



Organisation Name: The King's Church Wisbech

Date of risk assessment: 05th October 2023

Venue being assessed: Food Serving / Eating Area (Small Hall) - Queen Mary Centre, Queens Road, Wisbech, Cambs, PE13 2PE

Meeting: One Door Cinema Club - EVENT

Location of First Aid box: In Kitchen (special Kitchens First Aid box)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls eg. Slippery surface, cables on floor, objects on floor etc.	Those in the food service / eating area may slip, trip or fall, eg. On spillages or trip over objects / cables.	<ul style="list-style-type: none"> • Be sure to clean up any spillages immediately • Remove any obstructions from walkways (corridor / isle) if possible, or relocate to a safer position • Ensure electrical and sound cables are kept to a minimum and that they are underneath a table and not a hazard in walkway • The building is wheelchair accessible and therefore does not have steps. • Check there are mats provided at entrances to stop rain water being carried in 				

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Manual Handling eg. Carrying of heavy boxes with tea /coffee making equipment.	Anyone who helps set-up and packs away may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> • When lifting heavy objects (such as tables – use 2 people to move a table), follow correct Manual Handling procedures – advice clearly displayed on large poster on storage cupboard door as well as downloadable HSE document ‘Getting to Grips with Manual Handling’ from church website • ‘Lift Heavy Objects Correctly’ sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams and those who set up the hall of the potential dangers of incorrect lifting methods • Use trolley to move heavy and potentially hot food from kitchen to where it is to be eaten 				
Fire	If trapped, any user of the QMC could suffer fatal injuries from smoke inhalation / burns	<ul style="list-style-type: none"> • Fire exits are clearly indicated by signage courtesy of the Queen Mary Community Centre • Check Fire Exits are accessible (unlockable) each week • The Queen Mary Community Centre has working smoke detectors and a fire alarm in place • Locate fire extinguishing equipment provided by the Queen Mary Community Centre 				

<p>Electricity eg. Exposed wires, equipment that is incorrectly connected etc.</p>	<p>Those using electrical equipment in the kitchen risk electric shocks or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> • Any electrical equipment owned by The King's Church Wisbech to have a current PAT test conducted by a qualified electrician and carries the PAT test sticker, and inspected on an annual basis • All repairs to The King's Church Wisbech electrical equipment to be carried out by qualified electrician • All extension leads to be fully extended when in use • Portable equipment checked for visual signs of damage before use • Do not connect or use incompatible items of equipment • Keep electrical items away from water • Church volunteers informed of responsibility of the safety of any of their own electrical equipment being used as part of a church event – PAT testing offered by church 				
<p>Very Hot Water or food being used for cooking</p>	<p>Very hot water or food could scald someone.</p>	<ul style="list-style-type: none"> • Use trolley to move hot and heavy containers of food from kitchen to where it is to be eaten 				

Food Hygiene and Allergens	<p>Food poisoning can occur to anyone eating food not prepared correctly or hygienically</p> <p>Those allergic to certain foods could develop anaphylactic shock and this could even result in death</p>	<ul style="list-style-type: none"> • Thoroughly clean food serving and eating area before and after use • Everyone involved in food preparation must wash their hands before commencing • Food servers to wear gloves • A list of food allergens present in the meal be clearly displayed in Food eating area • A more detailed sheet showing different components of meal with their specific allergens to be completed and available if asked for by member of public • Everyone to be asked to wash hands before eating food 				
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Review Date: N/A as a one-off event