and instructions. Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Staff take responsibility of regularly checking the toilet areas. Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Only authorised persons in kitchen. Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Only authorised persons in kitchen. Existing procedure adequate.</p>

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		<p><b>10. Non packaged food sales</b></p>		NOT APPLICABLE.	To be reviewed if decision to sell non-packaged food is to be sold in the future. Existing procedure adequate.
		<p><b>11. Lifting injury</b> Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle.</p>	L	When moving tables always assess the load and the route to be taken. Large or heavy items may need 2 people to lift safely. Only carry what you are comfortable with. Consider sharing or reducing the load.	Staff take personal responsibility for their decision. Existing procedure adequate.
		<p><b>12. Fire alarm procedure</b></p>	L	Fire notice in place in hall. Escape routes kept clear. Green with white pictograms signage showing fire exits. Fire extinguishers in situ and visually checked. Assemble on assembly point. Non-smoking site. Install and maintain fire extinguishers in accessible locations throughout the cafe. Staff members are given training to ensure they are familiar with evacuation procedures. Keep flammable materials stored safely and away from heat sources.	Existing procedure adequate.
		<p><b>13. Breakages</b></p>	L	Regular checks to clear breakages and debris from the floor and tables.	Assess cause and review reasons. Revise practice if necessary. Advise council of damages. Existing procedure adequate.
		<p><b>14. PAT Testing</b></p>	L	All electricals are tested regularly. (Latest test July 2024)	Existing procedure adequate.
		<p><b>15. Water Testing</b></p>	L	Completed annually.	Existing procedure adequate.
		<p><b>16. Water Heater Restrictor</b></p>	L	Already installed in the Parish Hall system.	Existing procedure adequate.
		<p><b>17. Manual Handling training</b> The meeting was informed that this was not necessary.</p>			Existing procedure adequate.
		<p><b>18. Clearing floors/tables</b></p>	L	Clean immediately when made aware of and put wet floor sign out. Clear up spillages immediately. No trailing electrical leads. Café helpers (staff) to assist people moving about the room with hot drinks if there are temporary obstacles (handbags, dogs etc.) Request that dogs are kept on a short lead. Café helpers (staff) to be aware of number of dogs or pushchairs in the room and take action if necessary. Visually check locations before event starts	Existing procedure adequate.
		<p><b>19. Opening up / closing down</b></p>	L	Floor Space clear. Hall cleaned and tidied at end.	Existing procedure adequate.

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	<p><b>20. Security of the Hall at close</b> Installed security cameras and alarms to deter theft and vandalism. All windows have external locking metal shutters.</p>	L	Ensure that all entrances and exits are properly secured when the cafe is closed. Train staff members on how to handle unruly customers or potential security threats.	Existing procedure adequate.
	<p><b>21. Illness / absent staff</b> Minimum of 2 staff needed to open (one must have FH certificate)</p>	L	Review guidelines on minimum staffing and their qualifications applicable prior to opening on each day. Keep all areas ventilated. Promote hand washing.	Existing procedure adequate.
	<p><b>22. Step hazard into meeting room</b></p>	L	Meeting room door to remain shut. Only entry is via the main door.	Existing procedure adequate.
	<p><b>23. Uneven tarmac pathway to hatch</b></p>	L	Area painted as precautionary warning, report if needed to reapply.	Existing procedure adequate.
	<p><b>24. Residual Risk</b></p>	L	All users to be made aware NO access to kitchen	Existing procedure adequate.
	<p><b>25. First Aid</b> Minor injuries not treated, possible passing on infection.</p>	L	First Aid kit available in the kitchen including blue plasters for food handling.	Existing procedure adequate.

PR Whibley  
Clerk BRPC  
v3 JULY 2024