

CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-001

Food Risk Assessment

To be completed using: Children's Services Safety Guidance Procedure SGP 01/07 (Risk Assessment)

Location / Site	Purbrook Infant School
Activity / Procedure	Food
Assessment date	24.05.17
Assessment serial number	Insert local serial/identification number for future reference

Identify hazards	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
<u>Stick</u>	<ul style="list-style-type: none"> Sharp stick in eye.
<u>Fire/sparks</u>	<ul style="list-style-type: none"> Burns
<u>Heated sugar</u>	<ul style="list-style-type: none"> Burn from hot marshmallows.
<u>Hot liquids</u>	<ul style="list-style-type: none"> Scalds.
<u>Allergic reaction</u>	<ul style="list-style-type: none"> Allergy to food/ingredients.
<u>Hygiene</u>	<ul style="list-style-type: none"> Stomach upset.

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO

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Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

Stick

- Sticks should be pointing down at all times.
- Children with gross motor difficulties to be supported by an adult.
- Children to be seated at all times.
- Max 3 children at fire with adult at any one time-adult to assess depending upon age/capability.
- Demonstrate safe handling.
- Make aware of being careful of others around them.

Fire/sparks

- Ensure students are a safe distance from the fire.
- Small numbers at the fire to prevent crowding.
- Sticks should be long enough.
- Burns kit and water to be close to the fire.

Heated sugar

- Students not to wave sticks around with marshmallows on the end.
- Count to 10 before eating marshmallow to ensure it is warm enough.
- Consider making smores.

Hot liquids

- Only adults to handle the kettle or flask and make the drinks.
- Ensure hot drinks have cooled sufficiently before handing to children.
- All children to be sat down before being given a hot drink.
- Consider adding cold water to drink to bring to a suitable temperature.
- Children encouraged to check if drink is cool enough before drinking.

Allergic reaction

- Check with adults and staff for any known allergies.

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- Check individual records held in office for children who are attending session.
- Provide alternatives for children with known allergies.

Hygiene

- Adhere to recommended cooking times.
- Everyone to wash hands before handling or eating food/drink.
- Maintain good hygiene procedures with regards to food safety.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
Individual risk assessments for vulnerable children and adults will be completed.	

Name of assessor	Signature of assessor	Date
Emma Owen and Lucy Rolfe	E Owen L Rolfe	24.05.17

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Lara Jelliff		02/09/17

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
06/09/18	Lucy Rolfe		
10/09/19	Lucy Rolfe		Update re: max of 3 children at the fire depending upon

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			adult assessment of situation.
10/11/20	Lucy Rolfe		
13/09/21	Lucy Rolfe		
30/09/22	Lucy Rolfe		