


Service: Education and Children's Services	RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: community café	Location: Music Room and Community Kitchen	Date: April 2017

Hazard	Person/s Affected	Risk	Risk level before controls are in place			Control Measures	Risk level after controls are in place		
			LOW	MED	HIGH		LOW	MED	HIGH
Food poisoning Adult means – Fyvie staff or parent helper	any	Ingesting uncooked foods, out of date food, Unclean hands/work Surfaces/ unclean utensils Appropriate storage		X		Children clearly instructed Hands carefully washed prior to starting activity All working surfaces disinfected thoroughly before use. Food hygiene trained staff supervising activities Adult to check quality of all utensils, any chipped or broken items to be binned. Any dirty items are re washed All items used for serving are thoroughly washed using dishwasher and or washing up liquid and hot water. Adult to check all use by dates on tea, coffee and sugar as they are used. Any out of date store cupboard ingredients should be binned and not used Adult to ensure all baking goods are well cooked, no undercooked items to be served	X		
Burns and scalds	any	Hot water, urn		X		From P4 onwards pupils will be allowed to carry cups of hot drinks from the adult to the customer. The adult will always check with the child that they are happy to do this. Instruction will also be given. Pupils not to touch the urn or kettles Safety notice to all displayed on urn regarding high temp - Adult to remind parents to keep young children away from urn Adult to check temperature of water used to wash the dishes is an appropriate temperature for pupils to use. Hot urn will be stored in locked community kitchen following the café to cool.	X		
Sharp instruments	Any	Knife use to cut large cakes etc Broken utensils - cuts		X		Young children not to use sharp knives. From P4 onwards pupils taught how to use knives, close supervision All sharp instruments are kept in the community kitchen cupboard on the highest shelf Adult to check quality of utensils – any broken or chipped items to be binned	X		
Unsupervised pupils in the music room and community kitchen	pupils	Incidents		X		An adult is always present in the music room with the pupils Door of community kitchen is locked when kitchen is not being used to ensure all children stay out of the kitchen	X		
Spills and slips	any	Sliding on spills		X		All spills are reported to the adult All spills are mopped up/ wiped up immediately Yellow hazard signage is used to make all users aware of the potential hazard	X		
Café users	any	Small children attending the café that are left unattended by parent - incident		X		One adult to always stay next to the urn Remain highly vigilant to small children Adults to inform parents if their child seems to be at risk Toys to amuse young children placed at opposite end of room to the urn	X		

**FYVIE SCHOOL COMMUNITY CAFÉ RISK ASSESSMENT
UPDATED – APRIL 2017**

Please read in connection with the café procedures sheet.