

Risk assessment template

Company name: Bexley Interfaith Forum – Hot Food Project

Assessment carried out by: Rev Trevor Wyatt

Date of next review: 12th May 2021

Date assessment was carried out: 12th February 2021

What are the hazards?	Who might be harmed and how?	What are you doing to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Food poisoning	People might get sick / ill	1) Kitchens are to be registered with Bexley Council	Lead person for each kitchen	Before the kitchen starts cooking food	Yes
		2) Kitchens must use food safety management system	Lead person/cook for each kitchen	Before the kitchen starts cooking food	Yes
		3) Kitchens must use 'in date' fresh food from supermarkets	Person shopping for each kitchen to do this	Ongoing	Yes

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		4) All 'hot food' cooked must follow set menus, specific ingredients and allergens to be communicated on the website	Rev Trevor Wyatt	Before kitchen starts cooking	Yes
Contact details	Information provided by family members (customers) could be misused inappropriately	Data protection policy to be produced and all leads on the project to be aware that they must not share customer data	Rev Trevor Wyatt	Before start of the project	Yes
Insurance of kitchens/cooking food	Bexley Interfaith forum could be liable for food poisoning	Each kitchen to be advised that they must have their own insurance for cooking of food	Rev Trevor Wyatt	Before each kitchen starts cooking food	Yes
Car accident whilst delivering food	Bexley Interfaith could be liable	Each person delivering to be	Rev Trevor Wyatt	Before each kitchen starts	Yes

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		advised that they must check their own insurance		cooking and delivering food	
Danger to families from delivery drivers	Families receiving the hot food	1) All providing the service to be told that food must be left on the doorstep and delivery drivers and not to go into the homes of people. 2) All delivery drivers to be people who are known and considered safe by the faith group/organisation that is providing the hot food. Preferably			

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		people who have a DBS.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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