

| Hazard and area                                                                              | Description of possible risk                                                                                             | Likelihood of accident | Severity of outcome | Likelihood multiplied by severity | Action to take to avoid / reduce the risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Differing abilities and awareness of volunteers/visitors                                     | Extra risk of injuries to volunteers or visitors; aggravation of health conditions by unsuitable work or activities.     | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>Volunteers whose health problems may make them unable to work or visit the farm safely will be asked to come with a support worker or friend/family.</li> <li>New groups asked to come with a suitable number of supervisors/support workers.</li> <li>All work planned and supervised by a sufficient number of trained staff and buddies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Contractors                                                                                  | Risk of injuries to contractors, staff, volunteers or visitors as a result of contractors working on site                | 2                      | 4                   | 8                                 | <ul style="list-style-type: none"> <li>Any contractor will be asked to provide Health and Safety statement</li> <li>Signage put up around the farm and on website and social media informing people of work being undertaken and areas that are out of bounds during this work</li> <li>Contractors will provide their own insurance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Safeguarding - Young/vulnerable people on site having exposure to other workers or visitors. | Abuse of vulnerable people by staff, volunteers or general public.                                                       | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Supported volunteers assessed by EAC staff in consultation with support worker or family member where appropriate, and asked to bring a support worker if necessary.</li> <li>Support workers warned that the site is open to the public.</li> <li>Staff PVG checked, reference checked, assessed for suitability, and trained and briefed in safeguarding, supervising supported volunteers and monitoring their welfare.</li> <li>Any volunteers taking a lead role are made aware of safeguarding policy and procedures.</li> <li>Volunteers work in groups wherever possible and vulnerable volunteers never left alone with one person.</li> <li>Adhere to Safeguarding Children and Adults policies.</li> <li>DBS check for individuals to be in place where required.</li> <li>All staff to maintain vigilance where members of the public not participating in the event are using the same public space.</li> <li>Leave no one isolated on site.</li> <li>Lock personal valuables out of sight.</li> </ul> |
| Working with adults with mental ill-health                                                   | Emotional burden on staff and volunteers.<br><br>Inappropriate advice given by staff or volunteers to vulnerable people. | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>Volunteers with specific need are supervised by support staff who come with them to the farm</li> <li>Farm staff trained in communication skills, personal boundaries and appropriate ways to advise and signpost people.</li> <li>Volunteers should refer vulnerable volunteers to a staff member or relevant organisation rather than offering advice or counseling on mental/physical health issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Lone working<br><br>Physical assault, verbal abuse or aggression                             | Physical injuries or emotional trauma to staff/volunteers; damage to organisational reputation.                          | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>No one to do high-risk practical tasks when alone on site.</li> <li>Anyone working alone should have a mobile phone with emergency contact details of Coop members.</li> <li>If alone and an incident occurs use non-confrontational behaviour and language. Leave site as soon as it is safe to do so. Call for help – EAC Staff or 999.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| Manual handling or lifting injury – eg wheelbarrow, timber | Strain                                                                                      | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>• All volunteers asked if they have any medical conditions that may affect their work;</li> <li>• Advise against heavy loads especially in the case of previous injury, advise safe lifting practices.</li> <li>• Advice on safe proactive given at the beginning of each session</li> <li>• Instruct all involved in manual handling techniques.</li> <li>• Where manual handling is a significant part of a role, consider formal manual handling course.</li> <li>• Plan handling of heavy / awkward items and deliver items as close to site as possible.</li> <li>• Reduce large loads whenever possible including cross cutting into sub 25kg loads.</li> <li>• Where possible use lifting aids or machinery to prevent excessive strain.</li> <li>• Lifting in pairs / teams dependant to the object's weight and size</li> </ul>                                                                                                                                                                                                                                                                    |
| Hand tools e.g. trowels, forks etc                         | Scratches, blows and cuts                                                                   | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>• Staff to assess experience level of volunteer before using tools and give advice on safe tool use</li> <li>• Warn volunteers of the dangers of using tools and to take care</li> <li>• Users taught correct use and learners supervised. Specific safer and smaller tools used for small children.</li> <li>• Advise wearing strong boots and gloves</li> <li>• Report any breakages / damage to equipment and remove or repair</li> <li>• Wear suitable work gloves with cutting tools e.g. loppers, bow saws. Hold the tool in the ungloved hand. Wear a glove on the other hand.</li> <li>• Do not wear gloves with swinging tools e.g. sledgehammer.</li> <li>• Ensure tools are kept in good working order, including sharpening if necessary.</li> <li>• Decommission tools unfit for purpose and indicate clearly on a tool where this is the case.</li> <li>• Consider wearing safety helmet if felling trees over 2m height/3" diameter.</li> <li>• When available, keep guards/covers on tools when not in use. Do not leave tools where they might get lost or cause a trip hazard.</li> </ul> |
