

CAMPAIGN ASSESSMENT

Quorn Food Truck

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Campaign Assessment

Quorn Food Truck



Campaign Overview:

Campaign Name:	Quorn Food Truck	
Campaign Description:	Sampling meat free products from Quorn Catering Truck at the event.	
Lead Agency Contact:	Chloe Lancashire	chloel@linkcommunication.co.uk
Contact Number:	01132787808	07969975552

Campaign Assessment

Quorn Food Truck



Event Details:

Description of the Activity:	Preparing & serving samples of Quorn products from the catering truck to attendees at the event.		
Event Address/ Location:	Billingham in Stockton-on-Tees	Commencing Dates:	September 2023
Brief Description of Exhibition:	<ul style="list-style-type: none">• Sampling meat free products from the Quorn range• Promotional catering van used for prep & serving, including a branded gazebo for shelter		
Specific Hazards Identified:	<ul style="list-style-type: none">• Crowd Management• Site Security• Vehicle & Event Area Risk• Prevention of Public Nuisance and First Aid• Event Evacuation• Emergency Procedures• Staff Welfare		
Contact Name:	Chloe Lancashire	Contact Company:	Link Communication
Contact Number:	0113 2787808	Contact Email:	chloel@linkcommunication.co.uk

Campaign Assessment

Quorn Food Truck



Risk Assessment

Event:	Quorn Food Truck
Company Name:	Link Com Consulting Ltd.
Name of Assessor:	Chloe Lancashire
Client:	Quorn Foods
Date of Assessment:	24/08/2023
Signed:	<i>C. Lancashire</i>

Risk Assessment Matrix

Severity of the Risk x the Likelihood of the Risk = Primary Risk Based on No Controls

Likelihood	Severity				
	1 Trivial	2 Minor Injury	3 Over 3 Day Injury	4 Major Injury	5 Incapacity or Death
1 Highly Unlikely	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Probable	4	8	12	16	20
5 Certain	5	10	15	20	25

Campaign Assessment

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Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
			S	L	R		
<u>Spilled Liquids:</u>	Slip or fall on spilled liquids	All staff and members of the public.	2	3	6	All spillages to be cleared up immediately and wet floor signs provided.	LOW
<u>Crowd Management:</u>	Hazards presented by a crowd: Crushing between people/ Crushing against fixed structures, such as barriers. Trampling underfoot. Surging, swaying or rushing.	All staff and members of the public	3	2	6	Crowd traffic will be slowed down and managed by event team feeding members of the public information. Multiple staff will be employed to cope with any vast amount of foot traffic.	LOW
<u>Litter:</u>	Incorrect storage of refuse could allow for slip, trip or falls.	All staff and members of the public	2	2	4	All promotional items will be kept and secured on the event area. Clean-up kit will be stored close-by for easy access and event procedures for clean-ups	LOW
<u>Storage of Products:</u>	If materials they can become a trip hazard or the valuables could be stolen.	All staff and members of the public	2	2	4	All promotional items will be kept away and secured on the event area.	LOW
<u>Fire:</u>	Fire at the event site - could suffer severe or fatal burns if fire was to spread.	All staff and members of the public	8	3	4	<i>See Separate fire safety risk assessment.</i>	LOW
<u>Gas Safety:</u>	Gas can leak or can cause a fire If left unsupervised.	All staff and members of the public	8	3	4	Fire extinguishers and fire blankets on site. Staff will have gas safety knowledge and training. All items Gas Safe certified.	LOW

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Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
<u>Abusive/violent behaviour towards promotional stand staff:</u>	Staff may come across abusive behaviour from some members of the public.	Staff members	3	3	9	All staff will be trained and will listen to all disgruntled members of the public. Any abusive behaviour will be reported to security.	LOW
<u>Welfare of Promotional Staff:</u>	First Aid provision for minor injuries	Staff members	2	4	8	There will be a basic first aid packages present should there be any minor injuries. Any major injuries will be reported.	LOW
<u>Rig and De rig:</u>	Moving items, some of event equipment falling over and hurting members of the public	All staff and event attendees	2	3	6	Rig & De-rig will only take place between allocated times provided by event organisers. All staff will act like barriers when equipment is moving on and off site, staff will be wearing high vis jackets whilst building and breaking down the event kit.	LOW
<u>Emergency Procedures:</u>	Emergency procedures in the instance of a fire or other emergency.	All staff and event attendees	2	2	4	Event emergency procedures, evacuation plans, emergency meeting points will be adhered to. Staff will sign in and out with each day if required.	LOW
<u>Prolonged working hours:</u>	Staff welfare and injury from being stood and working for a prolonged period.	Staff members	2	3	6	Staff will have the required breaks. 15 minutes break every 4 hours etc.	LOW
<u>Staff identity:</u>	To ensure staff are who they say they are	All staff and members of the public	3	1	3	All staff will be fully vetted prior to employment by Link Communication	LOW

