

Ton Yr Ywen Risk assessment relating to: Food donations made available free of charge to the school community

We know many people are concerned about food waste and at Ton Yr Ywen we welcome safe methods of reducing waste. To reduce the amount of food thrown away by local supermarkets we encourage our community to: 1. Follow storage instructions on the packaging 2. Use up, cook or freeze foods that are approaching their use-by date 3. Keep your fridge below 5°C 4. Plan your meals ahead 5. Make use of 'best before' donations donated by a local charity to Ton Yr Ywen.

Date of Assessment: June 2025

Hazards Identified	Persons at Risk	Likely Consequences	Evaluation/ Level of Risk			Control Measures	Action required What/When/Who
			High	Med	Low		
<p>1.Food may contain bacteria, and if stored for too long or at the wrong temperature can cause food poisoning.</p> <p>2.Harm caused by birds / insects / vermin accessing the food</p> <p>3.Loading / unloading/ lifting bags, crates and boxes containing food items.</p>	School Community	Food poisoning		✓		1.Ensure that staff responsible for placing food items outside for community consumption are aware of the difference between 'Use by' and 'Best before' dates on foods and in doing so do not offer any items that are passed their use by date to the community or any items that following a visual check the standard / quality looks impaired.	Office staff / site manager / staff that help with placing food donations outside
	School community	People / food items attacked by birds / vermin		✓		2. When birds are present staff member to stand by the items and or take action to protect the food items from the birds/ insects etc.	Office staff / site manager / staff that help with the food donations.
	Saskia Aubrey / Staff helping with items	All persons involved to ensure they know how to safely lift, minimising injury to themselves.				Staff to minimise the time that the food items are left outside. (e.g in the morning removing them once parents have left in the morning, and placing any remaining items in a cool storage place until later in the school day when the items can be again shared with the community on a table outside the front of school.)	Staff member welcoming the visitor onto site to ensure this RA is adhered to and support /advice given as required.
<p>Note: In addition to staff checking all items, any persons taking donated items is also expected to undertake a visual check of all items taken and thereafter take action to ensure the safe storage / usage of all food items thereafter in line with Food Hygiene standards.</p> <p>Children who walk to and from school on their own are NOT permitted to take home such items. The items can be taken home by responsible adults only.</p>							

***Use by date:**

A use-by date on food is about safety. This is the most important date to remember. Never eat food after the use-by date, even if it looks and smells ok, as it could make you very ill.

You can eat food until midnight on the use-by date shown on a product, but not after, unless the food has been cooked or frozen. You will see use-by dates on food that goes off quickly, such as meat products or ready-to-eat salads.

For the use-by date to be a valid guide, you must carefully follow the food's storage instructions. For example, if the instructions on the packaging tell you to refrigerate after opening, you should keep the food in a fridge at 5°C or below.

You can cook food until midnight of the use-by date listed on the product, and then cool and keep it in the fridge. This is because cooking kills any pathogens in the food and gives you a little more time to use it up. You must eat the food within 48 hours or freeze it to eat later. If you freeze the food, make sure that you label what it is and the date it was frozen, so you don't end up with a UFO (unidentifiable frozen object).

After the use-by date, don't eat, cook or freeze your food. And remember, you cannot smell the bacteria which make you ill.

Best before dates are about quality:

The best before date, sometimes shown as BBE (best before end), is about quality and not safety. After the best before date listed on a product, the food will be safe to eat but may not be at its best.

Monitoring and Reviewing Arrangements:

Which staff need to be made aware of this Risk Assessment? All those who receive the food items and place them for the community to select from.

Name of person completing this Risk assessment: Annette James-Griffiths

Designation: Headteacher June 2025