**Risk Assesment – Food Handling**

Date of Event: ………………………………………………………………………………………………………….

Venue/s: .................................................................................................................................................

Estimated Number of Attendees……………………………………

Candidate: ..................................................................................................................................

Contact Email:………………………………………………………….

Contact Telephone:………………………………………………………………

Date Submitted: .................................

Cause for Concerns (Office Use Only):

Date Signed Off:

Name/Post in Change:

Candidates are responsible for health & safety at their events; undertaking a risk assessment satisfies your duty of care under common law and any legal requirements regarding the Students’ Union as a company limited by guarantee and registered charity

Generic Risk Assessment for Food Handling/Preparation

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| What is the Hazard? | Who is at Risk? | Risk of harm being caused to the participants | | | List the measures already in place to reduce risk of harm | Is the risk adequately controlled, yes/no? | If yes**,** the activity can proceed.  If **no,** then list the **additional** measures to be implemented to control the risk. (If **no** additional measures can be implemented then the activity **cannot proceed**). | Is risk adequately controlled yes/no? |
|  |  | Low | Medium | High |  |  |  |  |
| **If Cooking on site:**  Fire, burns.  Risk of incident, very unlikely.  If occurs minor or major injury possible. | Operators, public. | **√** |  |  | **Using Safely.**   1. Avoid windy locations. 2. Allow plenty of space around the cooking area. Set up in an outside area so that people will not be likely to knock any appliances over. 3. **NEVER** use petrol or any accelerant to light any appliances. 4. Do not leave cooking apparatus unattended.. 5. Never light a barbecue on moorland/commons as this is the cause of many fires every year. 6. If you have drunk more than enough to fail a police breathalyzer, you should not be in charge of any cooking. | **Yes** | List the measures already in place to reduce risk of harm (continued). Fire Safety.   1. Keep a fire blanket available, ideally water\* will be available. 2. Should someone set light to themselves, remember:-    1. DROP (drop to the ground to keep heat away from the upper   part of the body/face)   * 1. RAP (rap in a blanket/coat)   2. ROLL (roll on the ground to smother the flames)   3. SEEK MEDICAL ASSISTANCE IMMEDIATELY.   **\*Water is never used if a fat fire occurs**, cover the grill with the fire blanket.  You may be able to barrow fire blankets; fire extinguishers; first aid kit from the university.  Ideally give five working days notice. | **Yes** |

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|  |  | Low | Medium | High |  |  |  |  |
| Food poisoning.  Risk of Allergic Reactions.  Risk of incident, very unlikely.  If occurs minor or major injury possible. | Operators, public. | **√** |  |  | * If possible checkif people attending have food allergies, if necessary ask.   **VITAL; remember:**   * **don't handle food when you are ill with stomach problems, such as diarrhea or vomiting** * **don't touch food if you have sores or cuts, unless they are covered with a waterproof dressing**   **Storage**   * Use a cool box to store meat. | **Yes** | List the measures already in place to reduce risk of harm (continued). **General**  Ensuring good hygiene can prevent food poisoning. Hygiene isn't just about cleaning - it refers to a number of things you can do to stop harmful bacteria reaching you.  These are the main steps to keep food safe:   * follow good personal hygiene * cook foods thoroughly * prevent cross-contamination   **Cooking**  Proper cooking kills bacteria such as salmonella and campylobacter. It's important to cook food right through, especially meat. If you eat or serve undercooked food you are risking food poisoning.  If meat is properly cooked the centre of the meat shouldn't be pink and the juices should run clear when tested with a skewer. When using a skewer, make sure it is clean each time you use it. To be an effective test, the skewer should pierce the middle of the meat or the centre of the thickest part.  **Allergies**  **Students cannot specify any food as free of any particular ingredient unless this is stated by a commercial manufacturer on a sealed pack.** | **Yes** |