| Tractor and machinery                                      | Running over or collision. Injury during use.                                               | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>• Only experienced staff or exceptionally qualified and experienced volunteers to use tractors and machinery and use of a banksman where appropriate.</li> <li>• Boundaries of safe play for young people denoted, and all young people supervised.</li> <li>• Everyone in the area made aware of the hazards.</li> <li>• Farm manager asked to give advance notice of dates when the tractor will be used near to areas where the learners will be.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Power tools                                                | Serious bodily harm (including flesh wounds, muscular injuries, eardrum damage, eye damage) | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>• Machines only to be used by trained operatives – (LANTRA, NPTC, UK Rural Skills qualifications or awards issued by other training bodies deemed acceptable by Managing and Operations Director) or those in training under supervision by suitably qualified operative.</li> <li>• Maintain safe working distances as directed by the operator.</li> <li>• No smoking / naked flames within 5m of refuelling areas.</li> <li>• Use earplugs if within 10m of machinery for longer than 10 minutes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| Water bodies e.g. ponds, irrigation reservoir | Falling/Drowning                                                    | 1                      | 5                   | 5                                 | <ul style="list-style-type: none"> <li>Area around pond excluded from the public with No Entry Notices. Advice to keep to designated areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| Manure                                        | Infection                                                           | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Advise use of gloves and hand washing. Provide soap and insist on hand washing with signage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| Wood and metal materials                      | Cuts and scrapes                                                    | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Area around potential wood and metal hazards cordoned off. Do Not Touch notices. Advise keeping to designated areas.</li> <li>Correct clothing, PPE gloves, safe use of tools, safe felling and handling will all reduce risk but some plants are thorny so minor scratches/splinters possible.</li> <li>First aid kits on site (located in cabins and/or with staff member leading the session).</li> </ul>                                                                                |
| Wood storage                                  | Fire hazard                                                         | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>Wood storage by polytunnel to be kept to a minimum. No flammable liquids to be stored near combustibles.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| Large polytunnel                              | Tripping over on uneven ground                                      | 2                      | 2                   | 5                                 | <ul style="list-style-type: none"> <li>Warning signage on both ends of polytunnel about uneven surfaces.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Propane Gas Cooking Stove                     | Fire hazard                                                         | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Cooker fitted with stop valve. Only used by agreed volunteers, with instructions. Fire Extinguisher kept in the area. Gas valve turned off at the end of the day.</li> </ul>                                                                                                                                                                                                                                                                                                                |
| Fires                                         | Burns/Scalds                                                        | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Burns: Ensure cold water taken as a first aid measure if there is to be a fire. 2 x 10 litre containers or equivalent to be taken. Tape off fires that are near paths. Extra caution when working with U18s e.g. reiterate common sense rules - No running near fires, no plastics to be burnt etc.</li> <li>Scalds: Exercise caution when pouring hot water. Cold water on site. Hot water flasks to be transported / stored safely in appropriate boxes in 'boot' of vehicles.</li> </ul> |
| Site security                                 | Theft / vandalism causing damage to equipment                       | 3                      | 1                   | 3                                 | <ul style="list-style-type: none"> <li>Fence and locked gate installed. Install CCTV if considered necessary.</li> <li>Establishment of security hedge around market garden and allotments</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| Construction                                  | Injury through falling equipment, materials or accidents with tools | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>Ensure qualified or experienced site manager to coordinate activities, everyone wears protective clothing where needed and all measures undertaken to ensure safe use of equipment.</li> </ul>                                                                                                                                                                                                                                                                                              |

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| Falling trees/branches | Crush injury                 | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>Regular check conducted to check for dead or hanging branches and remove dangerous branches. Those who work regularly underneath the tree warned to look out for dangerous branches and ask a member of staff to remove, as well as moving away from danger zone.</li> <li>Plan felling to minimise lifting required.</li> <li>Erect warning signs on paths when felling/pruning.</li> <li>Use a banksman if there are blind spots or for added safety.</li> <li>When felling trees/shrubs with hand tools the lead ranger should consider the following when deciding whether the wearing of a safety helmet and/or goggles should be enforced: <ul style="list-style-type: none"> <li>Is the tree over 3m height and 4" diameter?</li> <li>Is the tree in a densely packed area?</li> <li>Are prickly thorny materials and dead wood present?</li> </ul> </li> <li>Teach the use of felling 'gob' cuts for larger trees to ensure a controlled fell.</li> <li><b>Ash Dieback:</b> Trees impacted by Ash Dieback become brittle and more liable to fall apart. There is also an increased likelihood of a tree failing if hit by a second tree or limb thereof. <b>Safe Working Distance is of increased importance and must be adhered to (a minimum of 2 tree lengths distance from the tree being felled).</b> Therefore when felling, or working in, areas with Ash affected by Dieback all Staff and Volunteers <b>must</b> wear safety helmets. This must be emphasised in the pre-session safety brief.</li> </ul> |
| Sticks and stalks      | Eye injury                   | 2                      | 4                   | 8                                 | <ul style="list-style-type: none"> <li>Make volunteers, learners and guardians aware of any potential hazards on inductions and sessions, remove or cover sharp ends of hazardous objects that are not being used in the session</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Nettles, plant sap     | Stings, skin irritation      | 5                      | 1                   | 5                                 | <ul style="list-style-type: none"> <li>Make everyone aware of hazard and stay away from large patches of nettles. Also make everyone aware of the low severity of harm.</li> <li>Wear gloves to prevent skin irritation especially when dealing with known irritant species such as, but not limited to: Hogweed, Ragwort and Euphorbia spp etc.</li> <li>Gloves should generally be worn in case of unknown allergies/reactions.</li> <li>Wash skin/irrigate eyes with clean cold water if necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Insects                | Stings and bites             | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Warn of plants/insects to avoid.</li> <li>Anaphylactic (epi) pens should be carried by those who need them.</li> <li>Encourage long sleeves/long trousers to be worn.</li> <li>Request participants with allergies to identify themselves to a member of staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Rope                   | Asphyxiation                 | 1                      | 5                   | 5                                 | <ul style="list-style-type: none"> <li>Users taught correct use and learners supervised. Everyone involved made aware of hazards of leaving loops hanging down and/or learners wrapping rope around necks.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Rope                   | Rope burns                   | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>Users taught correct use of rope handling and learners supervised.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| Uneven ground                                                        | Slips, trips and falls       | 4                      | 1                   | 4                                 | <ul style="list-style-type: none"> <li>Volunteers/visitors made aware of uneven ground on induction.</li> <li>Fill in large holes in track, encourage sensible footwear.</li> <li>Learners supervised and they and guardians made aware of particularly uneven ground which may be hard to negotiate. Sessions designed to help small children develop gross motor skills and mobility.</li> <li>Warn participants of any site specific issues at briefing session – cross refer Site Risk Assessment.</li> <li>Inspect site for new hazards – undertake a Dynamic Risk Assessment.</li> <li>Keep site and tools tidy.</li> <li>Recommend use of sturdy boots or wellingtons, with good grip.</li> <li>Avoid very muddy areas to prevent slips</li> </ul> |
| Wet floors, uneven ground, or clutter causing people to slip or trip | Slips, trips, and falls      | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>Keep walkways clear</li> <li>Use non-slip mats</li> <li>Clean spills promptly</li> <li>Ensure good lighting</li> <li>Use wet floor signs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Working at height                                                    | Falls                        | 1                      | 1                   | 2                                 | <ul style="list-style-type: none"> <li>Only trained operatives to work at height (ladders).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Dog faeces                                                           | Poisoning                    | 1                      | 5                   | 5                                 | <ul style="list-style-type: none"> <li>Site assessment of area carried out before sessions. Guardians supervise learners at all times.</li> <li>Hand sanitiser on hand. Washing hands at end of each session.</li> <li>Wear gloves - rubber if working in / near water.</li> <li>Treat all new cuts immediately with antiseptic and cover.</li> <li>Avoid water contact with broken skin – cover existing broken skin.</li> <li>Clean hands before: leaving site, eating, drinking and/or smoking.</li> </ul>                                                                                                                                                                                                                                             |
