Risk Assessment Template: Food Safety

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B) (A)** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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| Risk Assessment Record | | |
| Risk Assessment Title: Food Safety | Date Produced: February 2022 | Review Date: |
| Overview/Description of Activity:  Risk assessing events using food | Duration/Frequency of Activity: Ongoing | |
| Location of Activity:  Campus, Dartmouth, External | Generic or Specific Assessment:  Generic | |

**\*\* Please refer to the SU’s** [**Food Safety Guidance**](https://www.thesubath.com/student-leaders/links/food-safety/) **and** [**Checklist and FAQ document**](https://www.thesubath.com/student-leaders/links/food-safety/) **for information to support you with adhering to this risk assessment\*\***

**\*\*Please refer to the** [**BBQ Checklist**](https://www.thesubath.com/student-leaders/links/food-safety/) **for guidance on the extra information you may need to include into the risk assessment\*\***

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  A x B | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Food Safety: Use by Dates, Refrigeration, Cooking/ cooling Temperatures/Times etc. | Organisers and attendees | * Ensuring those involved in food handling have referred to the SU’s [Food Safety Guidance](https://www.thesubath.com/health-and-safety/) and [FAQ’s](https://www.thesubath.com/health-and-safety/) for further guidance * Taken appropriate training if your group is involving food in events on a regular basis, especially if involving higher risk food, and completed the level 2 food safety certificate.\*\*Contact [susocieties@bath.ac.uk](mailto:susocieties@bath.ac.uk) for access to the relevant food safety courses found at [CPL Online | Home](https://nus.cplonline.co.uk/Home.aspx)\*\* * Have access to food thermometers, temperatures are taken regularly and recorded throughout (during storing, cooking, cooling, transporting, serving) * Fridge’s/Freezers temperatures also checked. * Food is cooled as quickly as possible and refrigerated/frozen within recommended times. * Food is kept at the correct temperature, for food type. (including during transporting and throughout the event). * Purchased food and ingredients are checked for signs or mould/damage etc. Use by dates are checked and precooked food is labelled with dates made and use by dates. * Food is stored and packed in clean, labelled, airtight containers. * Food is disposed of immediately if it has been kept at wrong temperature. * Food supplier/food company has relevant insurances, training and food hygiene rating higher than 4. | 4 | 3 | 12 | * Complete the [event planner](https://www.thesubath.com/new-event/) * Refer to the [BBQ Checklist](https://www.thesubath.com/health-and-safety/) if you intend to do a BBQ * If you are using an external company to provide the food then they will need to have a food hygiene rating of 3 or above. You may also need to ask for their Food Safety Certificate and their Public Liability Certificates and bring copies on the day. Please refer to the [Food safety Guidance](https://www.thesubath.com/student-leaders/links/food-safety/) for more info. * Various food safety videos found at [FoodStandardsAgency - YouTube](https://www.youtube.com/user/foodstandardsagency) * Contact susocieties@bath.ac.uk for information about how to access the online food certificate * Contact [susocieties@bath.ac.uk](mailto:susocieties@bath.ac.uk) for access to thermometers * Please refer to the SU’s [Food Safety Guidance](https://www.thesubath.com/student-leaders/links/food-safety/) for information on required cooking temperatures for when doing a BBQ |
| 2 | Cross Contamination: Food Poisoning |  | * Hand hygiene is maintained whenever dealing with food, access to hot water and soap is essential. * Between touching food and other items hands are washed. (eg. Card machines, different food types) * Follow processes for cooking, storing, cooling, transporting food (see above) * Food is stored in separate containers and clearly labelled. * Raw and fresh foods are stored separately. * Separate utensils and chopping boards are used during food preparation. * Separate utensils are used for serving each different food item during event. * Those involved in food handling should recognise signs of gone off food, bacterial growth, pests etc. * Food disposed of immediately if there is cross contamination. | 4 | 3 | 12 | * Refer to the SU’s [Food Safety Guidance and FAQ’s](https://www.thesubath.com/student-leaders/links/food-safety/) for further guidance to help with this section * If you are using an external company to provide the food then they will need to have a food hygiene rating of 3 or above. You may also need to ask for their Food Safety Certificate and their Public Liability Certificates and bring copies on the day. Please refer to the [Food safety Guidance](https://www.thesubath.com/student-leaders/links/food-safety/) for more info. * Contact susocieties@bath.ac.uk for information about how to access the online food certificate * Please refer to food safety videos found at [FoodStandardsAgency - YouTube](https://www.youtube.com/user/foodstandardsagency) * Please refer to the SU’s [Food Safety Guidance](https://www.thesubath.com/student-leaders/links/food-safety/) for information on required cooking temperatures for when doing a BBQ |
