

## Baginton Village Hall Warm Hub Café Risk Assessment. 2024

Category of Risk	Persons at Risk	Control Measures to Mitigate Risk	Notes
<b>Slip, Trips and Falls</b>	Members of Public Volunteers	General Good Housekeeping All areas well lit No trailing leads or cables Spillages cleaned up immediately and wet floor signs used where necessary Dogs to be kept under control at all times.	Volunteers to carry out walk through visual inspection prior to opening to ensure access/egress routes are unobstructed and free from slip and trip hazards
<b>Scalds and Burns</b>	Members of Public Volunteers	Only volunteers to be in kitchen preparing drinks to minimise risk First aid kit available	
<b>Manual Handling</b>	Volunteers	Trolleys provided to move chairs and tables Minimise repetitive bending wherever possible.	Not to lift unless comfortable in doing so Wherever possible, lift items with assistance rather than alone
<b>Equipment and Electrical Failure</b>	Volunteers	Baginton Village Hall Committee ensures that kitchen equipment they provide is well maintained and in a good state of repair and PAT tested where appropriate	
<b>First aid and Emergency Arrangements</b>	Members of Public Volunteers	First aid box provided in kitchen Copy of Health and Safety procedure provided which includes the fire risk assessment and emergency plan Emergency plan on notice board in vestibule	Pubic defibrillator situated on the front wall of the Village Hall Accident form to be completed
<b>Food Allergens</b>	Members of Public Volunteers	For proprietary food, ingredients are available on the packaging For homemade food, all ingredients listed and made available	Sign put up directing people to ask for allergen information
<b>Inadequate Hygiene</b>	Members of Public Volunteers	Cleaning of preparation area and tables carried out Tablecloths used Separate sink for handwashing provided in kitchen with paper towels for drying hands Volunteers making cakes at home read the WDC guidance document Food Hygiene Record book guidance followed and record kept for each session	Registered as a food business with Warwick District Council

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<b>Vulnerable or At Risk Persons</b>	Members of Public Volunteers	Copy of Safeguarding policy available with designated contact	Volunteers to look out for any signs that person might be struggling
<b>Aggressive Behaviour</b>	Members of Public Volunteers	Contact police immediately on 999 if person does not leave when requested.	Volunteers to take zero tolerance approach