| Weather and outdoor activities                                       | Sunburn                      | 2                      | 4                   | 8                                 | <ul style="list-style-type: none"> <li>All visiting groups advised to wear protective clothing</li> <li>All encouraged to stay protected from sun and keep well hydrated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Weather and outdoor activities                                       | Dehydration                  | 3                      | 4                   | 12                                | <ul style="list-style-type: none"> <li>Hats available to staff and volunteers</li> <li>Make sure volunteers bring water or water available during the sessions</li> <li>All visiting groups advised to wear sun protection if needed</li> <li>All encouraged to stay protected from sun and keep well hydrated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Weather and outdoor activities                                       | Hypothermia                  | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>Ensure appropriate clothing is worn by volunteers during cold spells</li> <li>Spare (dry) gloves advisable. Drink warm fluids regularly.</li> <li>If ill attired/prepared, the person/s may be prevented from taking part in the activity.</li> <li>Take extra care on slopes/steps etc if it is wet or icy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| Weather and outdoor activities                                       | High wind                    | 2                      | 2                   | 2                                 | <ul style="list-style-type: none"> <li>Dynamic risk assessment, be prepared to abort session if wind exceeds Beaufort force 7 = 32-38 mph (Moderate Gale). Do not enter wooded areas if wind speed exceeds force 8 = 39-46 mph (Fresh Gale).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Weather and outdoor activities                                       | Storm                        | 2                      | 2                   | 2                                 | <ul style="list-style-type: none"> <li>In case of lightning /electric storm, do not use tools with conductive properties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| COSHH                                                      | Various outcomes depending on chemicals involved   | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Could be potentially harmful. Each chemical requires appropriate storage, PPE and handling.</li> <li>• Any hazardous substances in use or likely to be encountered must be dealt with according to COSHH regulations along with specific PPE requirements.</li> <li>• When working with using chemicals or treated timber, suitable work gloves must be worn.</li> <li>• Broken skin must be covered and hands must be cleaned before eating, drinking or smoking.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Litter picking                                             | Cuts, Infections                                   | 2                      | 2                   | 4                                 | <ul style="list-style-type: none"> <li>• Always use a litter picker.</li> <li>• Sharps box provided for needles (never handle needles).</li> <li>• Any accidental piercing by syringe should be immediately treated at medical practice or A&amp;E.</li> <li>• Wear suitable gloves, wash hands afterwards and especially before eating/drinking.</li> <li>• Inform staff/other volunteers if broken glass/sharps in rubbish bags.</li> <li>• Exercise caution when collecting any sharp/rusty material.</li> <li>• Do not collect materials or containers with contents not identifiable. Inform a staff member.</li> <li>• Do not collect toxic/hazardous material including asbestos sheeting, waste oil etc. Inform Lead Ranger.</li> <li>• Volunteers should not attempt to move overly heavy items. Manual Handling Guidelines to be followed at all times.</li> <li>• Do not overfill rubbish sacks.</li> <li>• High-visibility clothing must be worn when working on or near the public highway.</li> </ul> |
| Alcohol and drugs                                          | Inappropriate and hazardous behaviour              | 1                      | 2                   | 2                                 | <ul style="list-style-type: none"> <li>• Prevent anyone under the influence of drink or drugs from participating in the work session or event.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Underground Services: Electricity/Gas/Water                | Perforation of gas or water pipe, damage of cables | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>• If any digging or other ground penetration is involved, check with landowner and see services maps obtained from utilities companies before starting work.</li> <li>• Use detectors only with trained operator and recognise that they will not detect alkathene gas pipes without a metal tracer that are in use in some places.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Box cutter                                                 | Flesh wounds                                       | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Participants briefed on how to use a box cutter</li> <li>• Adequate and stable cutting surfaces</li> <li>• Frequently tidy loose materials to keep surfaces tidy and avoid tripping</li> <li>• Use of gloves</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Members of the public and dogs                             | Agressive or harmful behaviour to participants.    | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• move group away from the meadow area if needed to other areas of Silverknowes park or the farm. - Call 999 if required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Road crossing                                              | injury from collision with car, bus or bike        | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>• use traffic island crossing on silverknowes road (bus and bike only) to access the farm.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Injury from knives, broken glass, or sharp equipment edges | Cuts and lacerations                               | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Provide knife safety training</li> <li>• Use cutting boards</li> <li>• Store knives securely</li> <li>• Dispose of broken glass properly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| Contact with hot pans, grills, boiling liquids, or steam                     | Burns and scalds                                                        | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Provide heat-resistant gloves</li> <li>• Train in safe handling</li> <li>• Mark hot surfaces</li> <li>• Ensure first-aid is available</li> </ul>                                                                                                                |
