



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Catering	Date of risk assessment	24 Jun 2026	Name of person who undertook this risk assessment	Celia Comber (working with others)
		Date of next review	Next event		

This document covers normal section meetings, at or away from the Scout Hall, and provides generic details for most other events and activities that the Scout Group undertakes (camps, hikes etc). Additional risk assessments are provided where event/activity specific details are required. This document should be read in conjunction with the Scout Hall risk assessment for meetings and events in the Scout Hall.

Hazard identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Lone working – people on their own - risk of a medical or other incident occurring that cannot be dealt with adequately	All present	Unlikely as there will be a team of people catering throughout camp. Exception is at the start of camp if someone arrives alone, or overnight, but no cooking will be done during this time.	
Location – Unsuitable terrain, size, access etc. causing accident/damage	All present	Cooking area is out of bounds to all except those cooking. Ensure cooking area is large enough to cater for the numbers attending, and kit/equipment that needs erecting e.g. gazebos, tables etc, allows free movement of people. Equipment/cooking surfaces are level and unlikely to fall over or spill things. Ensure that cooking device(s) – i.e. stoves, ovens etc are positioned to create a clear and safe working area for food preparation and cooking.	

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		Consider covering/protecting surfaces to prevent damage caused by heat sources, cutting tools, food/ingredient spillage etc. Ensure appropriate tools and cutting surfaces are used to reduce damage to other surfaces and injuries to people.	
Slips trips and falls – physical injury including burns/scalds	All present	Check that the cooking area (open ground, floor etc) is suitable i.e. is not too uneven, slippery, has potholes, foliage, rocks, loose flooring etc. that could cause unnecessary injuries. For holes consider marking/filling in as appropriate. Ensure area is kept clean and tidy. Ensure all spills are cleared up immediately.	
Manual handling – back injuries, strains, cuts, bruises etc	All present	Ensure that all crates of food/equipment etc are not overloaded and manual handling rules are observed about weights lifted. Minimum two person lift for the BBQ and set up.	
Facilities – health and hygiene issues, injuries etc.	All present	Ensure there is an appropriate source of fresh, drinkable water available. Ensure there is a suitable place/mechanism for disposing of any wastewater, food, and packaging. If required provide our own additional facilities i.e. washing/washing up facilities, gazebos etc.	
Storage area - injuries to people collecting and returning kit/equipment, theft etc	All present	Ensure there are designated areas set aside for the storage of cooking kit, equipment, food etc and potentially dangerous items e.g. gas, knives, etc. Brief attendees to keep out of these areas. For dangerous items ideally lock away, especially when area is left unattended.	
Equipment - injuries to people setting up, moving, using or collapsing furniture or equipment, food contamination, infections, allergies, deterioration etc.	All present	Ensure that all equipment is clean and fit to use. Ensure supervision and training is available to anyone helping to set up equipment such as gazebos and the BBQ and watch for injuries such as trapped fingers. Check all equipment for faults and damage to ensure suitable for use. Ensure that gazebos are tied down and weighted so that they do not move in wind etc. Ensure that adults and young people are briefed about the correct use of equipment and warned about sharp knives, mandolins and any electrical gadgets used.	
Fire - injury	All present	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. Keep heat sources away from flammable materials especially tent sides. Provide a fire extinguisher/fire blankets if needed.	

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Burns/scalds - injury	All present	Brief all cooks before starting activity about hot areas, pan handles, chafers etc Provide tongs and hot cloths, oven gloves, dutch oven hooks etc. Position handles so they are not directly heated. Use wind shields/breaks as appropriate to stop people touching, flames being extinguished or to improve the efficiency of the heat source Keep hot drinks separate to other serving areas and ensure that there is plenty of room to queue and move away when holding hot drinks. Ensure that cups used for hot drinks are suitable i.e. all participants have a mug with a handle or an insulated cup and that the cup wont melt. Consider providing lids for takeaway cups and trays for carrying cups. Provide drinks in insulated cups with holders if required Turn off the heat source when not being used.	
Food contamination - food borne illness	All present	Ensure hands are washed before/after setting up and/or gloves are worn. Wear suitable clean clothing and aprons. Ensure good hygiene practices are followed for the preparation, cooking and serving of food e.g. coloured chopping boards etc. Keep raw and cooked food separate to avoid cross contamination. Ensure food is properly cooked using temperature probes. Ensure food is covered to prevent contamination by flies etc. Ensure food is stored in the appropriate way in terms of temperature etc. Consider need to store food in sealed containers to avoid infestation/attack by rodents. Ensure surfaces are cleaned at appropriate intervals during and at the end of the activity and surfaces should be clean and tidy. Check food for out of date items.	
Allergies - illness and allergic reaction	All present	Check and provide list of ingredients for allergens. Check for allergies among servers.	.
Gas Considerations – explosions, carbon monoxide poisoning etc	All present	When using gas appliances in an enclosed space (eg tent, canopy or building) carbon monoxide sensors should be in place and correctly located and the area well ventilated.	
First aid/injuries that need treatment	All present	To treat scalds/burns have cold water available, either as a running tap or bucket/bowl of water, along with appropriate first aid kit items. Use catering plasters (blue) rather than standard plasters.	