

Christchurch Hitchin

General Principles for use of kitchen

(For Use by users and hirers)

Assessment by: Anne Blackman, Vic Evans, Val Higgs Julie Mills, Val Reid

Date:

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What are the hazards?	Mitigation (what action will be taken to reduce or eliminate the risk)	Trustees' responsibility	Users/Hirer's responsibility
Users not being aware of this risk assessment.	All users/hirers to read this risk assessment and follow the guidance.	Yes	Yes
	All users/hirers to produce own risk assessment on pro-forma available on the Christchurch website. Named user/hirer must also sign the declaration stating agreement for their group to adhere to guidance given in the general risk assessment	Yes	Yes

What are the hazards?	Mitigation (what action will be taken to reduce or eliminate the risk)	Trustees' responsibility	Users/Hirer's responsibility
Covid transmission by individual users	<p>No entry to the building by anyone who suspects they may have Covid symptoms.</p> <p>Maximum of 4 people (no children) in kitchen at a time</p> <p>Handwashing and sanitising on arrival and at regular intervals</p> <p>Users to wash their hands after handling items and before moving onto another task e.g., after collecting used plates for cleaning and before serving food to another user.</p> <p>Wipe down food prep and serving surfaces and handles with anti-bac before & after use.</p> <p>Users encouraged to bring own reusable mugs but Christchurch mugs and cups will be available for use.</p> <p>Washing up – dishwasher may be used.</p> <p>Users/hirers to provide own tea towels and take away after use.</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Mitigation (what action will be taken to reduce or eliminate the risk)	Trustees' responsibility	Users/Hirer's responsibility
	All used crockery and utensils to be put away after use		Yes
Poor ventilation	Open outside kitchen door and window for extra ventilation and lock before leaving		Yes
Food Safety	<p>When preparing cooked meals, refer to FSA "Safer Food Better Business" (in purple file in cupboard).</p> <p>If regular service of cooked meals (e.g., Lunch Club) is resumed, inform NHDC Environmental Health Dept to resume registration.</p> <p>Regular cooks to obtain a Food Safety Level 2 Qualification.</p> <p>All left over food etc to be removed from kitchen/fridge/freezer unless agreed with the Kitchen Managers:</p> <p>Anne Blackman amblackman@btinternet.com, or</p> <p>Val Higgs valh1@ntlworld.com</p>	<p>Ensure standard of regular cleaning.</p> <p>Inform users/hirers</p> <p>Monitor regularly.</p> <p>Check fridge and freezer temperatures regularly.</p>	<p>Kitchen Users liable for their own food safety</p> <p>Yes</p>

What are the hazards?	Mitigation (what action will be taken to reduce or eliminate the risk)	Trustees' responsibility	Users/Hirer's responsibility
	<p>Anything left will be thrown away.</p> <p>Recyclable waste, food, and general rubbish to be removed from kitchen after use.</p>		Yes
Maintenance of appliances	Dishwasher, Lincat water boiler, hot cupboard is serviced twice yearly by contract with Colin Hill (Hitchin). All problems, mishaps, or faults to be reported as soon as possible to Kitchen Managers (contact details above and displayed in the kitchen)	Ensure repairs carried out promptly	Report problems
Kitchen users not being aware of or forgetting the guidelines	Adequate signage reminding to wear masks and regular hand washing.	Yes	

What are the hazards?	Mitigation (what action will be taken to reduce or eliminate the risk)	Trustees' responsibility	Users/Hirer's responsibility
Cross contamination	Frequently clean work areas and equipment between uses. Customers to use hand sanitiser on arrival in the hall.		Yes Yes
Too many people in the hall	Food and drink to be consumed only when seated.		Yes
Insufficient space between tables	Configure seating and tables to maintain social distancing 1m+	Yes	Yes