**Student Groups Pre-prepared Risk Assessment: Cake stalls or other food on campus**

***e.g. cake stall for fundraising, or providing food for members/others at activities***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard**  *What is the risk? What is posing it? What could happen?* | **People at risk**  *Who could it affect?* | **Potential Severity?**  *High, medium or low?* | **Likelihood?**  *Very likely, quite, slight, low* | **Control Measures**  *What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.* |
| Food poisoning | All attendees | High | Low | Ensure all home-made/self-prepared food is cooked through.  Ensure food is kept refrigerated before event.  Ensure that cake stall disclaimer has been completed, and a response received from Students’ Union Staff.  Use professionally catered/supplied food whenever possible, from legitimate sources with good food hygiene ratings. |
| Food allergies | All attendees | Medium | Quite likely | If possible, find out about any allergies ahead of time. Buy ‘free-from’ alternatives if necessary.  Ensure information on allergens in food is available – ideally in written form, but may be given verbally on request.  Have packaging/recipes available so people can check about ingredients in regards to any dietary requirements.  If group activities often involve food, ask members to inform committee of dietary requirements so that they can be taken into account at each activity. |
| Burns/scalds from cooking | All members | Low | Low | Avoid heat sources as far as possible – choose menu/items that require little or no cooking  Limit exposure to heat sources  Ensure adequate space/preparation area  Ensure adequate time for food preparation to limit chance of haste increasing chance of incident. |
| People feeling excluded due to dietary restrictions | All attendees | Med | Med | Try to provide suitable food for anyone who has dietary requirements (including allergies and religious or moral reasons).  Ask members/anticipated participants about dietary requirements/requests/allergies and take those into account.  If preparing food for people with dietary requirements, be especially careful to prevent any cross contamination during cooking. |

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| **Additional notes:** Follow guidance/instructions on the Students’ Union External Food Policy. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*