

# Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

## Risk Assessment

### Llanfair Caereinion Community Cafe

Heading	Risk	Level	What we will so	Level
Covid 19	Aside from all the usual health and safety checks that businesses have been performing for years, the risk assessment looks at the threat of COVID and the appropriate measures we will need to maintain.	3	<p>In the effort to reduce the spread of the virus and reduce the risk for your customers and staff:</p> <p>Social distancing – Is there enough space in your establishment for people to be able to safely navigate without feeling crowded and unsafe?</p> <p>Any staff who show any symptoms are take a covid test and if positive not take part in the activity until 5 clear days from a negative test.</p> <p>Hand sanitiser – Offer sanitiser at the door and encourage visitors to use it when arriving and leaving.</p>	2
General I	General risks within the building.	1	The Institute has a risk assessment for all general risks for coffee mornings etc. These rules are to be adhered to alongside this risk assessment.	1
<b>General II</b>	<ul style="list-style-type: none"> <li>The safety and durability of any customer-facing items.</li> <li>Heat from cookers, kettles and coffee machines.</li> <li>Other potentially hazardous kitchen equipment, like knives.</li> </ul>	3	<ul style="list-style-type: none"> <li>Provision of the correct serving cups and non-slip serving trays are used.</li> <li>All movement of hot liquids is kept to one area and to a minimum.</li> </ul>	2

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	<ul style="list-style-type: none"> <li>• Accessibility of entrances and exits, such as narrow walkways, tables and steps.</li> <li>• Trip hazards throughout the café, such as changes in floor levels or the likelihood of spillages.</li> </ul>		<ul style="list-style-type: none"> <li>• All staff are take care with knives and other equipment supervised by a level 2 hygiene certificate holder.</li> <li>• All areas are easily accessible.</li> <li>• All areas are easily accessible with good level access for all.</li> <li>• There are no changes in floor levels to the main areas. There is a step down to the gents' toilets which is marked.</li> <li>• All spillages are cleared as soon as they occur</li> </ul>	
<b>Checks</b>	<b>Records of all checks for cleanliness and in line with food hygiene legislation.</b>	<b>3</b>	<p><b>Advice taken and a full check system in place which is completed at the beginning and end of each session.</b></p> <p><b>The checks are monitored by the Town Council Clerk.</b></p> <p><b>A supervisor with a level 2 hygiene certificate is in charge with each session.</b></p>	<b>1</b>
<b>Cooking and ingredients</b>	<b>All cakes are cooked off the premises and are served at the community café.</b>	<b>3</b>	<b>All those making cakes hold a level 2 hygiene certificate. The ingredients for each recipe are available for all visitors to see.</b>	<b>1</b>
<b>Food hygiene</b>	<b>To meet food hygiene regulations all aspects should be addressed.</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Have a dedicated area where food and drink are handled in line with appropriate hygiene levels.</li> <li>• Eliminate the risk of cross-contamination.</li> <li>• Ensure ingredients and products are stored and labelled correctly.</li> <li>• Ensure food and drink is heated or cooked properly.</li> </ul>	<b>1</b>

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			<ul style="list-style-type: none"> <li>• Provide employees with equipment like gloves, aprons and hairnets if appropriate.</li> <li>• Ensure waste is disposed of properly.</li> <li>• Perform audits of ingredients to ensure everything is safe to be consumed.</li> </ul>	
<b>Information</b>	<b>All ingredient and allergy information needs to be displayed.</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Food hygiene rating is posted on the door.</li> <li>• Allergy information is posted at the point of sale.</li> </ul>	<b>1</b>
<b>Accidents</b>	<b>First aid needs to be available.</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• First aid kit provided including blue plasters.</li> <li>• Accident book provided for the café only.</li> </ul>	<b>1</b>

**Dated April 2023**