

**Helper Welfare**

Year: 2026

**Assessor: Josh Foye**

Reviewed by: C Tompkins 03.06.2026

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	<p>Clear, laminated instructions for using the coffee machine correctly to be provided in helper welfare area.</p> <p>Warnings from the user manual to be made visible to users in the helper welfare area.</p>	
Electrical Hazard from Coffee Maker and other electrical kitchen appliances	Helpers	<p>Equipment to be installed by competent members of the S&amp;E Site Team.</p> <p>Coffee maker will be switched off when not in use overnight.</p>	
Burns from hot water/coffee maker due to spillages	Helpers	<p>Coffee machine and hot water boiler to be placed on a flat surface in helper welfare area.</p> <p>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.</p> <p>Position away from edge of table to avoid accidental contact</p>	
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	<p>Snacks stay in original packaging, which will have allergens printed on them</p> <p>No snacks containing nuts will be provided by the event</p>	

Food Hygeine	Helpers	<p>Prepared snacks (e.g., fresh fruit) to be stored appropriately (e.g., in a fridge) until use.</p> <p>Keep chilled food out of the fridge for the shortest time possible during preparation and service (a maximum of four hours). Chilled food should be disposed of after this time (or within 2 hours, in exceptionally hot weather)</p>	
Fire Hazard from Kitchen Appliances	Everyone	<p>Fire extinguisher (suitable for electrical and fat fires) and fire blanket in place</p> <p>Cooking appliances only used by competent individuals</p> <p>Clear exit route maintained from cooking area, both through Admin and the other side.</p> <p>No overloading of power sockets</p>	
Slips/Trips due to clutter	Helpers	<p>Storage for helpers kit to be provided. Clutter to be moved out of helper area.</p> <p>Cables to be routed away from walkways or covered with cable protectors</p>	