

Risk Assessment

BBQ

Kesgrave Scout Hall

Name of Section or Activity	BBQ	Date of risk assessment	16 July 2021	Name of who undertook this risk assessment	Celia Comber	COVID-19 readiness level transition	
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Hazard Identified?/ Risks from it?	Who is at risk?	How the risks are already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard Fire Risk Injury to customers and volunteers	All volunteers and members of the public	Check that BBQ and burner gas pipes are safe and suitable to use. Ensure gas bottle is accessible to turn off if required. Ensure Chafers are set up safely and that spare fuel is stored away from potential flames Provide a fire extinguisher.	
Hazard Burns/scalds Risk Injury to customers and volunteers	All volunteers and members of the public	Brief all cooks/volunteers before starting activity about hot areas, pan handles, chafers etc Provide tongs and hot cloths/oven gloves Keep hot drinks separate to other serving areas Provide lids for cups and trays for carrying cups. Provide drinks in insulated cups with holders if required	
Hazard Food contamination Risk Food borne illness	All volunteers and members of the public	Ensure hands are washed before/after setting up and/or gloves are worn. Ensure good hygiene practices are followed for the preparation, cooking and serving of food.	

		<p>Keep raw and cooked food separate to avoid cross contamination</p> <p>Ensure food is properly cooked using temperature probes</p> <p>Ensure food is covered to prevent contamination by flies etc</p>	
<p>Hazard Allergies.</p> <p>Risk illness and allergic reaction</p>	All volunteers and members of the public	Check and provide list of ingredients for allergens	
<p>Hazard Faulty equipment or erecting equipment</p> <p>Risk Injury to customers and volunteers</p>	All volunteers and members of the public	<p>Check all equipment for faults and damage to ensure suitable for use.</p> <p>Ensure volunteers assisting with set up and take down are aware of the risks of trapped fingers etc.</p> <p>Ensure that gazebos are tied down and weighted so that they do not move in wind etc.</p>	
<p>Hazard Slips trips and falls</p> <p>Risk Injury to customers and volunteers</p>	All volunteers and members of the public	<p>Ensure area is kept clean and tidy.</p> <p>Trip hazards and uneven surfaces are avoided or marked,</p> <p>Ensure all spills are cleared up immediately.</p>	
<p>Hazard Provision of contaminated food and drink.wrt Covid 19</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	All volunteers and members of the public	<p>Food to be cooked according to normal food hygiene regulations and handling by different people to be kept to a minimum.</p> <p>Food and drink to be delivered on a tray and taken off by the customer If drinks are made then only one person is allowed in the kitchen, and normal hygiene rules to apply.</p> <p>Disposable cups to be used to prevent need for washing cups etc.</p> <p>Sachets for condiments and sugar to prevent multiple use of bottles/sugar bowls etc</p>	
<p>Hazard Someone falls ill with COVID-19 symptoms</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	All volunteers and members of the public	Move person to safe area, (indoor store room) provide them with a mask to try and prevent the spread, obtain contacts, all to leave asap, inform hall management, who will then contact PHE as necessary.	Complete an attendance list of volunteers.

<p>Hazard Someone falls ill with COVID-19 symptoms after the event.</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Remind all customers to use the QR tracking code to help with Track and Trace</p> <p>Contact all volunteers and hall management to inform them that someone who was present at the event has come down with COVID-19 in accordance with the track and trace procedures.</p>	<p>Use attendance list and contact numbers captured at the event.</p>
<p>Hazard First aid incident</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Assess risk. Wear PPE and goggles as appropriate and follow current guidance eg no mouth to mouth resuscitation.</p> <p>Move person to a safe area (indoor store room) if possible. If this cannot be achieved ensure social distancing for the casualty is maintained.</p> <p>Call 999 if an emergency.</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov).</p>	<p>Make sure ppe and goggles are available.</p>
<p>COVID SECTION</p>			
<p>Hazard Lack of knowledge about Covid 19 and the physical controls & administrative measures necessary to provide a safe environment</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Organisers have read and understand the relevant guidance on the getting back together safely webpage and other appropriate government guidelines for retail premises and volunteers</p> <p>Volunteers to be vigilant for anyone showing symptoms of covid and refuse entry.</p> <p>Signage to be provided to remind customers about social distancing above that provided by the hall if required.</p>	
<p>Hazard Cleanliness of hall and equipment, (especially after other hires and during the event)</p>	<p>All volunteers and members of the public</p>	<p>On set up clean all door handles and wipe over all surfaces that will be used during the event.</p> <p>Cleaning to take place during the event particular attention to be paid to areas of multiple use.</p>	

