

## Lineham Farm Children's Centre – Location Risk Assessment

### Location: Dining Room

Hazard	F	S	R	Action Taken	F	S	R
Pushing, shoving, arguments whilst queuing	4	2	8	Orderly, calm queue before entering Dining Room, supervised by Lineham Staff with school staff nearby and again if queuing at counter for food.	1	2	2
Trip, fall, collision	3	2	6	Supervised on entry and exit. Only one child per table to clear away. Supervision during meal.	1	2	2
Hot food spillage	3	2	8	When meal served at table by an adult, serve from outside middle seat. Children not to touch serving dishes.  When children collect a hot meal from the counter, they are told to carry the plate with both hands. School staff to supervise children carrying hot food.  Supervision when pouring hot drinks – hands away from cups.	1	2	2
Food allergy	2	5	10	Schools asked to provide dietary information 2 weeks before their visit so the menu can be planned to take allergies into account. All staff to be aware of any food allergies.	1	1	1
	5	5	25	<b>Nuts</b> – do not take any chances, chef to double check <b>all</b> food ingredients.	1	5	5
	1	1	2	<b>If Halal food required</b> – inform chef prior to residential. Keep Halal food separate. Centre Manager to double check with the arriving group and the chef to ensure that anyone requiring Halal is not missed.	1	1	2
Cutlery and crockery	2	2	4	Instruction on how to use knife and fork properly. Supervision whilst clearing away and setting tables. Trolley against wall with wheels in locked position	1	2	2
Kitchen	3	2	6	Monday talk and reminders that children are not allowed in kitchen at any time and ongoing supervision to prevent this.	1	2	2
Health and Hygiene	1	4	4	Children instructed to use the toilet and thoroughly wash their hands <b>prior</b> to entering the dining room <b>every time prior to eating</b> . Children <b>not</b> to leave the dining room unless instructed whilst eating.	1	1	1

Maximum Supervision Ratio: 1 to 13

First Aid Kit Carried? At location

**Risk assessor signature: - T Glindon**  
**Reviewed 03/10/2019**

**Review date (12 months or following any significant change or an incident)**

### **Frequency Rating (F)**

1 = Extremely unlikely to happen, risk will be encountered very occasionally (if ever) but is still worth consideration.

2 =

3 =

4 =

5 = Extremely likely to happen, risk will be encountered most times the activity is run.

### **Severity Rating (S)**

1 = Bruises, minor cuts, abrasion.

2 = Sprains, burns, cuts.

3 = Broken bones, head injuries, damage to sight/hearing.

4 = Severe head injury, multiple fracture, amputation.

5 = Death, severe disability.

### **Risk (r)**

**r = F x S**