



Food Safety Risk Assessment

Review Date: Jan 2018

Uses of the Village Club, By Whom

Kingsclere Village Club is a community centre that is run by a committee of part-time volunteer trustees and is rented out to members of the public on an unstaffed basis. The village club runs some learning and leisure classes, and uses teachers contracted on a term by term basis to deliver them. Some organisations lease or rent the building and therefore have their own employees present and visitors on the premises. Others users of the village club are contractors, visitors and volunteers who help to maintain the building and gardens. As the building is used for learning and leisure, it is acknowledged that many users may not have health and safety in the forefront of their minds when using the premises.

The Nature and Frequency of Food Handling at the Village Club

Kingsclere Village Club rarely provides food to volunteers, users or contractors. From time to time refreshments are provided by the Village Club as part of events it runs.

Being a village hall, there is an expectation that hirers can provide or sell refreshments or food to people attending their activities.

Food Safety Risk Assessment Purpose

As there is no continuity of food being distributed by the Village Club itself, it is not a food business within the meaning of the Food Hygiene legislation. Whilst this means that the Village Club does not need to register with the local authority, it recognises that establishing good practice in food safety is in the best interests of the charity.

This risk assessment supplements the overarching Kingsclere Village Club Premises Risk Assessment. That risk assessment primarily focusses upon the safety of the premises as well as equipment and substances provided. This risk assessment ensures that the facilities provided in the Kitchen and Servery enable users to distribute food safely.

	What are the hazards	Who might be harmed	What are we already doing	What further action is needed	Action by who	Action completed
1	Uneven or wet floor	All users	* See Premises Risk Assessment Hazard 1	Source wet floor signage outside servery and all toilets	SM	08/03/17
2	Burns/scalds from	All users	* See Premises Risk Assessment Hazard 7b-c			
3	Cuts with sharp knives	All users	* See Premises Risk Assessment Hazard 8e			
4	Irritation to skin from frequent hand washing	All users involved in food	* Separate hand washing sink is provided in the kitchen * Means to dry hands to be provided			
5	Irritation from contact	All users	* See Premises Risk Assessment Hazard 4b			



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6	Poisoning from contamination and poorly handled food	All users in contact with food and people they are in contact with	<ul style="list-style-type: none"> * No fresh food is stored on the premises between sessions * A fridge is provided, cleaned weekly and monitored * A cooker is provided to enable food to be kept and * Tea towels are provided that are boil washed and ironed * Event organisers urged to consider the standards set in 			
7	Infestation from vermin	All users in contact with food	<ul style="list-style-type: none"> * No fresh food is stored on the premises between sessions * All food waste is to be removed from the premises at the 			
8	Suitability of dining area		<ul style="list-style-type: none"> * Tables and chairs are provided in all rooms 			
9	Working at height		<ul style="list-style-type: none"> * See Premises Risk Assessment Hazard 2 			
10	Shock from electricity	All users	<ul style="list-style-type: none"> * See Premises Risk Assessment Hazard 5 * Kitchen and servery sockets are placed high enough to * Gas cooker has been removed 	Consider the need to remove sockets from locations		
11	Serious or fatal injury as		<ul style="list-style-type: none"> * Standing level work surfaces to be provided 	Provision of lower level surfaces for wheel chair users to		
12	Injury from manual	All users	<ul style="list-style-type: none"> * See Fire Risk Assessment 			
13	Serious or Fatal Injury	All users in food	<ul style="list-style-type: none"> * No machinery is provided in food handling areas 			
14	Serious or Fatal Injury					

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