

Risk Assessment: Staff Catering at Copley Scout Centre

Name of activity/ event/ location	Staff Catering Copley Scout Centre	Date of risk assessment	17 September 2025	Name of who undertook this risk assessment	Elaine Chamberlain
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? Notes	What has changed that needs to be thought about and controlled?
Slips and Trips in kitchen- Staff in kitchen may be injured if they trip over objects or slip due to spillages.	Any adults in kitchen	Work areas kept tidy; foods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Use drip trays where spills are more likely. Clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Provide suitable cleaning materials. No trailing cables or obstruction in walkways. No children under the age of 14 allowed in the kitchen	Yls on site may help in the kitchen provided adequate supervision.
Contamination of food during preparation	All staff	Food items to be prepared by a minimal number of people who either hold the necessary food hygiene certificates or are supervising the food preparation.	
Food allergies	All staff	All staff to fill in a form with emergency contact details and details of any health issues or allergies.	
Illness caused through using dirty crockery and utensils – using crockery/utensils from a shared meeting place could mean that items have not been properly washed or are not clean before use	All staff	All crockery and utensils to be used for the event are to be washed and dried prior to use.	

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Manual Handling – handling heavy items such as trays of crockery/storage boxes may cause injuries such as strains or bruising.	Kitchen staff	Ensure volunteers work together to move heavy items.	
Contact with steam, hot water, hot surfaces may cause scalding or burns.	All staff	Ensure all volunteers are aware of the risks and take care when boiling & pouring from kettles (no trailing cables), carrying tea pots, mugs of hot beverages or using hot water taps.	
Knives – cuts from contact with blades	Kitchen staff	Store knives suitably when not in use. Tell volunteers about the risk.	
Electrical – serious/fatal injuries because of an electric shock	Kitchen staff	Ensure PAT testing of equipment provided is up to date. Check equipment before use and do not use anything that looks defective. Report these to the building owner/event manager. Make key volunteers aware of where the fuse box is located and how to switch off safely.	
Fire – serious/fatal injuries from burns/smoke inhalation	All staff	Ensure all volunteers know the fire evacuation procedures for the building	
Slips and Trips in hall Staff may be injured if they trip over objects or slip due to spillages.	All staff	Hall area is used for equipment storage during the event as well as a place to eat. Eating area should be to the side of the hall nearest the kitchen. Storage on the opposite side. Hall to be kept as tidy as possible. Clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Provide suitable cleaning materials. No trailing cables or obstruction in walkways.	

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Review due: September 24 or next event – whichever first.			
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