Hazard	Who Might Be Harmed	Is the Risk Adequately Controlled, or is More Needed	Review and Revision
Food Contamination caused by hair, nail polish, rings and bacteria on hands	Everyone	Long/medium length hair to be tied back. Prior to food handling, hands to be washing in accordance with hand washing policy. Vinyl gloves to be used when handling any food.	
Food Contamination caused by cuts, sores, boils and dressings	Everyone	Blue plasters to be used to cover cuts and sores More extensive existing injures must be covered by vinyl gloves	
Food Contamination caused by bacteria spread by illness	Everyone	No helpers/volunteers feeling sick or unwell to be permitted into food packing and prep area No Staff suffering or recently recovered from sickness or diarrhoea, within 48 hours, to be permitted into the food serving area	
Food Contamination caused by bacterial growth during incorrect storage of food	Everyone	All foods to be covered to prevent cross contamination and stored in original containers. Wash hands in accordance with Hand wash policy.	
Food Contamination caused through waste on table, in bins or on the floor	Everyone	Bins to be lined, full bags to be tied and disposed of promptly Accidental spillages of food to be cleaned immediately Bins to be emptied at the end of each day or when full. Litter to be picked up using a litter picker as needed	
Contamination of food by insects, rats and mice	Everyone	All foods to be covered and stored in appropriate containers All areas to be kept free of food scraps to avoid attraction	
Collision with furniture i.e; tables, shelves, pallets	Everyone	Ensure shelving is secured to floor and not over stacked. Furniture stored out of way of walkways, marquee access ways. Shoes to be worn, no open toed footwear	
Injury from cutters/sharp objects	Everyone	Box cutters/scissors to be kept in safe space, use gloves when cutting boxes and return to agreed safe location when finished with all cutting instruments	