

Refreshments Team Risk Assessment

Assessors: Matthew McChlery (team leader)	Site: Queen Mary Centre	
	Date: May 2025	Review Date: May 2026

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Electricity		<ul style="list-style-type: none"> See General Risk Assessment. 	
Falls From Height		<ul style="list-style-type: none"> See General Risk Assessment. 	<ul style="list-style-type: none"> A portable step stool is provided to help reach into kitchen cupboards. A step ladder is provided in the cupboard to help reach things stored on higher shelves – please follow General Risk Assessment rules when using this. The volunteer should ask for help if required.
Fire		<ul style="list-style-type: none"> See General Risk Assessment. 	
Food Poisoning	Employees, volunteers and the congregation could suffer illness if ingesting contaminated food or drink	<ul style="list-style-type: none"> Check expiry dates on all food and drink - throw out if passed expiry date and do not use. Cover biscuits after opening packet and before placing on table for people to eat. If any food (or stirring sticks) falls on floor, throw away immediately and do not eat/use. Wash hands thoroughly before handling food. 	
Hazardous Substances		<ul style="list-style-type: none"> See General Risk Assessment. Volunteers should not bring in cleaning chemicals from home. 	

Hot Liquids	Hot water used for tea and coffee making could scald someone.	<ul style="list-style-type: none"> • See General Risk Assessment. • Be careful when using kettles to boil water. Ensure surface where kettle is placed is clear and free from obstructions. • Pour hot liquids carefully. • Ensure lids are placed on kettles and flasks / urns to help prevent spillage. • Ensure flasks / urns containing hot liquids are stored in a safe space away from people (especially children) when not in use. • Ensure flasks / urns containing hot liquids are placed securely on a table for self service. • Ensure plenty of cup lids are available and on tables for people to use so hot liquids in cups are less likely to spill. 	<ul style="list-style-type: none"> • If any damage to kettles, flasks or urns used for creating or carrying hot liquids is noticed, please report this immediately.
Manual Handling		<ul style="list-style-type: none"> • See General Risk Assessment. 	
Slips/Trips		<ul style="list-style-type: none"> • See General Risk Assessment. 	