| 3 | Cross Contamination: Allergens |  | * Ensure hand washing between touching foods containing allergens. * Surfaces, utensils and containers are cleaned following contact with any major allergen. * Separate utensils are used when serving different food types containing allergens. * Separate food preparation areas for food containing major allergens. * All food is packed, clearly labelled, to include allergens, and stored in separate containers. * An [allergen matrix](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) has been created and is available for anyone to view | 5 | 2 | 10 | * Refer to the SU’s [Food Safety Guidance and FAQ’s](https://www.thesubath.com/student-leaders/links/food-safety/) for further guidance to help with this section * If you are using an external company to provide the food then they will need to have a food hygiene rating of 3 or above. You may also need to ask for their Food Safety Certificate and their Public Liability Certificates and bring copies on the day. Please refer to the [Food safety Guidance](https://www.thesubath.com/student-leaders/links/food-safety/) for more info. * Contact susocieties@bath.ac.uk for information about how to access the online food certificate * Please refer to food safety videos found at [FoodStandardsAgency - YouTube](https://www.youtube.com/user/foodstandardsagency) |
| 4 | Accidental Consumption: Allergens |  | * Allergens are listed as part of food descriptions and titles. * Any allergens used in the preparation of all food is listed. E.g. The kitchen these items were made in also handles wheat, peanuts, crustaceans * An [allergen matrix](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) has been created and is available for anyone to view * Ingredients lists or recipes are also available in case of rarer allergies. * Servers are advised on all allergens in all food and advised to ask each person if they have any allergies before serving. * All those dealing with food are aware of the 14 major allergens. | 5 | 2 | 10 | * Should someone have an allergic reaction then call campus security on 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk * Contact susocieties@bath.ac.uk for information about how to access the online food certificate * If first aid is required, then contact Security using the above methods. |
| 5 | Fire Safety |  | * Flammable materials and chemicals are kept away from any naked flame * Clothes worn are fire retardant, hair is tied back, no loose clothing. * Fire/high heat is never left unattended. * Those cooking over high heats or flame should have basic fire safety training, in particular around pan/kitchen fires. | 5 | 2 | 10 | * Should someone have an accident call campus security on 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required, then contact Security using the above methods. |
| 6 | Burns |  | * Oven gloves to be used at all times when using the oven, moving hot saucepans * Tongs/spoons to be used when serving hot food * Care taken around hot equipment * Remove unnecessary clutter for preparation area * No overcrowding of the area | 4 | 2 | 8 | * Should someone have an accident call campus security on 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required, then contact Security using the above methods. * If a minor burn occurs to run the injury under the cold tap for at least 5 minutes |
| 7 | Knife injury |  | * All sharp equipment ( including knives) to be put out of reach * No distractions when using sharp equipment | 4 | 2 | 8 | * Should someone have an accident call campus security on 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required, then contact Security using the above methods. |
| 8 | Trips |  | * All cables and leads to be taped down to avoid tripping over * All cables and leads to be out of the way of the public * Wipe up any spillages | 4 | 2 | 8 | * Should someone have an accident call campus security on 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required, then contact Security using the above methods. |
| 9 | Spills |  | * Clean up straight away * Wipeable cloths to hand * Cleaning spray available * Bin bag to and for disposing of wipes | 4 | 2 | 8 |  |
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| 10 | * Heavy Lifting * Other injury – eg. Heavy object/hot liquid on feet. |  | * Heavy items are carried safely eg. Bending knees, 2 people or a trolly is used where needed * Thick closed toe shoes are worn | 4 | 2 | 8 |  |
|  | Assessor signature: | | Print name:  Anna Boneham | Review date: March 2023 | | | |

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| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
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| Responsible manager’s signature:  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |