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## Risk Assessment

<b>Programme Name:</b>	Food at Five, Sunday Lunches, Holiday Lunches	<b>Brief description of activity to be undertaken</b>										
<b>Location:</b>	Key Centre Cricket Club Trinity Church Hall	Food at Five sit down community meals and takeaway service Sunday Lunches Holiday lunches										
<b>Name of Assessor</b>	Lenka Grimes	<b>Date</b>	15.7.24									
No	Description of Hazard and Expected Consequence	Potential for harm Likelihood x Severity = Risk Level					Task Specific Control measures	Residual Risk Likelihood x Severity = Risk Level				
		L	S	H	M	L		L	S	H	M	L
	Covid-19 hazards and other infectious illnesses	2	3	M			Face masks are not mandatory but available for staff and volunteers if needed. Asked to not come in if they are feeling unwell, have COVID-19 symptoms or have tested positive, or any other symptoms of other illnesses, such as coughing/sneezing. Tests available if required from the office.	1	3	L		
	Food allergies causing harm	1	3	L			Allergens in the meals to be clearly displayed at each sitting Clients asked to sign in on arrival and declare any allergies (Holiday lunches Purple Elephant Coordinator passes info beforehand to caterer) (In line with the Natasha's Law 2021).	1	3	L		
	Abuse from an aggressive client	2	2	L			Try to avoid confrontation or escalation. Move away. Seek support and consult with other volunteers on site. If necessary, ring FF Coordinator/Police.	2	2	L		
	Fire	1	4	H			Volunteers and staff to familiarise themselves with the venue's fire exits and assembly point	1	4	L		
	Trip hazards causing injury	2	3	M			Volunteers and staff to make sure objects are not left on floor for people to trip over. Parents will be asked to supervise their children.	1	2	L		
	Children getting lost or Harmed	3	2	M			Sign displayed that parents are responsible for children at all times, no unaccompanied children allowed to attend	2	2	L		



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	Food Safety and resulting illness	1	2	L	Chefs and volunteers all have Level 2 Food Hygiene	1	2	L		
	Choking or other injuries	2	3	M	First Aid kits in kitchen, at least one of the volunteers at each session is First Aid trained	2	2	L		
<b>Additional information</b>										
Resources		First Aid Kit, Aprons provided								
Training required		Food Hygiene,								
Other:		Safeguarding Training, First Aid Training,								
<b>Assessment carried out by</b>		Print Name	Lenka Grimes			Signature	L.R.Grimes		Date	15.7.24

*NB: This assessment must be explained to all those affected by the activity*

SEVERITY			LIKELIHOOD LEVEL		
CATEGORY	DEGREE	DESCRIPTION	LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	<b>INSIGNIFICANT</b>	Minor injury to personnel Minor damage to equipment	1	<b>REMOTE</b>	So unlikely that occurrence may not be experienced
2	<b>MINOR</b>	Injury to personnel Damage to equipment	2	<b>UNLIKELY</b>	Unlikely, but possible to occur during project
3	<b>REPORTABLE</b>	Injury resulting in loss of time Moderate damage to equipment	3	<b>OCCASIONAL</b>	Likely to occur sometime during project
4	<b>MAJOR</b>	Severe injury to personnel Major damage to equipment	4	<b>PROBABLY</b>	Will occur several times during project
5	<b>CATASTROPHIC</b>	Fatal /disability injury to personnel Total equipment loss	5	<b>FREQUENTLY</b>	Likely to occur frequently during project



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SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	<b>High</b> – Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	<b>Medium</b> - Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	<b>Low</b> - Acceptable – Adequate safeguards are in place