<p>Risk Transmission of Covid-19 to other people and premises</p>		<p>Wipes to be used where multiple handling of equipment is required eg card reader.</p> <p>Till areas to be cleaned when there is a change-over of volunteers.</p> <p>Encourage as many people as possible to pay electronically.</p> <p>Use of cash to be avoided.</p> <p>Clean all areas used by the Fair at the end of the session.</p>	
<p>Hazard Cleanliness of items offered for sale</p> <p>Risk Spread of Covid 19 from contaminated surfaces</p>	<p>All volunteers and members of the public</p>	<p>Ensure hands are washed before setting up and/or gloves are worn.</p> <p>Ensure as far as possible that items are only handled by people intending to purchase. Put up signs to reinforce this.</p> <p>Items for sale to be laid out/served in such a way that handling is minimised</p>	
<p>Hazard People do not maintain social distancing.</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Volunteer to monitor queue and to remind customers to socially distance. The Volunteer will wear a mask and a visor.</p> <p>Ensure advertised event times allow sufficient time to minimise overcrowding and managing queue outside.</p> <p>The queue (if needed) outside will be along one side of the hall back towards the car park, and will be marked with barriers and markers for 2m spacing.</p> <p>Ensure enough volunteers are available to deal with maintaining social distancing and running the BBQ but not being overstaffed resulting in too much socialising.</p> <p>One-way system in operation for customers along with any barriers or signs to help navigation.</p> <p>Stalls to be laid out in a way to minimise customer cross over or face to face contact. Double banks of tables to help social distancing between customers.</p> <p>Consider restricting access to large family groups / bubbles. Ideally allow only one person to shop per family but allowances to be made for children and people with disabilities or need assistance.</p> <p>Provide signage to remind adults with children that they are responsible for supervising them at all times.</p>	<p>If we do get too much overcrowding, consider allocating people to time slots or restricting time spent browsing.</p>

		<p>Customers encouraged not to socialise in the BBQ area and enter and exit as quickly as possible.</p> <p>Volunteers to adequately space themselves to ensure they can work safely taking into account social distancing inc family bubbles etc. Work to be carried out back to back and side by side rather than face to face, if at all possible.</p> <p>Toilets to be used only one person at a time.</p> <p>Fire Alarm – in the event of an emergency volunteers will direct customers to the nearest exit and to an assembly point in the neighbouring NHS Car Park (which will not be used at the weekend). Social distancing to be maintained at all times.</p>	
<p>Hazard Volunteers/Public breach social distancing when dealing with Manual Handling</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	All volunteers and members of the public	<p>Always consider if the task can be performed with one person.</p> <p>Assess your route so you can maintain 1+m social distance whilst moving objects.</p> <p>Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible</p> <p>Where PPE is to be used, this is on an individual issue and items should not be shared</p>	
<p>Hazard Inadequate hygiene controls.</p> <p>Risk Transmission of Covid-19 to other people and premises</p>	All volunteers and members of the public	<p>Catch It, Bin It, Kill It and signs provided to reinforce this.</p> <p>Encourage everyone to avoid touching mouth, eyes, and nose.</p> <p>Provide tissues and ask everyone to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p> <p>All (volunteers and customers) to wear face masks as required by current government guidance</p> <p>Advise people to use sanitiser and to wash hands regularly using soap and paper towels/hand dryers.</p> <p>Provide hand sanitiser and encourage this to be used on a regular basis</p> <p>Ensure that no volunteers are showing symptoms of covid and that they have not been told to self-isolate.</p> <p>Ensure music is not played so loud that customers and volunteers are shouting at each other.</p>	

<p>Hazard Provision of contaminated food and drink. Risk Transmission of Covid-19 to other people and premises</p>	<p>Volunteers</p>	<p>Food to be cooked according to normal food hygiene regulations and handling by different people to be kept to a minimum.</p> <p>Food and drink to be delivered on a tray and taken off by the customer If drinks are made then only one person is allowed in the kitchen, and normal hygiene rules to apply.</p> <p>Disposable cups to be used to prevent need for washing cups etc.</p> <p>Sachets for condiments and sugar to prevent multiple use of bottles/sugar bowls etc</p>	
<p>Hazard Someone falls ill with COVID-19 symptoms Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Follow hall instructions as per signs on notice board. Move person to safe area, (indoor store room) provide them with a mask to try and prevent the spread, obtain contacts, all to leave asap, inform hall management, who will then contact PHE as necessary.</p>	<p>Complete an attendance list of volunteers.</p>
<p>Hazard Someone falls ill with COVID-19 symptoms after the event. Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Remind all customers to use the QR tracking code to help with Track and Trace</p> <p>Contact all volunteers and hall management to inform them that someone who was present at the Fair has come down with COVID-19 in accordance with the track and trace procedures.</p>	<p>Use attendance list and contact numbers captured at the event.</p>
<p>Hazard First aid incident Risk Transmission of Covid-19 to other people and premises</p>	<p>All volunteers and members of the public</p>	<p>Assess risk. Wear PPE and goggles as appropriate and follow current guidance from the Scout Association eg no mouth to mouth resuscitation.</p> <p>Move person to a safe area (indoor store room) if possible. If this cannot be achieved ensure social distancing for the casualty is maintained.</p> <p>Call 999 if an emergency.</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	<p>Make sure ppe and goggles are available.</p>