

RISK CHECKLIST – CHURCHES

CHURCH CAFES

Increasingly churches are establishing Cafes as components of their community engagement. Often the people commencing this work do not have prior retail food experience. It is important to understand the additional risks associated in running a Café in order to plan appropriate mitigation strategies.

This checklist sets out topics for consideration in conducting a Café risk analysis.

Premises (Kitchen & Customer Area)

- What issues are associated with the set-up of the venue, e.g. manual handling, chairs, etc.?
- What risks are associated with venue clear-up?
- Are there slip, trip or fall hazards either within the venue or in the grounds leading to the venue, e.g. carpet condition, floor level, steps, ramps, lifts, handrails, electrical leads? Are these checked on a regular basis?
- Is lighting adequate both within the venue and in the grounds leading to the venue?
- Does the venue have appropriate toilet and washing facilities? Are these checked during the day?
- Are first aid kits available? Are trained first aid practitioners on duty? Do we have anaphylaxis trained first aiders on hand? Do we have Epi-pens available?
- Are hazardous materials (chemicals, gas bottles etc.) securely stored and away from food preparation areas? Are material data sheets (MDS) on-hand for all materials?
- Have the fire prevention facilities been inspected and maintained as required by regulation?
- Are fire exits clear of any obstruction?
- What emergency evacuation processes are in place? Are volunteers trained in the procedures? Have these been tested? Do they cater for multiple emergency types: fire, tempest, physical attack?

Staff & Volunteers

- What processes are in place for dealing with disruptive, aggressive or abusive customers?
- Do you have policies for dealing with possible physical attacks?
- Are volunteers properly trained in customer service, food handling and hygiene?
- Has a staff member been appointed as the Food Safety Supervisor? Is that person trained? Have they completed a Food Safety Program?

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Security

- Has the potential for theft of equipment, food or belongings been considered? The potential for property damage?
- What cash handling protocols exist? What protocols exist in relation to security of customer debit / credit card data?
- Is there potential for intruders or outside parties to disrupt the venue?
- What emergency contact arrangements do you have in place?
- What incident reporting processes do you have in place? Does this include analysis after the fact, to support learning?

Customers

- Have we catered for customers with physical disabilities?
- Do customers have access to other parts of a complex?
- Do we have a policy regarding customer access to food preparation areas?
- Do we advise customers of potential allergic impacts of food?

People Movement

- What are the risks associated with people entering or leaving the venue?
- Do you have appropriate traffic management protocols in place for customers, volunteers and leaders moving around the venue? Do these cover all areas where people might visit.
- Are site maps posted, to assist people to know their location?
- Does the venue have adequate signage?

Food Handling & Preparation

- Are food preparation and handling practices compliant with regulatory requirements?
- Is food handling information displayed?
- Have impacts of food on allergy sufferers been considered?
- What are the consequences of providing tea and coffee making facilities (hot liquids)?
- Do food storage facilities meet regulatory requirements? e.g. temperature ranges
- Do you have policies about distribution of prepared food not consumed in the café?

Cleanliness

- Have you developed procedures for keeping food preparation and storage areas clean?
- Is hygiene information clearly displayed?

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- Are there adequate supplies of cleaning products on hand (separate from food preparation areas), e.g. detergents, dishwasher supplies, gloves for food handling?
- Is training provided regarding the nature and efficacy of cleaning chemicals? e.g. how chemicals should be used, risks associated (caustic), etc.

Waste Disposal

- Have additional waste disposal facilities been arranged in addition to normal council facilities? Do you have separate facilities for recyclables?
- Do you have arrangements for regular collection of cooking oils?
- Are waste containers remotely separated from food preparation areas?

Machinery Safety & Maintenance

- Has a schedule for equipment cleaning / maintenance (e.g. hoods, filters, ducting, motors) been prepared? Are records kept of inspections and maintenance carried out?
- Are machinery instruction manuals / guides available for all staff and volunteers? Are all staff and volunteers trained in the correct use of all equipment?
- Are machinery guards in place?
- Have all staff and volunteers been trained in how to minimise the possibility of burns?
- Are knives and other sharp instruments appropriately maintained? Are they securely stored? Are people trained in their correct usage?
- Has an air conditioning maintenance schedule (e.g. filters, visual inspections) been prepared? Are records kept of inspections and maintenance carried out?

Regulation / Registration

- Have all state food handling and safety standards been met?
- Has the business been registered with the local council? Have all registration conditions been met?
- Has the venue been inspected by local council and have all deficiencies been rectified?

Business Planning

- Has a business plan been prepared outlining the café purpose and success criteria?
- Have adequate accounting processes been established for processing transactions and reporting on financial success factors (including profitability)?
- Have taxation implications of the activity been considered, including income tax, GST and FBT?
- Does the activity impact rates exemption for the church?

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