

**St Ursula's Church, Berne**  
**Risk Assessment - Kitchens**  
**(for a general area that applies to many activities)**

**Full Assessment / Review Carried Out:**

**Small Change Made:**

On:	By:	Approved On:
2018-05-09	Hector Davie & Tricia Carrick	
2019-10-27	Martin Browne	
2023-02-07	Chris Sager	2023-02-07

On:	By:	Description of Change
2023-06-05	Tricia Carrick	Use new template (no content changes)

<b>Assessment to be reviewed:</b>	February 2026
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**Summary**

*Currently free-format – add lines and columns as necessary  
 (Can identify areas of concern, actions to be taken, or anything else that needs to be highlighted)*

**Notes:**

1. This assessment will be (partly) revised whenever a topic is identified.  
 In addition, a full review will be undertaken every 3 years.

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>Trips</b>			
Worn or unfixed carpet edges, rugs and doormats	No carpets in the kitchens	none	
Trailing wires, cables or leads	Should never be needed. There are adequate power sockets in the kitchens	none	
Poor lighting	Lighting is good	none	
Steps or other items left out	None. Assume common sense	none	
Wet floor surfaces	Mops. Assume common sense	none	
<b>Knocks</b>			
Open windows	None. Assume common sense	none	
Open fridge or cupboard doors	None. Assume common sense	none	
Walking into units	None. Assume common sense	none	
Something falling out of a cupboard	None. Assume common sense	none	
<b>Falls from Height</b>			
Getting things out of the top cupboards	Steps available (with just two steps, so not high!)	none	
<b>Fire</b>			
Access to Fire exits	Signage and no blocked exits	none	Everyone
Signs for Fire Exits	Exit over doors	Signs to be mounted in Halls	TCom
No emergency lighting	None	To be considered	Council

Ignorance of location of fire extinguishers	None	Instruction of relevant people. Note on kitchen door.	Council
Fire in kitchen	Fire extinguishers, and a fire blanket. Emergency numbers	none	Those who have kitchen duty
Burns	Oven gloves available. First Aid kit	none	
<b>Electricity</b>			
Wiring		none	
Faulty extension cables	Not needed in the kitchens	none	
Faulty appliances	Checked from time to time by TCom	Ensure all appliances are in functioning order and cables safe	TCom / CS
<b>Glazing</b>			
Non-safety glass in windows		none	
<b>Manual Handling</b>			
Getting heavy things out of cupboards	Steps available with two steps (so not high!)	none	
<b>Cuts</b>			
Broken glass	Instructions for disposal are prominently displayed	none	
Sharp knives	Children not allowed in kitchen / First Aid kit	none	
<b>Other</b>			
Hygiene	Hot water and soap available. Also antiseptic hand wash. Paper towels available. Local food and health authorities inspect	none	

Food poisoning	Contents of cupboards and fridge inspected regularly and out of date food disposed of. Local food and health authorities inspect	none	
Poisoning from cleaning products	Out of reach of children	none	
Food brought in for events	Event organiser responsible for storage and freshness	none	