**RHS Big Soup Share Risk Assessment**

**School/group:**

**Assessment completed by:**

**Date of completion:**

**\**

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| **Risks / hazards** | **Precautions** | **Risk level (low, medium, high)** | **Precaution in place? (Y / N)** |
| Transmission of the COVID-19 virus within the group  | * Keep groups to a minimum – six is the current limit
* Keep to social distancing measures – 2m where possible or 1m with a face covering
* Carry out activity outdoor where possible or indoors with lots of space and ventilation
* Wear face coverings indoors if appropriate
* Wash hands regularly and have sanitizer available
* Have a set of kitchen utensils for each member which are not shared
* All equipment to be washed at a high temperature after any food prep
* Anyone who is feeling unwell should stay home and follow Gov. guidelines
* Signage to remind participants of the safety measures
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| Transmission of the virus to those outside of the group e.g. if making soup deliveries, offering a takeaway service | Follow guidelines as above and consider the following:* Call ahead to let recipients know if a delivery is being made
* Time slots for people if they are collecting food
* Place deliveries on the floor or onto a surface and step away to allow recipient to collect
* Sanitise hands between any deliveries
* Set up a drop off/pick up station to help maintain distancing
* Markings on the floor to encourage distancing if people are likely to queue
* If asking for donations, consider online payments
* Use disposable, recyclable containers for soup and food or ask recipients to bring their own mug/container
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| Harvesting vegetables | * Wash hands before and after
* Wear gloves
* Be aware of any allergies to plants or soil
* Tools checked for their condition to avoid breakages
* Young children to be supervised and tools should be age appropriate
* Tools counted in and out and stored away safely when not in use
* Ensure adequate space around anyone using tools to avoid injury
* Harvested produce to be stored in containers and put in a safe place to avoid trip hazards while working
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| Food handling, preparation and storing | * Wash hands regularly
* Provide gloves for anyone with skin irritations e.g. eczema
* Be aware of any food allergies
* All food handling and prep to be supervised by an adult if young people are involved
* Store food appropriately once cooked
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| Slips and trips | * Keep cooking areas clean and tidy
* Have suitable cleaning materials available e.g. cloths, mop, tea towels
* Any spills to be cleaned up immediately
* Tidy away trip hazards such as wires or mark out clearly
* Ensure lighting is sufficient
* First aid kit available
* Participants to wear sensible shoes
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| Contact with heat e.g. oven, hob, camping stove, hot liquids | * Only handled by adults or older children (under supervision) that have been briefed or trained
* Oven gloves, aprons, tea towels and cloths available
* Cold water source available in case of a burn
* Participants to wear long sleeves, covered legs and sensible shoes
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| Sharp kitchen utensils e.g. knives, tin openers | * Only handled by adults or older children (under supervision) that have been briefed or trained
* Any sharp utensils stored safely when not in use
* First aid kit available
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| Carrying out an online event through platforms such as Zoom or Skype | * Password protect your event ‘room’ if possible
* Avoid sharing Zoom links publically (e.g. on social media)
* Young people should not be left alone on a call
* Ensure you have consent from participants or parents to be on camera
* Participants to be dressed appropriate e.g. no nightwear
* Ensure host has been trained on functions such as muting microphones or removing participants if required
* Avoid sharing too much personal information that might be visible e.g. full name, email address
* Check security settings to ensure participants cannot record, screen share or make changes to your event (unless you have given this option deliberately)
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