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Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
<u>Food Test Controls:</u>	Customer could get food poisoning if food hasn't had the right temperature control measures before or during the event.	All staff and members of the public	2	2	4	HACCP documents will be situated on the van and constantly checked throughout to ensure critical control points are adhered to throughout the event. This includes refrigeration of the stock and measuring this beforehand and then ensuring product is of the right serving temperature when serving.	LOW
<u>Cleaning Catering Equipment:</u>	Illness occurring from lack of cleanliness with catering equipment.	Members of the public.	3	2	6	All equipment must be cleaned after use thoroughly with disinfectant. No un-cleaned catering equipment will be used or served to members of the public.	LOW
<u>Suppliers Risk Assessment and Insurance Policies:</u>						All suppliers have provided their risk assessments which have been read and reviewed. All suppliers have provided insurance policies and PAT Testing Certificates if applicable.	LOW
<u>Food Allergy:</u>	Members of the public including children, can severely have an allergic reaction.	To all members of the public, especially children.	4	3	12	All the staff will make each member of the public aware, when consuming/handling the products. Allergy signage will be displayed at all time.	LOW
<u>Lighting:</u>	Unsatisfactory visibility may increase rise of slips, trips and falls.	All staff and members of the public.	3	1	3	There will always be good quality lighting, which is always bright enough for everyone to be able to see what they're doing.	LOW

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Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
<u>Vehicle Breakdown:</u>	Vehicle breakdown on the way to site, on site or when leaving causing obstructions.	Staff members and event attendees	2	3	6	Full breakdown cover on the vehicle in place with a 1 hour callout waiting time	LOW
<u>Lifting and carrying Injuries:</u>	Injury when loading and unloading event equipment and stock	Staff members	3	2	6	Staff will be briefed to carry long heavy items in pairs. They will be instructed to use the right way to lift a heavy object – eyes up, lift close to the body, bent knees, slightly apart, straight back.	LOW
<u>Adverse Weather Conditions:</u>	Could cause the event set up to be unstable. Slippery floors underfoot	Staff members and event attendees	4	2	8	Should the weather become very wet/windy we will review the set up of the area and adjust accordingly. The gazebo will be weighted down at all times to withstand strong winds.	LOW
<u>Bought in Equipment and Supplies:</u>	Substandard products could cause harm or damage to people or property.	Staff member and event attendees	3	1	3	All products and equipment bought in has been fully checked before the event. Any substandard products will be replaced and not brought to the event site.	LOW
<u>Hygiene (when handling food):</u>	Members of the public could become ill from lack of hygiene when handling food.	Members of the public.	3	2	6	All staff handling food must have food disinfected their hands and wear disposable gloves at all times when handling food. Anytime a staff member does leave the area, when returning they must re-wash their hands thoroughly before handling food again.	LOW

Fire Risk Assessment

Quorn Food Truck



Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
<u>Electrical Faults:</u>	Electrical shock or fire hazard	All staff and members of the public.	5	3	15	Electrical system is well maintained. Qualified electrical contractor to carry out repairs and to check the safety of the entire system. The supply cables are well insulated, protected and supported to prevent physical damage. All exposed metal parts (worktops & the walls of the vehicle) are bonded and earthed. Power supply is protected by a 30mA Residual Current Device (RCD).	LOW
<u>Fire Safety:</u>	Fires caused by electrical faults/ gas	All staff and members of the public	5	3	15	Suitable fire extinguishers & fire blankets readily available on the catering van. <ul style="list-style-type: none"> - CO2 for electrical fires. - Dry powder for LPG. - Foam & fire blanket for chip pan fires. Equipment is not turned on until van is stationary. Vehicle will not be moved until all equipment is turned off, cooled, emptied & strapped back into place.	LOW
<u>Fumes:</u>	Suffocation / injury due to inhalation of fumes.	All staff inside vehicle.	5	3	15	Vehicle is well ventilated whilst operational.	LOW

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Subject Area	Hazard and Effect	To Whom	S x L = R			Risk Control Measures	Residual Risk After Controls implemented
<u>Scalding/Burning:</u>	Injury / burn from hot equipment.	All staff and members of the public.	5	3	15	Equipment securely strapped in place. Only turned on once vehicle is stationary in position. Equipment turned off and allowed to cool completely before being emptied & cleaned. Burns first aid kit readily available on the vehicle.	LOW
<u>Gas Safety:</u>	Once mixed with air in small concentrations LPG can become highly flammable and explosive. If there is a leak in a confined space, there may be a risk of asphyxiation.	All staff and members of the public	5	3	15	LPG cannister/ tank is kept underneath the van so it is ventilated. Cannister is securely fastened to ensure no tampering can occur. Pipework and fittings regularly checked and replace any that are showing signs of ware. All gas appliances are regularly checked and serviced. Cannister stored in fire resistant materials. Only properly trained staff change over cylinders once empty. Gas monitors are situated across the van to detect any unusual readings. A portable gas monitor/reader is available for the team to use outside/ underneath the van.	LOW
<u>Fire Evacuation:</u>	Fire on site at the event	All staff inside vehicle.	5	2	10	All event evacuation procedures will be followed in the event of a fire at the event. Adequate briefing will take place in advance of the event, nearest fire meeting point & evacuation route located.	LOW

FOR ANY FURTHER ENQUIRIES, PLEASE CONTACT:

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