

Sutton St. Edmund Short Mat Bowls Club.

Risk Assessment.

Work Activity	Description	The hazards and associated risks with this activity have been identified and given a scored rating using a semi-quantitative risk assessment methodology. The risk assessment ratings are based on the subjective estimate from the knowledge of the assessor and aim to identify both the level of risk without controls and the level of residual risk once control measures have been introduced.											
Preparing tea, coffee and cakes and the consumption of them.	This risk assessment focuses on the activities associated with preparing tea, coffee and cakes for bowls session intervals. The village hall risk assessment on kitchen activities must also be adhered to.	Very Low Risk (1 - 4)	This level of risk is minimal. This activity may proceed with standard caution, and no additional control measures are required.					To calculate the risk rating and residual risk rating, multiply the likelihood (1 -5) by the impact (1 - 5). This results in a risk score that can range from 1 - 25, where the higher scores indicate more severe risks.					
Assessment date: - 24 June 2025.		Low Risk (5 - 10)	This level of risk is acceptable to the club. Proceed with caution and stop if anything changes.										
Assessment number: - SSESMB CRA03		Moderate Risk (11 - 15)	This level of risk is acceptable if it cannot be reduced further after a review by the club.										
Completed by: - Alan Bingham, Sharon Bingham and David Warriner.		High Risk (16 - 20)	This level of risk is significant. Additional control measures are required to reduce the overall risk to an acceptable level before proceeding.										
Review date: - Club AGM 2030.		Very High Risk (25)	This level of risk is critical. This activity should not proceed until the risk has been reduced.										

Risk Matrix		Impact on club following an incident.				
		1 Minimal	2 Minor	3 Moderate	4 Major	5 Critical
Likelihood of an incident.	1 Very Low	1	2	3	4	5
	2 Low	2	4	6	8	10
	3 Moderate	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 High	5	10	15	20	25

Risk No.	Description of identified hazard	Who might be harmed and how	Risk rating			Control measures	Residual risk rating		
			Likelihood	Impact	Score		Likelihood	Impact	Score
1	Kettle spout spitting out hot water when boiling due to overfilling.	Any person assisting in preparing the session interval beverages could receive scald injuries.	4	4	16	Kettle maximum fill level to be observed at all times.	1	4	4
2	Hot / boiling water spills.	Any person assisting in preparing the session interval beverages by pouring hot / boiling water into the various receptacles could receive scald injuries.	4	4	16	Any person pouring the hot / boiling water to be aware of people around them and potential bumps which could cause the hot / boiling water to spill.	1	4	4
3	Kitchen over crowding.	Kitchen over crowding could cause people to be moved into areas containing hot / sharp items of which they are not aware of causing injury.	4	4	16	A maximum of six people should be allowed in the kitchen at any one time to prevent over crowding.	1	4	4
4	Sharps injury's.	Any person assisting in preparing the session interval food (cakes / nibbles) could receive a sharps injury.	3	4	12	Any person preparing food in the kitchen should observe care and attention to avoid any potential sharps injury.	1	4	4
5	Injury from broken crockery.	Any person preparing, consuming or washing up could receive a sharps injury from broken crockery.	2	4	8	All broken crockery to be cleaned up immediately and disposed of to avoid any potential sharps injury.	1	4	4
6	Injury from hidden sharps in the washing up water.	Any person washing up could receive a sharps injury from sharp items not visible in the water.	2	4	8	If you have not loaded the washing up bowl take great care to avoid any potential sharps injury.	1	4	4
7	Slipping on spilt liquids, food etc, in the kitchen area.	Any person assisting in preparing the session interval food and beverages could slip on a foreign object on the floor and sustain an injury.	4	4	16	Any spills to be identified and cleaned up as soon as possible. All spills that cannot for some reason be cleared up ASAP to be clearly marked and fenced off.	1	4	4
8	Slipping on spilt liquids, food etc, in the main hall area.	Any person consuming session interval food and beverages could slip on a foreign object on the floor and sustain an injury.	4	4	16	Any spills to be identified and cleaned up as soon as possible. All spills that cannot for some reason be cleared up ASAP to be clearly marked and fenced off.	1	4	4
9	Straining back whilst over reaching opening and closing the kitchen counter shutter.	Any person assisting in preparing the session interval beverages could strain their back by over reaching.	4	4	16	Any person who has to over reach to either open or close the kitchen shutter should seek the assistance of someone who does not have to over reach.	1	4	4
10	Scald from washing up water.	Any person assisting in the cleaning of used items using washing up water that is far too hot.	4	4	16	Any person washing used items to ensure the washing up water is at the correct temperature for them.	1	4	4