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|  |  | Low | Medium | High |  |  |  |  |
| Cooking.  Food poisoning.  Continued.  Risk of incident, very unlikely.  If occurs minor or major injury possible. | Operators, public. | **√** |  |  | **Cooking Continued**   * Follow manufacturers' preparation and cooking instructions on packages of beef burgers, sausages and other minced meat products * Cook burgers and sausages until they are piping hot throughout (they need to reach a temperature of 70oC for two minutes during cooking) and the juices run clear. * Follow the manufacturer's instructions closely as they are designed to ensure that the food is cooked all the way through. * If cooking meat on a barbecue, cook indoors following the manufacturer's instructions and only finish off on the barbecue. It is not recommended that chicken is cooked exclusively on a barbcue. * Remember to turn food regularly as it cooks to avoid charring on one side and undercooking on the other. | **Yes** | List the measures already in place to reduce risk of harm (continued). **Hand washing**  Ideally running water will be available, as a minimum a clean towel, bowl of water & disinfectant hand wipes are required.  Washing your hands before and during food preparation is one of the best ways to prevent the spread of food poisoning bacteria.  If you don't wash your hands before food preparation, your hands could be covered in dirt and bacteria from the toilet, the bin or from many other sources inside and outside the home. These could then be transferred onto food and cause food poisoning.  It's also very important to wash your hands after handling raw foods because you could spread bacteria from them to other foods (cross-contamination).  Make sure you wash hands thoroughly, using warm water and a liquid soap. Work up a good lather and make sure you wash your wrists, hands, fingers, thumbs, fingernails, and in between the fingers. Ideally rinse the soap off your hands with clean water.  It's also important to dry your hands thoroughly because bacteria spread more easily if your hands are damp. Dry your hands on a clean hand towel, not on a tea towel or your apron. | **Yes** |

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| **What is the Hazard?** | **Who is at Risk?** | **Risk of harm being caused to the participants** | | | **List the measures already in place to reduce risk of harm** | Is the risk adequately controlled, yes/no? | **If yes, the activity can proceed.**  **If no, then list the additional measures to be implemented to control the risk. (If no additional measures can be implemented then the activity cannot proceed).** | Is risk adequately controlled yes/no? |
|  |  | Low | Medium | High |  |  |  |  |
| BBQ Cooking,  Food poisoning.  Continued.  Risk of incident, very unlikely.  If occurs minor or major injury possible. | Operators, public. | **√** |  |  | **The person undertaking the cooking will have extensive catering experience or a foundation food hygiene certificate. If the supervising person does not have formal qualifications, consult the university health and safety lead.**   * Attached disclaimer must be completed by Guild affiliated student societies, clubs, organizations. | **Yes** | List the measures already in place to reduce risk of harm (continued). **Cross-contamination**  Cross-contamination is the transfer of bacteria from foods (usually raw) to other foods. The bacteria can be transferred directly when one food touches (or drips onto) another, or indirectly, for example from hands, equipment, work surfaces, or knives and other utensils. Cross-contamination is one of the major causes of food poisoning.  To prevent cross-contamination:   * always wash your hands thoroughly after touching raw food * keep raw and ready-to-eat foods separate * use different chopping boards/work surfaces for raw food and ready-to-eat food * clean knives and other utensils thoroughly after use with raw food or have dedicated utensils for use with each. | **Yes** |

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| Polite reminder; have you considered the following? |
| 1. Any reputational risks to the student group; wider Students’ Union or Wolverhampton University? |
| 1. Any political sensitivity regarding the event? |
| 1. Any financial risk applicable to the event? |
| 1. Any student welfare issues applicable to the event? |
| If yes to any of the above; have you controlled the risk in this document?  [elections@wolvesunion.org](mailto:elections@wolvesunion.org) |

Organiser; Signed: …………………………………… Date: …………………… Print Name………………………………………

This risk-assessment becomes out of date after:

Copies to:

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| **Student Catering Disclaimer** | | |
| **Society:** | **Date of Event** | |
| **Provision of food in: (place)** | | |
| **List of foods provided:** | | |
| **Food provided by: (Candidate, campaign team, supermarket...)** | | |
| All food has been provided by the above and will be provided to guests at no charge/charged\*. The food has been stored and cooked in accordance with the relevant legislation. | | |
| **Signed** | | **Date** |
| **Signed** Authorized deputy or the **Student Change Team**. | | **Date** |

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| **Food Safety Act 1990** |
| Under this Act it becomes an offence to possess or sell food, which does not comply with food safety requirements.  Specifically if: The food is injurious to health  It is contaminated  It is not of the nature, substance or quality demanded by purchaser.  **Food Hygiene (General Food Hygiene) Regulations 1995**  The main purpose of these regulations is to prevent the outbreak of food poisoning. The Regulations are divided into 8 main sections:  Premises  Equipment  Personnel  Washing Facilities  Services  Operating Practices  Penalties  **Temperature Control**  Food that can cause food poisoning must be kept at the right temperature so that bacteria, liable to cause illness or even death, cannot grow.  The legal maximum temperature at which foods can be stored is 8°C. However, we recommend 5°C limit. The regulations also affect hot foods, these should maintain a temperature at 63°C or above for a period of no longer than 4 hours. Please keep records of the food you serve and the temperatures that it is maintained at. |