

## Health and Safety Risk Assessment for Canalside Food Hygiene

Severity rating	Likelihood rating	Risk severity
<b>5</b> Death/permanent disability <b>4</b> Serious injury/long term sickness <b>3</b> Temporary disability – 3-day absence <b>2</b> Required medical attention <b>1</b> Minor injury e.g. bruise, graze	<b>5</b> Will most certainly happen <b>4</b> Highly likely to happen <b>3</b> Possible <b>2</b> Might/less likely <b>1</b> Remote possibility	<b>Factor Risk assessment</b> 16-25 Unacceptable! Requires immediate action. 10-15 A high priority for action 6-9 Medium – do something as soon as possible. 3-5 Low priority – examine the practicality of change 1-2 Low risk – no further action required

Hazard	Who could be harmed	Severity	Likelihood	Severity x Likelihood = Risk Severity	Control Measures Required (does the risk need to be managed)	Actions Required (tasks, duties)	By Whom?	When?	✓ when done
Food shared at Canalside events attended by members & shareholders	Children & adults	5 (severe food allergies)	2	10	Label all ingredients, dependent on individual member	<ul style="list-style-type: none"> <li>Notice on table asking for ingredients to be listed for each dish</li> </ul>	Administrator/ Socials team	At start of event	
					Advise members of risk with shared food	<ul style="list-style-type: none"> <li>Notice on table, advice in email notification about event</li> </ul>	Administrator/ Socials team	Before/ during event	
					Raise children's & adults' awareness of the hazards.	<ul style="list-style-type: none"> <li>Notice on table, advice in email notification about event</li> </ul>	Administrator/ Socials team	During event	
					First aid provision	<ul style="list-style-type: none"> <li>First aid trained staff member on site</li> </ul>	First aider – Head Grower, Administrator	During event	
Food at Canalside Summer Party – open to the public – catered	Children & adults	4	1	4	Follow HACCP regulations*	<ul style="list-style-type: none"> <li>Appoint food business to cater or undertake full risk assessment for in-house catering</li> </ul>	Administrator/ Socials team	During event	
					First aid provision	<ul style="list-style-type: none"> <li>First aid trained staff member on site</li> </ul>	First aider – Head Grower/ Administrator	During event	

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Sale of eggs	Children & adults	4	1	4	Stored below 20°C	• Advise egg farmer of this	Administrator	Ongoing	
					Storage – closed box to prevent rats etc eating and contaminating eggs	• Advise egg farmer of this for provision of box	Administrator	Ongoing	
Sale of baked goods	Children & adults	5 (severe food allergies)	2	10	Label all ingredients, dependent on individual member	• Ask maker to label each item with all ingredients	Administrator	Ongoing	
					Products removed when too old (don't think we need a sell by date?)	• Ask maker to ensure appropriate date rotation			
Sale of jam	Children & adults	1	1	1	Label all ingredients, dependent on individual member	• Ask maker to label each item with all ingredients	Administrator	Ongoing	
Sale of chutney	Children & adults	1	1	1	Label all ingredients, dependent on individual member	• Ask maker to label each item with all ingredients	Administrator	Ongoing	
Jam making	Children & adults	3	2	6	Follow health and safety procedures	• Advise at start of session	Socials team / organiser	During event	
					First aid provision	• Ask maker to label each item with all ingredients	Socials team / organiser	During event	

HACCP = Hazard Analysis and Critical Control Point

The 7 principles are listed at: <https://www.gov.uk/food-safety-hazard-analysis>

This version dated: 18<sup>th</sup> February 2020  
Agreed by: Canalside steering group and staff team