

This Catering Risk Assessment helps Bethels and JGC catering teams plan and run safe, well-supervised catering for Job's Daughters Queensland activities, fundraising caterings and food service at public or private venues. It must be completed before the catering, shared with the Catering Coordinator, Catering Supervisor and supervising adults, and available on the day with the attendance sheet and any required venue, insurance, council or food safety documents.

CATERING DETAILS			
Activity Type	Catering	Host Bethel	
Function Name		Venue Address	
Function Contact		Activity Date	
Catering Coordinator / Supervisor		Contact Details	
Starting Time		Ending Time	
Anticipated Attendance	Daughters: Adults: Other:	Certified Adult Volunteers Required	
Detailed Activities	Planning, food purchase/transport, kitchen set-up, preparation, cooking, serving, cleaning, pack-up and financial records where applicable.	Risk assessment prepared by	

PREPARATION AND ACCOUNTABILITY CHECKLIST			
☐	Booking, menu, numbers, dietary/allergy information confirmed.	☐	Council/licence/permit, venue and insurance/Public Liability requirements checked.
☐	Catering Supervisor, Food Lead, First Aid Officer and adult supervision confirmed.	☐	Food transport, storage, thermometers, cleaning and handwashing supplies prepared.
☐	Attendance sheet, emergency contacts, health/medication and incident forms available.	☐	Youth tasks, supervision zones, breaks and public interaction expectations briefed.
☐	Kitchen zones confirmed: preparation, cooking, serving, cleaning, handwashing and waste.	☐	Financial records, float, EFTPOS and levy/profit arrangements confirmed if applicable.

EMERGENCY CONTACTS			
Police / Ambulance / Fire	000	JGC Emergency Contact	
Local Doctor / After Hours		Phone	
Hospital Address		Nearest AED / First Aid Kit	
Notes / Venue Emergency Point		Form completed by / Date	/

The Catering Coordinator/Supervisor confirms that the risk controls have been reviewed and workers will be briefed before catering commences.

RISK ASSESSMENT - CATERING

Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Planning, approvals and event preparation	Inadequate preparation, non-compliance, insurance or reputational risk	Moderate	• Catering/function approved; booking, menu, numbers and dietary/allergy details confirmed. • Venue, kitchen, council/licence/permit and Public Liability/insurance requirements checked. • Catering Supervisor/First Aid Officer appointed; attendance sheet, emergency contacts and incident/medical forms available.	Catering Coordinator / Before	Low
Food purchasing, transport and temperature control	Food poisoning from unsafe food, storage, transport, cooking or reheating	High	• Food sourced from reputable suppliers and transported in food-grade containers. • Cold food kept below 5°C; hot food held at or above 60°C; thermometer available and checked. • Food kept covered/protected; high-risk leftovers discarded unless safely cooled and refrigerated.	Catering Supervisor + Food Lead / Before and during	Low
Food handling, hygiene, cross-contamination and allergens	Food contamination, illness or allergic reaction	High	• Handwashing station with soap and single-use towels; gloves/utensils used where required. • Raw and ready-to-eat/cooked food separated; separate boards, trays and utensils used. • Unwell volunteers do not handle food; ingredient/allergen information kept and not guessed.	Food Lead + all food handlers / During	Low
Cooking, hot equipment, knives and electrical/gas items	Burns, scalds, cuts, fire, gas or electrical injury	High	• Adults or competent supervised volunteers handle ovens, stovetops, urns, gas, sharp knives and hot trays. • Equipment checked and used as intended; hot items clearly managed; heatproof gloves available. • Fire exits kept clear; first aid kit accessible; venue emergency procedures followed.	Catering Supervisor + responsible adults / During	Low
Kitchen set-up, manual handling, slips/trips and cleaning	Strains, falls, contamination, pests or unsafe work area	Moderate	• Work zones set up for food preparation, cooking, serving, handwashing, cleaning and waste. • Heavy lifting shared by adults; walkways clear; enclosed shoes and suitable clothing worn. • Spills cleaned promptly; benches/equipment cleaned and sanitised; venue left clean.	Set-up/Clean-up Lead + all volunteers / Set-up and pack-up	Low
Youth participation, safeguarding, public interaction and funds	Inadequate supervision, unsafe task allocation, poor conduct, distress or funds loss	High	• Minimum two approved adults present when youth participate; roles and supervision zones assigned. • Members only with safe tasks suited to age/ability; no one-on-one isolated contact. • Adults manage funds, difficult interactions and final count; media shared only with consent.	Responsible Adult / Treasurer / Ongoing and close	Low

This document is to be completed before catering and kept with the attendance sheet on the day. Any incident, injury, safeguarding concern or significant near miss must be reported using the relevant JDIQld reporting process.

ATTENDANCE RECORD					
Name	Time In	Time Out	Role / Task	Briefing Initial	Signature
EVENT RECORD					
Incidents / near misses		☐ No incidents or near misses occurred ☐ Incident / near miss occurred - Form 11 attached ☐ Reported to Event Host			
Accessibility, medical or follow-up notes					
Completed by		Signature		Date	