

# Soup kitchen: risk management tool

Service:

Activities:

Location:

Date:

## 1 Consultation

It is easier to maintain a safe environment when we consult with everyone involved. It is therefore very important to include staff, volunteers and others who will be involved in the soup kitchen risk management process.

## 2 Identify the hazard(s)

Below are some common hazards and suggested safety measures

Yes

No

<b>Knife cuts</b> (restrict access to knives, keep knives sharp and well maintained, cut away from body)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Burns</b> (avoid overcrowding in the kitchen, train volunteers in how to handle hot items and to use appliances)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemicals</b> (store in secure dry location, bottles should be labelled, use eye protection / gloves, have safety data sheets)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appliances / machines</b> (volunteers should be trained how to operate appliances and keep equipment maintained)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slips, trips and falls</b> (clean spills immediately, use cautionary signage, non-slip footwear)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overcrowding</b> (keep walkways clear, designated areas for volunteers to work, communicate position with others)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Manual handling</b> (avoid awkward postures, take breaks, use equipment i.e. trolleys, communicate position with others)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire</b> (ensure equipment is turned off, clean and follow regular maintenance schedules, repair defects)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electric shock</b> (do not use frayed or damaged cords, do not plug in equipment with wet hands)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Psychosocial</b> (manage fatigue and burnout, develop processes for dealing with those affected by drugs or alcohol)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Occupational violence</b> (implement security measures, identify a safe retreat, use duress alarms)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food safety</b> (keep clean, separate raw/cooked foods, cook thoroughly, keep food safe temperatures)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head / eye injuries</b> (mark potential structures such as shelves, use protective clothing and eye wear)	<input type="checkbox"/>	<input type="checkbox"/>

## 3 Assess the hazard(s)

If you ticked No or are aware of a hazard add it to the table on page 2.  
What is the probability of harm occurring?  
What are the consequences of the harm?  
Calculate the risk using the Risk Assessment Matrix on page 2  
What is the risk level? (H) = High (M) = Medium (L) = Low  
(H) High or (M) Medium risks must be prioritised for action

## 4 Controlling the hazard(s)

Are all hazards removed or at a (L) Low level of risk?  
Check: After the risk assessment is complete, do you feel confident that the plan is safe?

## 5 Proceed safely



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## 1 Details

**Completed by** (list everyone who participated in the risk assessment):

**Date:**

**Reported to church council by:**

## 2 Hazards and controls used

Description of the hazard	Initial risk level (H/M/L)	List of controls used to reduce the risk level	Current risk level (H/M/L)

## Risk assessment matrix

Likelihood rating



Consequence rating



	Catastrophic	Major	Moderate	Minor	Insignificant
Certain to Occur	High	High	High	Medium	Medium
Very Likely	High	High	Medium	Medium	Medium
Likely	High	High	Medium	Medium	Low
Possible	Medium	Medium	Medium	Low	Low
Rare	Medium	Medium	Medium	Low	Low

