

Describe the risk	Who could be affected and what is the risk level? (Low, Med, High)	What steps are required to prevent this risk?	Who is responsible for this?
Cross contamination of food items	Anyone - Low	Ensure any raw produce isn't mixed	CEO, Staff, Volunteers
Unsafe, out of date and Hazardous food	Anyone - Low	Dispose of all food which is deemed unsafe for human consumption	CEO, Staff, Volunteers
Spillages, slips and falls	Anyone - Low	Clean up spillages immediately and display wet floor signs	Staff, Volunteers
Dietary allergies	Anyone with a dietary allergy - Low	Identify and display the specific allergies which are present in the food bank produce	Staff, Volunteers
Fire	Anyone - Low	Clearly identify the fire assembly point and display fire action plan	Staff
Covid-19 and other flu type illnesses	Elderly, vulnerable and general public - Low	Ensure there is hand sanitizer, handwash, anti-bacterial wipes available to minimise risk and screen any person who is elderly and/or vulnerable	Staff, Volunteer
General safety	Anyone - Low	Buzz in feature at front door	Reception staff, Staff