**TOPSTONES RISK ASSESSMENT including FIRE RISK ASSESSMENT – FIELD KITCHEN**

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| **Hazard** | **Who might be**  **harmed** | **Control Measures** | **Person/s responsible for control**  **measures** |
| Microwave | All participants | PAT tested annually; all participants to be instructed on  safe use methods, not to put foil containers in microwave. | Group leader.  Topstones Committee responsible for PAT testing of on-site electrical goods |
| Kettle | All participants | PAT tested annually. All participants to be instructed on  the safe use methods, not to over fill the kettle. | Group leader.  Topstones Committee responsible for PAT testing of on-site electrical goods |
| Fridge and freezer | All participants | PAT tested annually. All participants to be instructed on  the safe use of this equipment. | Group leader.  Topstones Committee responsible for PAT testing of on-site electrical goods |
| Calor Gas Cooker  Fire in, on or near the cooker | All participants | To be used under adult supervision only. Pan holders to be  used for hot pans.  Turn saucepans so handles do not stick out over edge of the hob or over another ring.  Double check the cooker is off when cooking has been completed.  Do not put oven gloves on the top of a hot cooker.  Keep the rings clean - built up fat and scraps of food can start a fire.  A fire blanket is kept in the kitchen. Fire blankets can be  used to put out a fire or wrap a person whose clothing is on fire.  Turn off calor gas outside when leaving the field kitchen. | Group leader.  Topstones Committee responsible for ensure calor gas cooker is checked weekly. |
| Sharp knives | All participants | Sharp knife kept in container. | Group Leader |

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| Washing Up | All participants | Washing up to be done in washing up bowl in the sink. All  participants to be warned about very hot water.  Washing up bowls to be filled only by leaders and moved from sink to tables by leaders.  Water to be disposed of in grease trap outside the kitchen not down the sink. | Group Leader |
| Cleaning Products | All participants | All products to be stored in cupboards under the sink unit. Only washing up liquid and hand washing liquid to be left out on side for general use. | Group Leader |
| Fire | All participants | Fire extinguisher is installed by kitchen door  This is wall mounted and clearly labelled  Smiths Fire LLP have a contract to annually maintain all fire extinguishers and check fire blanket  Evacuation procedures to be followed in the event of a fire. | Group leader to check on arrival.  Topstones Committee responsible for annual testing and replacement if necessary. |
| Evacuation procedures | All participants | All exits to be kept clear at all times. Assembly point on  field between large trees well away from the buildings. Contact 999 and do not re-enter the kitchen until all danger has been dealt with and/or fire service have given permission to re-enter. | Group leader.  Topstones Committee |
| Fire due to smoking  Risk to health caused by smoking | All participants | The site operates a No-Smoking policy which is required by  law. This removes a fire risk from casual disposal of smoking materials.  Smoking only permitted outside and not in the presence of  young people.  UK legal age limits to be adhered to at all times. | Group leader |
| Electric Fence | All participants | An electric fence has been installed on the fence  surrounding the Chalet and field on the side facing away from our premises. Please ensure **that no one climbs the fence or puts their hands over the top rail of the fence.** | Group Leader  Topstones Committee |

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