| Pizza oven flare-ups, gas stove incidents, or electrical faults causing fire | Fire                                                                    | 1                      | 1                   | 1                                 | <ul style="list-style-type: none"> <li>• Keep extinguishers and fire blankets nearby</li> <li>• Check gas connections</li> <li>• Avoid overloading circuits</li> </ul>                                                                                                                                   |
| Illness from improper storage, undercooking, or contamination                | Food poisoning                                                          | 1                      | 3                   | 3                                 | <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Separate raw/cooked foods</li> <li>• Keep correct storage temperatures</li> <li>• Provide handwashing</li> <li>• Meat free kitchen</li> </ul>                                                                                   |
| Leak from gas bottles                                                        | Gas leaks                                                               | 1                      | 4                   | 4                                 | <ul style="list-style-type: none"> <li>• Inspect regularly</li> <li>• Check for leaks with soapy water</li> <li>• Store bottles upright and away from heat</li> <li>• Emergency shut-off</li> <li>• Preference for electric hob.</li> </ul>                                                              |
| Rodents or insects contaminating food or equipment                           | Pest infestation                                                        | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Seal food containers</li> <li>• Maintain cleanliness</li> <li>• Arrange pest control inspections</li> </ul>                                                                                                                                                     |
| Skin irritation, eye irritation if splashed                                  | Cleaning chemicals (washing up liquid, surface disinfectant, sanitiser) | 1                      | 2                   | 2                                 | <ul style="list-style-type: none"> <li>• Follow label instructions</li> <li>• Avoid mixing chemicals</li> <li>• Store away from food preparation areas</li> <li>• Wear gloves</li> </ul>                                                                                                                 |
| Skin dryness, flammable near open flames                                     | Hand sanitiser (alcohol based)                                          | 1                      | 2                   | 2                                 | <ul style="list-style-type: none"> <li>• Use small amounts of hand sanitiser</li> <li>• Keep away from stoves and open flames</li> <li>• Store in closed container</li> <li>• Remind volunteers about flammability near cooking area</li> </ul>                                                          |
| Allergic reactions                                                           | Food allergens (nuts, dairy, gluten etc.)                               | 2                      | 3                   | 6                                 | <ul style="list-style-type: none"> <li>• Food and ingredients clearly marked or communicated to all so that they're aware of potential allergens.</li> <li>• Public to take responsibility for themselves and not to take unnecessary risks. If there is doubt they should avoid consumption.</li> </ul> |
| Soil, compost and garden materials near cooking area                         | Potential bacteria contamination                                        | 2                      | 1                   | 2                                 | <ul style="list-style-type: none"> <li>• Keep food preparation surfaces separate from gardening areas</li> <li>• Wash hands before cooking</li> <li>• Provide clear handwashing guidance</li> </ul>                                                                                                      |

| Hazard and area                                   | Description of possible risk | Likelihood of accident | Severity of outcome | Likelihood multiplied by severity | Action to take to avoid / reduce the risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| sickness from contamination and poor food hygiene | Food poisoning               | 2                      | 3                   | 6                                 | <p>Staff and volunteers tasked with food preparation must be made aware of basic food safety principles including:</p> <ul style="list-style-type: none"> <li>● Staff leading the community meals sessions are REHIS trained</li> <li>● Maintaining personal hygiene including hand washing, cuts covered with visible plaster, long hair tied back/covered, aprons clean.</li> <li>● Safe storage/refrigeration of foods including storage at appropriate temperatures, stock rotation, checking “use by” and “best before” dates or visible signs of freshness, correct storage/coverage.</li> <li>● Correct food handling procedures including high risk / raw foods kept apart, separate chopping boards and utensils used for raw and cooked foods, using tools (tongs/cutlery etc.) to handle food rather than hands where possible, equipment stored in secure, clean conditions.</li> <li>● Meat free kitchen</li> <li>● Always wash fresh fruit and vegetables to remove any soil</li> <li>● Always read any cooking instructions and make sure food is properly cooked before you serve it – it needs to be steaming hot</li> <li>● Appropriate cleaning regime including cleaning and disinfecting work surfaces and equipment and keeping rubbish bins away from food.</li> <li>● Staff, volunteers and public reminded to wash hands before eating and drinking if they have been doing activities where they may have come into contact with harmful microorganisms/dirt.</li> <li>● Guidance around handwashing and food safety available during the sessions and through signage on the walls</li> </ul> |