

Hazard	Who Might Be Harmed	Is the Risk Adequately Controlled, or is More Needed	Review and Revision
Burns from coffee maker due to incorrect use	Helpers	Clear, laminated instructions for using the coffee machine correctly to be provided in helper welfare area. Warnings from the user manual to be made visible to users in the helper welfare area.	
Electrical Hazard from Coffee Maker and other electrical kitchen appliances	Helpers	Equipment to be installed by competent members of the S&E Site Team. Coffee maker will be switched off when not in use overnight.	
Burns from hot water/coffee maker due to spillages	Helpers	Coffee machine and hot water boiler to be placed on a flat surface in helper welfare area. To avoid spillages by falling cups: area to be regularly checked for clutter and spillages during the events, and auto-fill to be used where possible, to reduce risk of overflowing the machine causing slippery conditions on the table. Position away from edge of table to avoid accidental contact.	
Burns, spills, trips during helper supper service	Helpers	To prevent overcrowding in the Helper Welfare area, the self-service helper check-in will be located in Admin, rather than the helper area	
Allergens from snacks	Helpers	Snacks stay in original packaging, which will have allergens printed on them No snacks containing nuts will be provided by the event	
Fire Hazard from Kitchen Appliances	Everyone	Fire extinguisher (suitable for electrical and fat fires) and fire blanket in place - Cooking appliances only used by trained, named individuals Clear exit route maintained from cooking area, both through Admin and the other side. No overloading of power sockets.	
Slips/Trips due to clutter	Helpers	Storage for helpers kit to be provided. Clutter to be moved out of helper area. Cables to be routed away from walkways or covered with cable protectors	
