

Version	Produced By	Date	Content
1	Nick Porter	02/02/2022	Base version

Coffee Morning			Date of next review
Hazard/Risk	To Whom	Controls	Changes which need co
Burns while cooking	Adult helpers	Adults are only to undertake activities within their competence First Aid kit available	
Scalds from hot coffee/tea	Helpers Customers	Serving staff to be chosen for competence Proper instruction to be given to anyone serving, especially youngsters Coffee/tea serving to be kept away from customer locations First Aid kit available	
Cuts from knives	Helpers	Adults are only to undertake activities within their competence Knives to be used appropriately for the task, in a suitable location First Aid kit available	
Breakages (potential for cuts)	Helpers Customers	Breakages to be notified and cleared up promptly First Aid kit available	
Spillages (potential for slips)	Helpers Customers	Spillages to be notified and cleared up promptly First Aid kit available	
Fire	Helpers Customers	Open flames on cooker to be properly supervised Flammable materials to be kept away Fire blanket and/or extinguishers to be readily available Helpers to be briefed on fire exit locations	
Transmission of Covid	Helpers Customers	Windows/doors to be opened where possible to allow free airflow Helpers to be encouraged to wear masks	

Before next coffee morning

ntrolling