

RISK ASSESSMENT FORM

NAME OF RISK ASSESSMET	Volunteer Bake Sale	DATE OF ASSESSMENT: 08/11/2023
ACTIVITY DESCRIPTION	Selling baked goods to raise money	

LOCATION	The Perins Mat – Perins and Sun Hill Junior School
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PART A – The risk assessment										
			(1) Risk Assessment				(2) Risk Management			
Hazard Details	Potential consequence	Persons at risk	Existing controls in place	L	S	DR	Additional control measures required	L	S	DR
The food hygiene standards followed when baking goods	If hygiene guidance was not followed it could result in someone who consumes the baked goods getting sick	Students, Volunteers and staff	<ul style="list-style-type: none"> Perins School have risk assessments and policies in place for any food that is cooked on site. This is applied in the food tech kitchen. SHJS have class risk assessments in place for each phase in the event of curriculum cookery sessions 	2	4	8	<ol style="list-style-type: none"> Children or Volunteers cooking at home to be given this food hygiene RA follow. The require hygiene controls include: <ol style="list-style-type: none"> Washing hands Cleaning workstations before and after Ensuring that food is fully cooked. Food is stored correctly in fridges and once cooked. Some form of document to record who has been supplied with this information and that this understood as the cooking guidance. 	1	4	4
The food allergy considerations when baking goods	The person eating the baked good could have an unknowing reaction to a baked good if there	Students, Volunteers and staff	<ul style="list-style-type: none"> The school is aware of which children and visitors have allergies. For pupils this is recorded on Arbor. For Adults an ingredients list is provided for all good on sale. 	2	4	8	<ol style="list-style-type: none"> Volunteers selling food and drink items to ask if person they are selling to has any allergies. 	1	4	4
Selling baked goods to students and visitors that have an allergy	A student or visitor could unknowingly buy something that has a food type that could trigger a reaction. The students could provide verbal assurances that are incorrect.	Students, visitors and staff	<ul style="list-style-type: none"> Items that are purchased from a shop will have printed allergies on the side of the packets. People providing homemade produce to include an ingredients list with their produce. 	2	4	8	<ol style="list-style-type: none"> Home made items are to have a sign next to them to display the contents, or to indicate if they contain gluten, dairy, etc..... Staff & Responsible Persons to check that signage has been put in place so that all food types are distinguishable. 	1	4	4

Taking money for the baked goods purchased.	The money could be stolen and taken from those that are selling the goods.	Students and volunteers selling baked goods.	<ul style="list-style-type: none"> Activity to be supervised at all times by a member of staff and/or responsible person. 	2	3	6	<ol style="list-style-type: none"> Money will be stored in a safe location and handed to staff member or treasurer at the end. Money could be stored in the finance office or safe. 	1	3	3
Setting up tables for the sale of baked goods	Manual handling issue due to the weight of the tables. Crushing fingers in the table as it is setup.	Students, volunteers and staff	<ul style="list-style-type: none"> Staff will be present to supervise the activity. Staff will have undertaken manual handling training via the NOS system every 2 years. There is manual handling guidance on the SharePoint. 	2	2	4	<ol style="list-style-type: none"> Estates team to be contacted in advance to ensure that tables available to be used. Estates team could deliver the tables on request via Every or direct where to find them. 	1	2	2

Risk Assessment Action Plan

PART B – Action plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
A	Signs need to be made to put onto baked goods when they are sold.	The students or PTA volunteers	ASAP		Foods will be identifiable, and the allergies known
A	This risk assessment issued to all volunteer bakers.	Office Staff supporting	ASAP		All food made at home will be safely made and the school can be assured that the food is safe for consumption.
A	Contact Estates team beforehand to borrow a table if that is needed.	The supporting staff	ASAP		Table to be highlighted that can be used.
Responsible manager's signature:				Responsible manager's signature:	
Print name: Sue Griffiths			Date:	Print name: James Topping	
				Date	

Assessor's comments	<i>Insert additional information as required</i>

Name of Assessor	
Approved By	

Review date	Reviewed by	Remarks

Likelihood (L)	5= Very probable 4= Likely 3= Possible 2= Unlikely 1= Remote	Severity (S)	5= Disabling injury 4= Hospital treatment 3= Lost time injury 2= First aid injury 1= Very minor injury
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Degree of risk (DR) = Likelihood x Severity	UNACCEPTABLE 16 +	TOLERABLE Extra control 24 hrs 12-16	TOLERABLE Extra control 1 month 8-10	ACCEPTABLE 1-6
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1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	